

Fidelity SIMPLE IRA—Plan Maintenance

Use this form to update your company's current Fidelity SIMPLE IRA Plan by completing **ONLY** the appropriate sections. Do **NOT** use this form to establish a new Fidelity SIMPLE IRA Plan. Type on screen or fill in using CAPITAL letters and black ink.

Helpful to Know

- This form should be completed by a designated Authorized Individual for your company's SIMPLE IRA Plan.
- If you are requesting to update your Company Name and/or Company Tax ID Number due to a change in ownership or business structure, you may also need to complete the *SIMPLE IRA—Adoption Agreement* and/or *SIMPLE IRA—Corporate Resolution*.
- If you are requesting to designate a new **Primary Authorized Individual**, this form **must** be completed and signed by both the new and current Primary Authorized Individual.
- **Note:** If you are requesting to add, remove, or update any **Additional Authorized Individual(s)** on your Plan, this form **must** be completed and signed by the Primary Authorized Individual.
- You are only required to complete Sections 1 and 8 and any section(s) requiring updates.
- For faster processing, this completed form can also be faxed to the attention of the Fidelity SIMPLE Service Team at **800-347-2779**.
- You will want to keep a copy of all documents and completed forms for your records.

1. Current Company Information *Required*

Company Name		Company Tax ID Number	
Authorized Individual		Primary Phone	

2. New Company Information

Enter full entity name as evidenced by the relevant formation document (e.g., partnership agreement, articles of incorporation).

Company Name		Company Tax ID Number	
Primary Phone			

New Company Permanent Address *This is the legal address used for tax-reporting purposes, and cannot be a PO box, mail drop, or c/o.*

Address			
City		State	ZIP Code

New Mailing Address

☐ Same as permanent address *► Default if no other information indicated below.*

Address			
City		State	ZIP Code

Form continues on next page. ►►

3. New Primary Authorized Individual

Sections 3 and 4 must be completed by the new Primary Authorized Individual. Section 8 must be signed by the current Primary Authorized Individual.

As the Primary Authorized Individual, you will have the authority to transact all business with Fidelity on behalf of your company's plan. This could include, but is not limited to, requesting plan maintenance; accessing Plan Manager to view, monitor, or submit any Plan contributions; and/or adding, updating, or removing Additional Authorized Individuals for your Plan.

Enter full first and last name as evidenced by a government-issued, unexpired document (e.g., driver's license, passport, permanent resident card).

Mobile phone number and email are required for account security, transactional alerts, and delivery of other communications.

First Name	Middle Name	Last Name	
Social Security or Taxpayer ID Number		Required <input type="checkbox"/> SSN <input type="checkbox"/> ITIN	Date of Birth MM DD YYYY
Mobile Phone		Secondary Phone	
Email*			

*You consent to Fidelity's use of your email and/or mobile number to message, call, or text you regarding account-related documents and communications. Message and data rates apply; frequency may vary. For help with texts, reply HELP. To opt out of texts, reply STOP. You may also update your contact information at any time through your profile on Fidelity.com.

Residential Address

This is the legal address used for tax-reporting purposes, and cannot be a PO box, mail drop, or c/o.

Address		
City	State	ZIP Code

Associations

As a person associated with a member firm, you are obligated to receive consent from that firm.

Fidelity has existing consent agreements with many firms for their employees to maintain accounts with Fidelity and to deliver transactional data. If your firm is not one of them, Fidelity will attempt to contact your firm's compliance office.

If you are employed by or associated with a broker-dealer, stock exchange, exchange member firm, the Financial Industry Regulatory Authority (FINRA), a municipal securities dealer, or other financial institution, or are the spouse or an immediate family member residing in the same household of someone who meets the aforementioned employment criteria, provide the company's name and address below. Information (including duplicate copies of confirmations and statements for this account, and any accounts you choose to have on a consolidated statement) will be sent to the associated person's employer for purposes of compliance review.

Company Name			
Company Address			
City	State/Province	ZIP/Postal Code	Country

Affiliations

If you, your spouse, or any of your relatives (including parents, in-laws, and/or dependents, etc.), living in your home (at the same address), is a member of the board of directors, a 10% shareholder, or a policy-making officer of a publicly traded company (an "Affiliate"), you must provide the information below. If there are more than two Affiliates, make a copy of this section.

Affiliate's Company Name	Trading Symbol or CUSIP
Affiliate's Company Name	Trading Symbol or CUSIP



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4. New Primary Authorized Individual Signature and Date *Required*

By signing below, you:

- Agree to be bound by the current and future terms of all agreements, and by any applicable disclosures, between your company and Fidelity.
- Certify that you are an officer or owner of the adopting company who is authorized to transact business with Fidelity on behalf of your company's SIMPLE IRA Plan, and that all information you provided is correct to the best of your knowledge.
- Represent and warrant that if you have not completed the section titled Associations, you are not employed by nor associated with a broker-dealer, stock exchange, exchange member firm, FINRA, a municipal securities dealer, or any other financial institution, nor are you the spouse or immediate family member residing in the same household of such a person.
- Represent and warrant that if you have not completed the section titled Affiliations, none of you, your spouse, nor any of your relatives living in your home are a control person or affiliate of a public company under SEC Rule 144.

To help the government fight financial crimes, federal regulation requires Fidelity to obtain your name, date of birth, address, and a government-issued ID number before opening your account, and to verify the information. In certain circumstances, Fidelity may obtain and verify comparable information for any person authorized to make transactions in an account. Also, federal regulation requires Fidelity to obtain and verify the beneficial owners and control persons of legal entity customers. Requiring the disclosure of key individuals who own or control a legal entity helps law enforcement investigate and prosecute crimes. Your account may be restricted or closed if Fidelity cannot obtain and verify this information. Fidelity will not be responsible for any losses or damages (including, but not limited to, lost opportunities) that may result if your account is restricted or closed.

PRINT PRIMARY AUTHORIZED INDIVIDUAL NAME	
PRIMARY AUTHORIZED INDIVIDUAL SIGNATURE	DATE MM/DD/YYYY
	

5. Add Additional Authorized Individual(s)

To add Additional Authorized Individuals to your plan, provide the requested information below. Any existing Additional Authorized Individuals will remain on the plan unless you indicate to remove them in the following section. The Primary Authorized Individual can also update Additional Authorized Individuals online via Plan Manager. **Note:** Any person(s) named here will have the same level of authority and access to your plan as the Primary Authorized Individual above, except to add or remove Additional Authorized Individuals.

Enter full first and last name as evidenced by a government-issued, unexpired document (e.g., driver's license, passport, permanent resident card).

First Name	Middle Name	Last Name
Residential Address <i>This is the legal address used for tax-reporting purposes, and cannot be a PO box, mail drop, or c/o.</i>		
City	State	ZIP Code
Social Security or Taxpayer ID Number		Date of Birth MM DD YYYY
Required <input type="checkbox"/> SSN <input type="checkbox"/> ITIN		
Mobile Phone	Secondary Phone	
Email*		

Mobile phone number and email for all Plan Contacts are required for account security, transactional alerts, and delivery of other communications.

Add Additional Authorized Individual(s) continues on next page. ►►

5. Add Additional Authorized Individual(s), continued



Mobile phone number and email for all Plan Contacts are required for account security, transactional alerts, and delivery of other communications.

First Name	Middle Name	Last Name
Residential Address <i>This is the legal address used for tax-reporting purposes, and cannot be a PO box, mail drop, or c/o.</i>		
City		State ZIP Code
Social Security or Taxpayer ID Number	Required <input type="checkbox"/> SSN <input type="checkbox"/> ITIN	Date of Birth MM DD YYYY
Mobile Phone	Secondary Phone	
Email*		

Mobile phone number and email for all Plan Contacts are required for account security, transactional alerts, and delivery of other communications.

First Name	Middle Name	Last Name
Residential Address <i>This is the legal address used for tax-reporting purposes, and cannot be a PO box, mail drop, or c/o.</i>		
City		State ZIP Code
Social Security or Taxpayer ID Number	Required <input type="checkbox"/> SSN <input type="checkbox"/> ITIN	Date of Birth MM DD YYYY
Mobile Phone	Secondary Phone	
Email*		

*You consent to Fidelity's use of your email and/or mobile number to message, call, or text you regarding account-related documents and communications. Message and data rates apply; frequency may vary. For help with texts, reply HELP. To opt out of texts, reply STOP. You may also update your contact information at any time through your profile on Fidelity.com.

6. Remove Existing Additional Authorized Individuals

Complete this section to remove existing Additional Authorized Individuals from your plan. The Primary Authorized Individual can also complete this online via Plan Manager.

- Check one. ☐ Remove all existing Additional Authorized Individuals on this plan.
☐ Remove only the following Additional Authorized Individual(s):

Name
Name

Form continues on next page. ►►



7. Update Electronic Funding Service

To establish or update the Electronic Funding Service, provide your company's bank information below. This service can only be accessed via the Fidelity Plan Manager site. **Note: This service may take 4–5 business days to become active or updated after the processing of this form. Business days are Monday through Friday. Bank and New York Stock Exchange holidays are not included. Your bank must be a member of the Automated Clearing House (ACH) network.**

For additional information regarding Fidelity's Plan Manager site, and Electronic Funding Service, see "Important Information About Your Fidelity SIMPLE IRA Plan" at the end of this form.

- Check one. ☐ Checking
☐ NOW or Money Market Deposit Account
☐ Savings *Passbook savings accounts are not eligible.*

You must attach a voided check, deposit slip, or bank statement with the account number and all owner names preprinted on it.

Please call your bank to verify.

Bank Name	
Owner(s) Name(s) Exactly as on Bank Account	
Bank Routing Number <i>Nine digits, starts 0, 1, 2, 3, or 4.</i>	Bank Account Number

8. Authorized Individual Signature and Date *Required*

In the section below, "Fidelity," "us," and "we" refer to Fidelity Brokerage Services LLC and National Financial Services LLC and their affiliates, and their employees, agents, representatives, shareholders, successors, and assigns as the context may require; "you" refers to the company and the Authorized Individual indicated on this form.

By signing below, you:

- Authorize Fidelity to act on all instructions given on this form.
- Authorize FMTCC (or its agents or successors) to accept direction with respect to this Plan from the Primary Authorized Individual identified in Section 3 or any Additional Authorized Individual(s) identified in Section 5 above.
- Certify that all information you provided is true, accurate, and complete.

If establishing or updating the Fidelity Electronic Funding Service, you:

- Authorize Fidelity to initiate debit entries to your company's bank account indicated in Section 7. You further authorize and request the bank indicated in Section 7 to accept any such debit entries initiated by Fidelity to your company's bank account

and to credit such amounts to the Account without any further authorization relating hereto. You authorize Fidelity to debit the Account and credit each participant's Fidelity SIMPLE IRA account in the amounts and contribution types for which you will provide contribution instructions from time to time. The sole purpose of the Account is to facilitate electronic funding of Fidelity SIMPLE IRA Plan contributions on behalf of Plan participants. You understand that this Account is not meant to draw interest or dividends, or to transact in or hold securities.

- Ratify the instructions given pursuant to this authorization and agree to indemnify and hold Fidelity harmless from any loss, liability, cost, or expense that may arise from Fidelity acting on your instructions. You understand that if there are insufficient funds in the bank

account listed in Section 7, Fidelity may cancel contributions, and that Fidelity is not responsible for the timing, amount, purpose, or propriety of any SIMPLE contributions. You further agree to hold Fidelity harmless if a cancellation results in a contribution not being deposited in time to meet the contribution's deadline. You hereby agree to indemnify and hold Fidelity harmless for any loss, liability, cost, or expense arising out of insufficient funds in the bank account provided.

- Understand that Fidelity may purge unused EFT instructions from your account on a periodic basis without notice to you.
- Understand that Fidelity may terminate the EFT instructions from your account at any time in its sole discretion.

PRINT AUTHORIZED INDIVIDUAL NAME	
AUTHORIZED INDIVIDUAL SIGNATURE	DATE MM/DD/YYYY
SIGN X	X

Did you sign the form and include any necessary documents?

Send the ENTIRE form to Fidelity Investments.

Questions? Go to [Fidelity.com/simpleira](https://www.fidelity.com/simpleira) or call 800-343-3548.

Regular mail

Fidelity Investments
Attention: SIMPLE Service Team
PO Box 770001
Cincinnati, OH 45277-0038

Overnight mail

Fidelity Investments
Attention: SIMPLE Service Team
100 Crosby Parkway KC1D
Covington, KY 41015

On this form, "Fidelity" means Fidelity Brokerage Services LLC and its affiliates. Brokerage services are provided by Fidelity Brokerage Services LLC, Member NYSE, SIPC. 696601.9.0 (02/23)

Important Information about Your Fidelity SIMPLE IRA Plan

Keep this information for your records.

The Fidelity SIMPLE IRA offers various options and features to assist your company in administering your plan. Please review this document to learn more about the Fidelity Plan Manager site, and contribution processing.

For additional information on how to calculate plan contributions, including estimating employer contributions for your plan, see pages 2 and 3 of this document.

Fidelity Plan Manager

The Fidelity Plan Manager site is available to any company adopting our SIMPLE IRA Plan. This site is designed to allow your company to manage your overall plan and provides:

- An overview of your plan details
- Tracking of year-to-date contributions
- The ability to perform certain maintenance tasks on your plan
- Access to process your company's SIMPLE IRA contributions via our Electronic Funding Service

To register or learn more about the Plan Manager site, go to <https://planmanager.fidelity.com>.

Electronic Funding Service

This service is available to companies that will be processing their SIMPLE IRA contributions internally. The benefits of using the Electronic Funding Service include:

- **Convenience:** You can access the service any time, via the Plan Manager site, to provide contribution instructions quickly and accurately.
- **Contribution Tracking and Verification:** You will receive immediate verification of your completed transactions, which you can print and save for your records. You can also track year-to-date contribution information for your employees to help guard against making inadvertent overcontributions to your plan.

Additional details on how the service works:

- This service is available free of charge through Fidelity, but you should contact your bank to confirm whether it charges a fee to process direct debits. This service cannot be established or updated over the phone.
- When you establish this service, your Fidelity Funding Account will act as the conduit between your bank account and your employees' Fidelity SIMPLE IRA accounts. Your bank must be a member of the Automated Clearing House (ACH) network.
- The Funding Account is a non-interest-bearing account that is not eligible for securities transactions. For additional details regarding the Funding Account, please review the Funding Account Agreement included in the SIMPLE IRA Plan Establishment kit or visit Fidelity.com/simpleira.

- Based on your instructions each payroll period, the service uses the ACH network to transfer your SIMPLE contributions to your Funding Account via a direct debit from your company's bank account. Upon deposit to the Funding Account, Fidelity will automatically allocate the contributions among your employees' Fidelity SIMPLE IRA accounts.
- You can schedule your contributions in advance, but **Fidelity must receive your instructions at least two business days before your intended deposit date.** For example, to meet an October 15 tax-filing deadline for prior-year employer contributions, your contributions must be submitted by October 13, or potentially even sooner to account for any weekends or holidays.
- For your protection, *SIMPLE IRA contribution instructions cannot be accepted over the phone.*
- As National Financial Services LLC (NFS) is the clearinghouse Fidelity uses to process electronic transfers, "National Financial Services LLC" will be the name appearing on your company's bank statement.

If your company will not be establishing the Electronic Funding Service to process your plan contributions internally, please see the Contribution Processing section for information on using an external payroll vendor.

Contribution Processing

All SIMPLE IRA Plan contributions must be deposited electronically from your company's bank account. Your company has the choice of establishing the Electronic Funding Service, as discussed above, or using an external payroll service to manage and monitor the funding process on your behalf.

In order for your vendor to process your ACH transactions, you will need to provide them with the ACH instructions found in the Sample Contribution Table on the next page, and the following information:

- A separate ACH transaction will need to be sent for each employee contribution and each corresponding employer contribution—for each contribution year. For example, if your employee makes a salary reduction contribution to his or her SIMPLE IRA and your company matches that contribution, your payroll vendor will need to initiate two separate ACH transactions—one for the employee's contribution and another for your company's matching contribution.

Calculating Your Plan Contributions

Once you adopt a Fidelity SIMPLE IRA, you'll need to keep track of the SIMPLE IRA contributions for each of your plan participants.

Whether your company will be using the Electronic Funding Service or a payroll vendor to fund your plan, sample calculations are provided below to show how the applicable Matching or Nonelective Employer Contribution would be determined based on three hypothetical employee contributions. You may want to set up a worksheet on your computer using spreadsheet software, based on the following guidelines:

- 1. Employee's Name.** List the name of each employee who is eligible to participate in your SIMPLE IRA Plan. Remember to include yourself as a participant.
- 2. Employee's SIMPLE IRA Account Number.** List each eligible employee's nine-digit SIMPLE IRA Account Number. (Once we receive your employees' SIMPLE IRA applications, Fidelity will send you these assigned numbers. You will need to use these numbers each time you forward a contribution to Fidelity.)
- 3. Pretax Compensation.** List your employees' compensation for the payroll period—before any taxes are withheld.
- 4. Employee's Contribution Percentage.** Indicate the percentage of each employee's pretax compensation he or she wants to defer to the SIMPLE IRA. (This amount must generally be expressed as a percentage of compensation.)
- 5. Employee's Salary Reduction Contribution.** To calculate each employee's actual SIMPLE IRA contribution, multiply the employee's pretax compensation (column 3) by his or her

contribution percentage (column 4). Employee contributions must be deposited as of the earliest date on which the contributions can reasonably be segregated from your general account, but no later than the 30th day following the last day of the month in which the contributions are withheld from the employees' compensation.

Please note: You or your payroll vendor will need to keep a running total of each employee's contributions for the year (column 5a). When you use Fidelity Plan Manager, year-to-date contribution information is available for any of your employees online, so that you can ensure that an employee does not contribute more than the maximum allowable, which is \$15,500 for 2023 and \$16,000 for 2024. Also, employees age 50 and older may be able to make an additional contribution of \$3,500 for 2023 and \$3,500 for 2024.

- 6. Employer's Contribution.** For *Matching Contributions*, match each employee's contribution (column 5), up to 3% of compensation or \$15,500 for 2023 and \$16,000 for 2024 (\$19,000 for 2023 and \$19,500 for 2024 if age 50 or older), whichever is less. In any two out of five years, you can reduce your company match to 1% of compensation.

For *Nonelective Contributions*, multiply the employee's pretax compensation (column 3) by 2%. The maximum you can contribute under this option is \$6,600 for 2023 and \$6,900 for 2024.

Employer matching contributions and nonelective contributions must be made by your company's tax-filing deadline, including extensions, for the taxable year for which the contributions are made.

Hypothetical Examples								
1. Eligible Employee's Name	2. Employee's SIMPLE IRA Account Number	3. Pretax Compensation This Payroll Period	4. Employee's Contribution Percentage	5. Employee Contribution This Payroll Period	5a. Employee's Contributions Year to Date ⁴	6. Employer's Contribution ⁵		6a. Employer's Contributions Year to Date ⁴
						Matching Contribution <small>Match column 5, up to 3% of compensation</small>	Nonelective Contribution <small>Multiply column 3 by 2%, maximum \$6,900 for 2024</small>	
Jane Anderson	101234567	\$2,250.00	3%	\$67.50	\$202.50	\$67.50	\$45.00	\$135.00
John James	101345678	\$2,120.83	0%	\$0.00	\$0.00	\$0.00	\$42.42	\$127.26
Richard Jones	101567890	\$6,250.00	5%	\$312.50	\$937.50	\$187.50	\$125.00	\$375.00

Sample Contribution Table			
1. Eligible Employee's Name	2. Transit/Routing Number for Fidelity's Bank (UMB Bank, N.A.)	3. Destination Information at UMB Bank, N.A.	4. Dollar Amount
Jane Anderson	101205681	395 12024101234567	\$67.50
John James	n/a	n/a	n/a
Richard Jones	101205681	3951 2024 101567890	\$312.50

Source code¹

Year for which
contribution is
being made²

Employee's SIMPLE IRA
account number³

¹It is critical to use a source code digit of "1" for employee salary reduction contributions and of "2" for employer contributions.

²It is also critical to indicate the year for which the contribution is being made and to update the year designations annually.

³Fidelity will send you confirmation of account numbers for each participant. You will need to provide these to your bank or payroll vendor.

⁴Assumes three payroll periods, for illustrative purposes. Column 6a uses the Nonelective Contribution method.

⁵You can switch between these two options subject to certain restrictions. See Article IV of the Fidelity SIMPLE IRA Plan Agreement for details.

Contribution Worksheet—estimating employer contributions for your SIMPLE IRA Plan

To help you estimate what it may cost your company to offer the SIMPLE IRA, we've designed the following worksheet. After you complete it, you'll be able to estimate and compare the costs for the two employer contribution options. Note, too, that under the Employer Matching Contribution example, you can estimate the standard 3% match, as well as the 1% reduced match available in any two out of five years. Just keep in mind that your actual

contributions may vary each year depending on several variables, including the number of eligible employees, their compensation, the number of employees who elect to make salary reduction contributions, and the amount of their contributions. In addition, this worksheet does not reflect the effect of FICA, FUTA, RRTA, and state or local taxes on employee salary reduction contributions.

Option 1: Employer Matching Contribution		
	Example	Your Company
1. Average annual pretax compensation of eligible employees you expect will contribute to the plan	\$40,000	_____
2. Average % salary you estimate participants will defer to the plan	5%	_____
3. Average annual participant contribution (multiply Line 1 by Line 2; not to exceed \$15,500 for 2023 and \$16,000 for 2024) ⁶	\$2,000	_____
4. Total number of eligible employees you expect will contribute to the plan	10	_____
3% Match		
5a. Average annual employer matching contribution per eligible employee: 3% match (multiply Line 1 by 3%; not to exceed \$15,500 for 2023 and \$16,000 for 2024) ⁷	\$1,200	_____
5b. Total estimated annual employer matching contribution with 3% match option (multiply Line 4 by Line 5a); or	\$12,000	_____
1% Match		
6a. Average annual employer matching contribution: 1% reduced match ⁸ (multiply Line 1 by 1%)	\$400	_____
6b. Total estimated annual employer matching contribution with reduced 1% match option (multiply Line 4 by Line 6a)	\$4,000	_____
Option 2: Employer Nonelective Contribution		
1. Average annual pretax compensation of your eligible employees	\$40,000	_____
2. Average annual employer contribution per eligible employee (multiply Line 1 by 2%; not to exceed \$6,600 for 2023 and \$6,900 for 2024) ⁹	\$800	_____
3. Total number of eligible employees	10	_____
4. Total estimated annual employer contribution with 2% nonelective contribution option (multiply Line 2 by Line 3)	\$8,000	_____

Please note: You can switch between these two contribution options each year, provided certain notification requirements are met.

⁶In 2023 and 2024, employees age 50 and older (by the end of the year) may be able to make an additional elective deferred contribution of \$3,500 and \$3,500, respectively, for each year.

⁷Maximum annual employer contribution limit per participating employee is 3% of an employee's compensation, up to \$15,500 for 2023 and \$16,000 for 2024 (\$19,000 for 2023 and \$19,500 for 2024 if age 50 or older during year of contribution). This worksheet assumes that the average percentage of salary deferred by employees is 3% or more.

⁸Available in any two out of five years.

⁹Maximum compensation on which employer nonelective contributions can be based is \$330,000 for 2023 and \$345,000 for 2024.

On this form, "Fidelity" means Fidelity Brokerage Services LLC and its affiliates. Brokerage services are provided by Fidelity Brokerage Services LLC, Member NYSE, SIPC. 693229.13.0 (11/23)