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Important information enclosed about your Premiere Select® SIMPLE IRA Plan

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Dear Premiere Select® SIMPLE IRA Plan Client:

Thank you for choosing the Premiere Select® SIMPLE IRA Plan for your business.

**Each year, the Internal Revenue Service (“IRS”) requires companies that offer a SIMPLE IRA Plan (the “Plan”) to notify all eligible employees of their right to make or modify a salary reduction election for the upcoming calendar year.**

This notice must be provided immediately before the Plan’s 60-day election period. For the 2019 Plan Year, this notice must generally be provided before November 2, 2018, regardless of whether you change any of your Plan elections.

We’ve prepared the enclosed material to assist you with this communication. The package includes the following Premiere Select® SIMPLE IRA Plan documents: Summary Description, Adoption Agreement, Notice to Eligible Employees, and Salary Reduction Agreement.

To fulfill your obligations, we suggest that you work with your investment representative to determine whether you want to make changes to your Plan elections for the coming year. If you choose to make changes, please complete the following steps:

1. Complete and sign the enclosed Adoption Agreement. Return it to your investment representative by September 28, 2018.
2. Complete and return the enclosed Notice to Eligible Employees based on your Plan elections for the coming year.

Before November 2, 2018, distribute to all eligible employees:

- **Current Summary Description (either the enclosed version or, if you make changes to your Plan elections, the one we send after receiving your modified Adoption Agreement)**
- **Completed Notice to Eligible Employees**
- **Enclosed Salary Reduction Agreement**

If an employee decides to change his or her salary reduction elections, please have him or her complete the Salary Reduction Agreement. You should retain it for payroll processing. Also, please remember to notify your investment representative when participants are no longer employees of your firm.

We are pleased to help you and your employees save for retirement. If you have any questions, please contact your investment representative.

Sincerely,

National Financial Services LLC

Enclosures (4)

The registered trademarks and service marks appearing herein are the property of FMR LLC.

Fidelity Clearing & Custody Solutions® provides clearing, custody, or other brokerage services through National Financial Services LLC or Fidelity Brokerage Services LLC, Members NYSE, SIPC.

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# Premiere Select<sup>®</sup> SIMPLE IRA Plan Summary Description

The Savings Incentive Match Plan for Employees (SIMPLE) is a retirement plan designed primarily for small-business owners. A SIMPLE IRA Plan may be adopted by Employers who do not maintain another Employer-sponsored plan and who employ 100 or fewer employees who received at least \$5,000 in compensation from the Employer for the preceding calendar year.

The Premiere Select<sup>®</sup> SIMPLE IRA Plan of [**BusinessName**] (hereinafter referred to as the “Plan”) was adopted as of [**EffDate**] [**Format MMMMMM dd, yyyy**], and last amended on <[AmendDate]>, effective <[AmendEffDate]>. The purpose of the Plan is to enable Eligible Employees to save for retirement.

## 1. Plan Information

### A. Employer Information

The name and address of the Employer offering the Plan is:

Employer Name: [**BusinessName**]  
Address: [**Address 1**]  
IF [**Address2**] > spaces  
[**Address 2**]  
[**City,**] [**State**] [**ZIP**]  
[**Country**]

Employer Contact: [**ContactName**]

Daytime Telephone: [**ContactPhone**] [PLEASE DELETE ENTIRE LINE IF NO DAYTIME TELEPHONE DATA IS PRESENT IN FILE]

### B. Custodian Information

The name and address of the Plan's Custodian is:

Fidelity Management Trust Company  
245 Summer Street  
Boston, MA 02210

## 2. Eligibility Requirements

You are eligible to participate in the Plan upon the later of the Plan's Effective Date or your date of hire.

### 3. Contributions

You must establish a separate SIMPLE IRA for the purpose of receiving contributions under the Premiere Select SIMPLE IRA Plan.

#### A. Employee Elective Deferrals

As an Eligible Employee under the Plan, you may elect to defer part of your compensation to the Plan each year instead of receiving it in cash. The amount of your compensation you elect to defer (hereinafter referred to as “Elective Deferrals”) must generally be expressed as a percentage of your compensation up to a maximum of \$12,500 for 2018, as indexed to reflect cost-of-living adjustments. If you are age 50 or older by the end of the tax year, you may also be able to make an additional Elective Deferral of \$3,000 for 2018. The percentage of your compensation you elect to contribute to the Plan will be withheld from each payroll or, if you elect, in a single sum, before taxes are computed, and contributed by your Employer on your behalf to a SIMPLE IRA set up by you or on your behalf. Your Elective Deferrals are not includable as taxable wages on IRS Form W-2. These amounts are subject to FICA taxes. The decision to defer part of your compensation to the Plan is entirely voluntary.

You may make or change your Elective Deferral election at any time during the 60-day period before the beginning of each Plan Year by delivering a completed Salary Reduction Agreement to your Employer. For the Plan Year in which you first satisfy the eligibility requirements described in Section 2, you may make your Elective Deferral election at any time during the 60-day period starting immediately before you become eligible to participate in the Plan, and the 60-day period shall include the date you become eligible to participate in the Plan or the day before that date. For the first Plan Year, you may make your Elective Deferral election at any time during the 60-day period that precedes or runs concurrent with the Effective Date of the Plan, or the date your Employer notifies you of your opportunity to make an Elective Deferral election under the Plan, if later.

You may terminate your Elective Deferral election at any time during the Plan Year. If you terminate your Elective Deferral election during the Plan Year, you may not resume Elective Deferrals until the next Plan Year.

You may modify your Elective Deferral election monthly, on the first day of the next month.

You are not required to make Elective Deferrals to the Plan. However, if your Employer has elected to match each Eligible Employee’s Elective Deferrals, you will not receive the Employer Matching Contributions unless you elect to make Elective Deferrals.

If you work for another Employer and are making Elective Deferrals to another Employer-sponsored retirement plan, there is a limit on the aggregate amount of Elective Deferrals you may make each year. This is known as your IRC Section 402(g) limit. The IRC Section 402(g) limit for 2018 is \$18,500. However, you may exceed this limit to the extent of any eligible catch-up Election Deferrals.

Contributions that exceed the maximum permissible amount per year—i.e., amounts in excess of the annual SIMPLE IRA contribution limit or the IRC Section 402(g) limit—are considered “Excess Elective Deferrals.” Excess Elective Deferrals are includable in your gross income in the calendar year of the deferral. Any income on Excess Elective Deferrals is includable in your gross income in the year the excess is withdrawn from your SIMPLE IRA. You should withdraw Excess Elective Deferrals and any allocable income by April 15 following the year to which the Excess Elective Deferrals relate. Excess Elective Deferrals that are not withdrawn by April 15 following the year to which the Excess Elective Deferrals apply may be subject to a 6% excise tax for each year they remain in your SIMPLE IRA. *Note:* The rules regarding excess or erroneous contributions to SIMPLE IRAs have not been released by the IRS. As a result, some modifications to the provisions contained herein may be required in order to comply with regulatory requirements under IRC Section 408(p).

#### B. Employer Contributions

Each year, your Employer may make contributions to your SIMPLE IRA. Your Employer can choose from two options for the plan: Option 1: Your Employer can elect to make a Nonelective Contribution equal to 2% of your compensation up to the Applicable Limit. Your Employer will make this Nonelective Contribution regardless of whether you elect to make Elective Deferrals to your

SIMPLE IRA, provided you are eligible to participate in the Plan. Option 2: Your Employer can elect to make a dollar-for-dollar match of your Elective Deferrals each year, up to an elected percentage rate (not to exceed 3%) of your compensation or the Applicable Limit, whichever is less.

If your Employer elects to make Nonelective Contributions to the Plan, you will be notified of the election within a reasonable time prior to the Plan's 60-day election period. Unless your Employer elects and notifies you that your Employer has elected Nonelective Contributions for the Plan Year, your Employer will make a dollar-for-dollar match of your Elective Deferrals each year, up to an elected percentage rate (not to exceed 3%).

If you are age 50 or older by the end of the tax year, you may be eligible to receive a catch-up matching contribution of \$3,000 for 2018. *Note:* This provision is allowed only under the matching contribution option and is not available if your Employer is making a Nonelective Contribution in lieu of matching.

The amount of your Employer's contributions to your SIMPLE IRA will be determined as follows:

Your Employer will make a Nonelective Contribution equal to 2% of your compensation. (The maximum compensation that can be taken into account in determining your Employer's Nonelective Contribution amount is \$275,000 for 2018. As a result, the maximum Nonelective Contribution an employee can receive for calendar year 2018 is \$5,500.) Your Employer will make this Nonelective Contribution regardless of whether you elect to make Elective Deferrals to your SIMPLE IRA, provided you are eligible to participate in the Plan.

#### 4. Distributions

Distributions from your SIMPLE IRA are subject to ordinary federal income taxes, and may be subject to state income taxes, for the year in which you receive them. Distributions before you reach age 59½ are generally subject to a 10% early withdrawal penalty in addition to ordinary income taxes. However, any distribution made before you reach age 59½ that is subject to a 10% early withdrawal penalty and is made within two years from the date you first participated in your Employer's SIMPLE IRA Plan will be subject to a 25% early withdrawal penalty.

You must begin receiving required minimum distributions (RMDs) from your SIMPLE IRA by April 1 following the year you turn age 70½. Subsequent RMDs must be made thereafter by each December 31.

To request a distribution from your Premiere Select SIMPLE IRA, please complete an IRA distribution request form. If you have any questions regarding your distribution options or need assistance completing the necessary forms, please contact your investment representative.

IRS regulations require the custodian of your SIMPLE IRA to withhold federal income tax at the rate of 10% from your SIMPLE IRA distribution(s) unless you elect not to have withholding apply by indicating this on your distribution form. This election will remain in effect on periodic distributions taken from your SIMPLE IRA until revoked by you. You can revoke this election at any time by contacting your investment representative.

If you elect to have withholding apply, either by indicating that you want to have withholding apply, by not indicating that you do not want withholding applied when you request your distribution(s), or by not providing a U.S. residential address, federal income tax will be withheld from your SIMPLE IRA distribution(s) at the rate of 10%. Even if you choose to have federal income tax withheld, you are still responsible for the full payment of federal income tax, any state or local taxes, and any penalties which may apply to your distribution(s). Regardless of whether you elect to have withholding apply, you may be responsible for payment of estimated taxes. You may also incur penalties under the IRS estimated tax rules if your estimated tax payments are not sufficient.

## 5. Rollovers and Transfers

You may roll over or transfer all or part of your SIMPLE IRA to another SIMPLE IRA. Rollovers from one SIMPLE IRA to another SIMPLE IRA must generally comply with the rollover rules applicable to IRAs. Rollovers from one SIMPLE IRA to another SIMPLE IRA must be completed no later than the 60th day after the day you receive the distribution from your SIMPLE IRA. You may not roll over assets from a SIMPLE IRA to another SIMPLE IRA more than once in any 12-month period. As of January 1, 2015, you may not roll over assets among any of your IRAs more than once in a 12-month period.

You may not roll over or transfer assets from your SIMPLE IRA to another IRA (other than a SIMPLE IRA) until two years have passed from the time you first participated in your Employer's SIMPLE IRA plan. After the two-year period, rollovers from a SIMPLE IRA to another IRA are subject to the same rollover rules applicable to traditional IRAs.

To transfer all or part of your Premiere Select SIMPLE IRA to another financial institution, please complete a Transfer of Assets request for the institution to which you wish to transfer. To transfer a SIMPLE IRA from another financial institution to a Premiere Select SIMPLE IRA, please complete the NFS Transfer of Assets form. Please check with that institution to learn about any additional requirements it may have.

To request a rollover of all or part of your Premiere Select SIMPLE IRA, please complete an IRA distribution request form.

Rollovers are now permitted from qualified plans and IRAs to a SIMPLE IRA provided you have met the two-year period mentioned previously.

## 6. Miscellaneous

The financial institution where you establish your SIMPLE IRA will provide a Disclosure Statement to you, which will explain in nontechnical terms certain features of your SIMPLE IRA, including:

- A. The statutory requirements that relate to the SIMPLE IRA
- B. The tax consequences that follow the exercise of various options and what those options are
- C. Participation eligibility rules and rules on deductibility and nondeductibility of retirement savings
- D. The circumstances and procedures under which you may revoke your SIMPLE IRA, including the name, address, and telephone number of the person designated to receive notification of revocation
- E. Explanations of when penalties may be assessed against you because of specified prohibited or penalized activities concerning your SIMPLE IRA
- F. Certain financial information concerning your SIMPLE IRA

The financial institution where you establish your SIMPLE IRA will also provide annual statements to you reporting certain information concerning your SIMPLE IRA, including the value of your SIMPLE IRA.

This document is the Summary Description of the Plan; it contains a summary of certain features of the Plan and is not intended to interpret or change any of the provisions of the Premiere Select SIMPLE IRA Plan Agreement. In all cases, the Premiere Select SIMPLE IRA Plan Agreement will govern. The terms appearing in this Summary Description shall be defined as in the Premiere Select SIMPLE IRA Plan Agreement unless a different meaning is indicated. A copy of the complete Premiere Select SIMPLE IRA Plan Agreement can be obtained from your Employer. If you have questions about this Summary Description, you should contact your Employer.

SAMPLE

# Premiere Select® SIMPLE IRA Plan

## Adoption Agreement

Use this Adoption Agreement to adopt or amend the Premiere Select SIMPLE IRA Plan. The Premiere Select SIMPLE IRA Plan Agreement, and any elections you make in this Adoption Agreement, shall constitute your Premiere Select SIMPLE IRA Plan. You and each of your Eligible Employees must also establish a SIMPLE IRA to accept SIMPLE contributions under this Plan. For help completing this Adoption Agreement, call your investment representative. To establish your Premiere Select SIMPLE IRA Plan, please complete this Adoption Agreement and the enclosed Company Profile Form and return them to your investment representative.

Please complete all sections.\*

### 1. EMPLOYER INFORMATION

NAME OF EMPLOYER (Company Name)	CITY	STATE	ZIP/POSTAL CODE
TAX ID #	NAME OF CONTACT PERSON		
ADDRESS	DAYTIME PHONE #	PLAN EFFECTIVE DATE	

**Note:** Plan notice must be provided to each Eligible Employee on or before the Plan Effective Date.

If this is the first year for which you are adopting any SIMPLE Plan, you may insert any date between January 1 and October 1, inclusive. For new businesses established after October 1 of the year the SIMPLE Plan is adopted, this requirement does not apply if the Employer adopts the SIMPLE Plan as soon as administratively feasible after the business is established. If the Employer (or any predecessor Employer) previously terminated a SIMPLE Plan and is adopting a new SIMPLE Plan, the Plan Effective Date must be January 1 of the applicable year.

If this section is left blank, the Effective Date shall be the prototype Sponsor's first business day of the applicable calendar year or the date the plan notice is provided to Eligible Employees, if later.

\*In the event a section that indicates an elective feature of the Plan is left blank, the default provision for your Plan will be the provision that appears in the box of each section unless otherwise stated.

### 2. ELIGIBILITY REQUIREMENTS

All Employees will immediately be able to participate under your Plan, unless you limit eligibility by completing both sections (i) and (ii) in Item B below:

**Note:** Although union employees and nonresident alien employees are to be counted for purposes of the 100 Employee Limit, such employees are excluded from participation in the SIMPLE IRA Plan.

The Employer shall permit all Employees who meet the following eligibility requirements to participate under the Premiere Select SIMPLE IRA Plan:

**A. Full Eligibility**  
 All Employees are eligible to participate in the Plan upon the later of the Plan's Effective Date, or the Employee's date of hire.

OR

**B. Limited Eligibility**

Eligibility is limited to Employees who are described in both (i) and (ii) below:

**Note:** If this Section 2(B) is elected and you do not complete Items 2(B)(i) and/or 2(B)(ii) below, the default will be \$5,000 in compensation for two prior calendar years and the current year.

**(i) Current Compensation**

Employees who are reasonably expected to receive at least \$ \_\_\_\_\_ in Compensation (not to exceed \$5,000) for the calendar year;

**AND**

**(ii) Prior Compensation**

Employees who have received at least \$ \_\_\_\_\_ in Compensation (not to exceed \$5,000) during any \_\_\_\_ (insert "0," "1," or "2") prior calendar years (may not be required to be consecutive).

For questions or assistance, call your investment representative.



### 3. EMPLOYEE ELECTIVE DEFERRALS

Complete both A and B below to indicate the restrictions concerning changes to Salary Reduction Agreements.

By executing a Salary Reduction Agreement with the Employer, an Eligible Employee may elect to defer a percentage or a specific dollar amount of his or her Compensation, which will result in the deferral of no more than the Applicable Limit per Plan Year. An Employee may terminate a Salary Reduction Agreement at any time during the year, and an Employer can elect by indicating in A below when such salary reduction contributions can resume and in B below when modifications to a Salary Reduction Agreement can occur.

A. Employees who terminate a Salary Reduction Agreement during the year (check one):

can resume Elective Deferrals the first day of the next month

can resume Elective Deferrals the first day of the next quarter

cannot resume Elective Deferrals until the next Plan Year

B. Modifications to a Salary Reduction Agreement can occur (check one):

monthly, on the first day of the next month

quarterly, on the first day of the next quarter

only during the Election Period

### 4. EMPLOYER MATCHING AND NONELECTIVE CONTRIBUTIONS

All Employers **MUST** designate how the required Employer Matching Contributions or Nonelective Contributions to the Plan will be made by completing either A or B below.

Unless a lesser percentage is indicated in A below, you will be required to make a matching contribution on a dollar-for-dollar basis of 3% of an Employee's Compensation not to exceed the Applicable Limit.

A. Employer Matching Contributions

For each Plan Year, and subject to the terms of Section 5.3 of the Plan, the Employer shall match the Employee's Elective Deferral on a dollar-for-dollar basis (not to exceed the lesser of 3% of the Employee's Compensation or the Applicable Limit), unless a lesser percentage is inserted here that is equal to or greater than 1%, but no more than 3% of the Employee's Compensation, or the Applicable Limit: \_\_\_\_\_ %

**Note:** With respect to Matching Contributions, if the Employer elects to reduce the 3% Matching Contribution limit in Item 4A above to a lesser percentage, then the Employer cannot reduce the 3% limit for more than two years out of the five-year period ending with the Plan Year the reduction is effective.

OR

B. Nonelective Contributions

In lieu of Employer Matching Contributions, the Employer shall make a contribution of 2% of Compensation (Compensation not to exceed the limits described in Section 401(a)(17) of the Code, as adjusted by the Secretary of the Treasury for increases in the cost of living in accordance with Section 401(a)(17) of the Code) for each Eligible Employee, regardless of whether the Eligible Employee elects to make Elective Deferrals to the Plan.

### 5. EMPLOYER SIGNATURE

By signing below, the Employer named below hereby (check one):

adopts

OR

amends

Effective Date   -   -

The Premiere Select SIMPLE IRA Plan under Section 408(p) of the Internal Revenue Code, the terms of which shall be governed by the Premiere Select SIMPLE IRA Plan Agreement and this Adoption Agreement. To the extent an optional provision is not selected on the Adoption Agreement, the Employer understands that the default option will be the provision, if any, indicated as such in that section. The Employer appoints Fidelity Management Trust Company (FMTC) (or its successor) as Custodian of this Plan, and recognizes that while such Custodian is a bank, any individual securities, mutual funds and money market funds which this SIMPLE IRA Plan may invest its assets in are not backed or guaranteed by any bank or insured by the FDIC. The Employer hereby authorizes FMTC, or its agents or successors, to accept direction with respect to this Plan from the Contact Person authorized in Section 1 and the investment representative indicated in Section 6 of this Adoption Agreement.

**Note:** Amendments that affect your Plan's features as reflected in your Summary Description must be effective January 1 of the following calendar year. Notwithstanding the preceding sentence, the Custodian of your SIMPLE Plan may resign or be removed at any time during the calendar year. If left blank, the amendment effective date will be January 1 of the following calendar year.

NAME OF EMPLOYER (Company Name)

NAME OF PERSON AUTHORIZED TO SIGN ON BEHALF OF COMPANY (Please Print)

SIGNATURE OF AUTHORIZED PERSON

X

DATE mm/dd/yyyy

The Premiere Select SIMPLE IRA Plan Agreement and Adoption Agreement have been approved as to form as a prototype plan by the Internal Revenue Service. Amendments or revisions may be required in order to comply with future changes in the law.

Fidelity Management & Research Company, the sponsor of this prototype plan, will inform you of all amendments made to this Plan, or if it ever discontinues or abandons this Plan. You may contact Fidelity Management & Research Company with respect to this Plan by mail at:

**Fidelity Management & Research Company**

Attention: Premiere Select SIMPLE IRA Plan - 245 Summer Street, Boston, MA 02210

**6. INVESTMENT REPRESENTATIVE INFORMATION AND SIGNATURE**

Please have your investment representative complete this section.

FIRM NAME

CITY

STATE

ZIP/POSTAL CODE

REP NAME

REP #

PHONE #

BRANCH ADDRESS

The above firm hereby accepts its appointment as agent for the SIMPLE IRA Plan designated above to execute investment directions on behalf of the Employer and for such other purposes as more fully described in the Premiere Select SIMPLE IRA Plan Agreement.

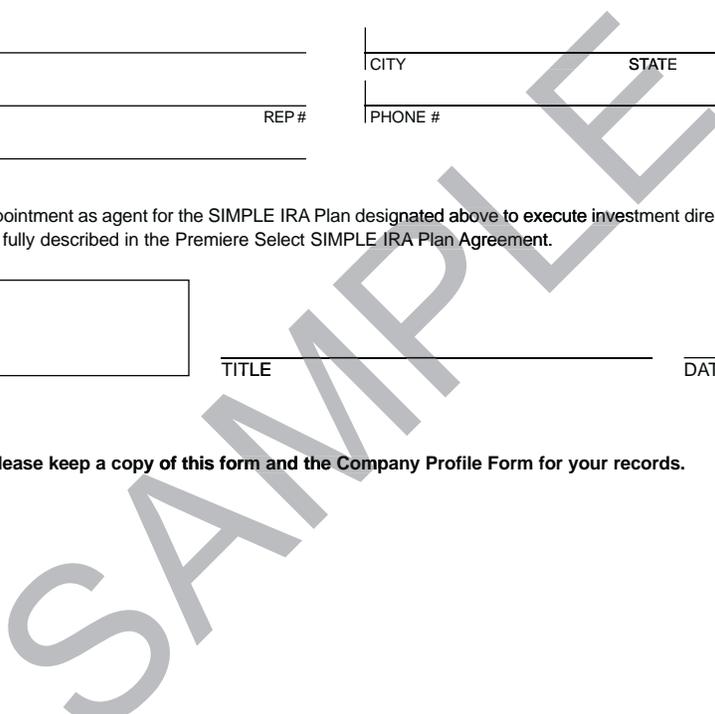
AUTHORIZED FIRM SIGNATURE

X

TITLE

DATE mm/dd/yyyy

**Please keep a copy of this form and the Company Profile Form for your records.**



# Premiere Select<sup>®</sup> Retirement Plan

## Important Participant Information<sup>1</sup>

### Note to Plan Administrators

If your retirement plan is subject to Title 1 of ERISA<sup>2</sup> and participants can direct investments in their plan account, you must provide certain plan information to each plan participant or beneficiary on or before the date they can first direct investments in their plan account, and at least annually thereafter. The required information falls into two general categories: *investment related* and *plan related*.

**Investment related:** In accordance with Department of Labor (DOL) regulations, the investment related information applies to plans with “designated investment alternatives,” which are not applicable to the Premiere Select<sup>®</sup> Retirement Plans, because they permit investments in nearly the whole universe of brokerage options.

**Plan related:** The following Premiere Select Retirement Plan information was prepared for you to consider and may be used to assist you in fulfilling your participant disclosure obligations.

### Information for Plan Participants

We have adopted and maintain the Premiere Select Retirement Plan (“the Plan”).

Federal law<sup>3</sup> requires that the following information be provided to you because you have a plan account or are eligible to participate in the Plan. Review these materials carefully. To initiate any future changes in your plan account, contact us or your investment professional.

- Your rights under the Plan, and any restrictions, are subject to the terms of the Plan. Refer to your Summary Plan Description or Plan Document for more detailed information.
- The Plan generally allows individuals with a balance in the Plan to direct the investment of their plan account.
- The Plan offers a wide variety of investment options through a brokerage account that allows you to direct your account balance and future contributions in a way where you can create a diversified portfolio to help you meet your individual needs. There are no designated investment options under the Plan. You may purchase nearly all investments that are available in a brokerage account, including mutual funds and individual securities. Refer to the Retirement Account Customer Agreement that you received when you opened your plan account for more information. If you need more information about a particular mutual fund, refer to the fund's prospectus for a complete description of the fund and its fees, charges and operations.
- There may be certain restrictions on how investment directions may be made in your plan account, pursuant to the investments you select. Contact your investment professional for additional details.
- You have the right to exercise voting, tender and similar rights related to any investments you may have in your plan account to the extent applicable.
- Administrative/Individual Expenses:
  - Refer to the Retirement Account Customer Agreement and Supplemental Fees and Compensation Schedule that accompanied your account opening application for information related to fees and expenses for general administrative services and for more information about the operation of your brokerage account, including any restrictions which may apply to the investments you select.
  - If you have chosen other account features, refer to the applicable agreements and materials related to the feature for any fees related to the feature.

<sup>1</sup> Reference Employee Retirement Income Security Act of 1974 (ERISA) Section 3(7) for the definition of what is a participant.

<sup>2</sup> These are generally multi-participant qualified retirement plans where there is at least one participant that is not the owner or the owner's spouse.

<sup>3</sup> Section 404(a) of the ERISA and Department of Labor (DOL) Regulation Section 2550.404a-5.

# SIMPLE IRA Plan Salary Reduction Agreement

Use this form to direct your employer to defer part of your compensation to your company's SIMPLE IRA Plan, or to change your existing Salary Reduction Agreement. See Section 3 of the Premiere Select SIMPLE IRA Plan Summary Description to determine when changes may be made to an existing Salary Reduction Agreement. Refer to the Summary Description in its entirety for details on all of your Premiere Select SIMPLE IRA Plan's provisions. Retain a copy of this form for your records. Type on screen or fill in using CAPITAL letters and black ink.

**Note to Employer:** You can provide copies of this sample Salary Reduction Agreement to your eligible employees or you can create and provide copies of your own customized Salary Reduction Agreement.

## 1. Employee Information

First Name		Middle Name	Last Name
Social Security Number		Employer Name	
Address			
City		State/Province	Zip/Postal Code

## 2. Salary Reduction Election

Subject to the requirements of the SIMPLE IRA Plan of the above-named employer, you authorize the percentage OR dollar amount listed below to be withheld from your pay each pay period and contributed to your SIMPLE IRA as a salary reduction contribution.

Insert percentage. ▶  
 OR
  \$ 
 which equals this percentage of your current salary. ▶

## 3. Maximum Salary Reduction

You understand that the total amount of your salary reduction contributions cannot exceed \$12,500 for 2018.

Employees age 50 or older may be able to make an additional catch-up elective deferral contribution to their SIMPLE IRA. Employees should consult their employer for more information about this additional catch-up contribution.

## 4. Date Salary Reduction Begins

You understand that your salary reduction contributions will start as soon as permitted under the SIMPLE IRA Plan and as soon as administratively feasible. Or if you want the salary reduction contributions to begin later, fill in the date you want them to begin.

This date must be on or after the date you sign this Agreement.

Date MM DD YYYY

## 5. Duration of Election

By signing below, you:

- Acknowledge you have read the Premiere Select SIMPLE IRA Plan Summary Description to determine if the changes you are requesting can be made to an existing Salary Reduction Agreement.

- Understand this Salary Reduction Agreement replaces any earlier agreement and will remain in effect as long as you remain an Eligible Employee under the SIMPLE IRA Plan, or until you provide your

employer with a request to end your salary reduction contributions or you provide a new Salary Reduction Agreement as permitted under your employer's SIMPLE IRA Plan.

Print Employee Name First, M.I., Last	
Employee Signature	Date MM - DD - YYYY
<b>SIGN</b> ▶	▶

**For questions or assistance, call your investment representative.**