



AUTHORIZATION FOR ELECTRONIC NOTIFICATION OF DEFERRAL ELECTION CHANGES

Completing this form will enable electronic notification of salary deferral election changes for the Retirement Plan named below. Notifications will be transmitted electronically (by e-mail) to the individual(s) listed below at the e-mail address(es) provided. Plan Sponsors are encouraged to create an internal group e-mail address to act as an internal distribution list and centralized contact point for payroll-related notifications. Automated notifications will be generated and e-mailed within 24 business hours of RPG receiving salary deferral election changes (submitted via the RPG Consultants Participant Portal by Plan Participants.) Note: this system will transmit deferral election information only as a result of new elections or changes to existing elections initiated by Plan Participants (Plan Sponsors or Advisors have read-only access to view exiting election information only.)

Special notice for rehired employees: Terminated employees generally do not go onto our system to change their deferral elections. As such, at the time of termination, your payroll records will show a 0% contribution and our system will have their prior election. At rehire, if the participant does not actively make a change to that election on our system, no notification will be sent to the sponsor.

Participants should be encouraged to review their payroll records/ pay stubs following an election change to verify that their new elections are reflected in their upcoming payroll deductions. It is the Plan Sponsor's responsibility to implement payroll deduction changes in accordance with Plan Provisions. Kindly inform RPG if any of the designated contacts listed below depart your organization and should be removed/ replaced by another recipient, or if the names/email addresses of the designated contacts listed below change at any point.

A reference guide to our salary deferral electronic notification delivery system and procedures can always be found on our website at <https://support.rpgconsultants.com/a/solutions/articles/4000165227>. RPG shall have no liability for any inability by the Plan Sponsor to initiate the payroll changes or for any mechanical, electronic, or other failure with respect to any e-mail transmission. RPG shall also have no liability to the Plan or Plan Sponsor concerning the performance of any duties if such performance is limited or prohibited in any way by any act of God, civil disturbance, electrical disturbance, electrical failure or other conditions or occurrences beyond the control of RPG. The Plan Sponsor agrees to bear any risk of loss or delay associated with the above.

Please type or print all entries in the applicable sections below. Return the completed authorization form to RPG Consultants for processing (please allow 3-5 business days for processing). There are no additional fees for this service. You may upload your completed authorization form using our secure file transfer portal at <https://files.rpgconsultants.com/filedrop/Support>. If you prefer to send your form by e-mail, please send to support@rpgconsultants.com.

Plan/Organization Name:	
Authorized Signer Name:	
Signature:	
Effective Date:	

Recipient Name:	
Email Address:	

Recipient Name:	
Email Address:	

Recipient Name:	
Email Address:	