



## Recordkeeping Fee Payment Form

Plan Name: \_\_\_\_\_

Please reference each fee type below and check the box next to the method of payment that should be applied to it. Please choose only one payment method for each fee type. Requests to apply multiple payment methods for the same fee type cannot be accommodated. Payment method changes will be applied to the quarterly billing period in which this form is received in good order. (Ex.: If the form is received during the first quarter of a year, the changes would be applied to any platform fees due as of 3/31).

**Note:** A payment method must be selected for each fee type listed below. The elections below will replace your selection previously made in the service agreement. **Failure to choose a payment method will be deemed as an election of "Plan Asset Debit" for any fee type for which you did not select a payment method.**

### 1. Base

Plan Asset Debit       ACH Debit (Corporate Account)       Check (Employer)       Forfeiture

### 2. Custodial (Asset Based)

Plan Asset Debit       ACH Debit (Corporate Account)       Check (Employer)       Forfeiture

### 3. Participant Maintenance

Participant Asset Debit       ACH Debit (Corporate Account)       Check (Employer)       Forfeiture

### 4. Loan Maintenance

Participant Asset Debit       ACH Debit (Corporate Account)       Check (Employer)       Forfeiture

### 5. Loan Initiation

Participant Asset Debit       ACH Debit (Corporate Account)       Check (Employer)       Forfeiture

### 6. Participant Distribution

Participant Asset Debit       ACH Debit (Corporate Account)       Check (Employer)

### ACH Debit Information (If applicable)

Bank Name \_\_\_\_\_ Account Type: Checking or Savings \_\_\_\_\_ ABA (9 digits) \_\_\_\_\_ Account Number \_\_\_\_\_

### Payment Method Descriptions

**Plan Asset Debit** - Fees debited from plan assets on a pro rata basis across all accounts (excluding outstanding loan balances).

**Participant Asset Debit** - Fees debited from the account of the participant to whom the fee applies. In the event the participant balance is insufficient, we reserve the right to invoice the employer for the amount due.

**ACH Debit Setup and Authorization Information (If Applicable)** - Fees debited via ACH from the sponsor's bank account as identified and authorized by the completion of the above ACH Debit Setup and Authorization information. If account has insufficient funds, the remaining amount due will be automatically debited from the plan as described in the Plan Asset Debit description. This option requires that you provide bank information in the ACH Debit information section above.

**Check (Employer)** - Fees to be paid via check by the employer upon receipt of the quarterly invoice. If the check payment is not received within 45 days of invoice date, and/or the check is not honored by your financial institution, fees will be automatically debited from the plan as described in the Plan Asset Debit description on the 46th day after the invoice date without further notice.

**Forfeiture** - Fees are debited from available forfeiture/suspense balances. If amount due is greater than the available forfeiture/ suspense balance, the remaining amount due will be debited from plan assets as described in the Plan Asset Debit description.

*The payment method selected for fee type "Base" will also be applicable to any fees related to the preparation of the Forms 5500, 5330, 5558, New Comparability Provision, Compensation Ratio Testing, Amendments and/or any other ad hoc requests as defined by July Business Services. An invoice for quarterly platform fees due will be provided each quarter regardless of the payment method selected.*

**\* You may return this complete form by e-mail to your JULY Client Service Manager, or you may fax it to their attention at: (800) 671-6786.**

Plan Sponsor/Trustee Name (Please Print) \_\_\_\_\_ Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_