

Benefits:

MarylandSaves is a simple, convenient, and voluntary way to save for retirement.

Your employer has registered with the MarylandSaves program. You can set up your account or opt out at this time.

Save for retirement automatically through payroll deductions at work with the MarylandSaves program. Your account is in your control and goes with you from job to job. Every little bit you save now can potentially make a difference in retirement.

30 days to decide:

Start saving

Set up your online account now

- Update your savings choices.

Set up your account later

- Your savings will start automatically based on the standard savings choices.

OR

Opt out

Opt out of MarylandSaves

- Prevent contributing money from your paycheck.

Decide online at www.MarylandSaves.com, by phone at **1-833-811-7438**, or by filling out this form.

Standard savings choices:

30 days after receiving the invitation, you will be enrolled in the program automatically and start saving part of each paycheck into your own Roth Individual Retirement Account (IRA) (unless you opt out within the 30 day window).

- 5% of your gross pay (wages before taxes and other deductions) will be contributed to your Roth IRA.
- When you enroll, the first \$1,000 of your funds will be invested in our Emergency Savings Fund. All contributions after the initial \$1,000 will be invested in a default Target Retirement Date fund based on your date of birth.
- Your account will be a Roth IRA. Contributions into a Roth IRA are made after-tax and are not taxable when you remove them from your account. Any earnings on those contributions could be tax free if you meet certain IRS criteria. You may withdraw your funds at any time.
- The only administrative charges for MarylandSaves are in the form of an annual asset-based fee of approximately 0.18%. There is also a \$30 annual account fee (that is charged quarterly at \$7.50 each quarter). You will not get a bill. This cost is taken out of your MarylandSaves balance automatically on a regular basis to help pay for the administration of the program.

Set up your account and take charge of your savings:

- Verify your contact information.
- Accept the account documents.
- Add beneficiaries (who will inherit your Roth IRA in the event of your death).
- Change your contribution rate:
 - **minimum = 1%, maximum = 100% up to IRS limits for Roth IRAs**
- Change your investment choices. Available options include:
 - **Emergency Savings Fund:** Our emergency savings feature is 100% invested in Lincoln Financial Guaranteed Investment Contract Products (Ticker: Z455X, CUSIP: 53423K160)
 - **Target Date Retirement option:** 100% invested in BlackRock Retirement Funds, these move to more conservative investments automatically as you approach and move past your targeted year of retirement.
 - **Bond Index option:** 100% invested in the State Street Aggregate Bond Index Fund (SSFEX).
 - **Global Growth Stock option:** 100% invested in the T Rowe Price Global Growth Stock Fund (RPGEX).

Learn more about MarylandSaves at www.MarylandSaves.com:

[The benefits of saving for retirement](#)

[Roth IRA eligibility and contribution guidelines](#)

[Financial wellness resources](#)

[Your eligibility for the Saver's Credit offered by the IRS](#)

MarylandSaves is governed by the Maryland Small Business Retirement Savings Program ("MSBRSP"), an instrumentality of the State of Maryland. Vestwell State Savings, LLC, dba Sumday Administration ("Sumday"), is the program administrator. Sumday and The Bank of New York Mellon are responsible for day-to-day program operations. Participants who use MarylandSaves beneficially own and have control over their Roth Individual Retirement Accounts ("IRA"), as provided in the program offering set out at MarylandSaves.com.

MarylandSaves' investment options are selected by the MSBRSP. For more information on MarylandSaves' investment options, go to MarylandSaves.com. Account balances in MarylandSaves will vary with market conditions and are not guaranteed or insured by the MSBRSP, the State of Maryland, the Federal Deposit Insurance Corporation ("FDIC") or any other organization.

MarylandSaves is a completely voluntary retirement program. Saving through a Roth IRA will not be appropriate for all individuals. Employer facilitation of MarylandSaves should not be considered an endorsement or recommendation by your employer of MarylandSaves, Roth IRAs, or the investment options in the program. Roth IRAs are not exclusive to MarylandSaves and can be obtained outside of the program and contributed to outside of payroll deduction. Contributing to a MarylandSaves Roth IRA through payroll deduction offers some tax benefits and consequences. You should consult appropriate professional advice or consultation if you have questions related to taxes or investments.

The MarylandSaves name and the MarylandSaves logo are trademarks of the MSBRSP and may not be used without permission.

MarylandSaves is a completely voluntary program. You can opt out at any time online, by phone, or by completing this form. If you do not opt out your employer will send payroll contributions to your MarylandSaves account. Amounts you save in this account are always your money. Your account is in your control and goes with you from job to job in accordance with the MarylandSaves Program terms. Every little bit you save now can potentially make a difference in retirement. To opt out of payroll contributions to MarylandSaves for more than one employer you must submit a separate form for each employer.

Contact us:

9 am to 6 pm Eastern Time, M-F

Employer assistance:

1-833-811-7435

Employee assistance:

1-833-811-7436

Mail the form to:MarylandSaves
PO Box 534486
Pittsburgh, PA 15253- 4486**Overnight address:**MarylandSaves
Attention: 534486
500 Ross Street, 154-0520
Pittsburgh, PA 15262**Fax:**

(844) 756-9547

www.MarylandSaves.com**1 Employee information** (All fields required)

To verify your information, please provide either the last four digits of your Social Security number/taxpayer identification number, or your Access Code and date of birth. The Access Code can be found in the email or letter you received from MarylandSaves.

Legal name (First) (M.I.)_____
Legal name (Last)_____
Address_____
City_____
State_____
ZIP code_____
Telephone number (In case we have a question)_____
Last four digits of the Social Security or
taxpayer identification number_____
Access Code_____
Birth date (mm/dd/yyyy)

2 Opt-out reason

- | | |
|---|--|
| <input type="radio"/> I don't qualify for a Roth IRA due to my income | <input type="radio"/> I don't trust the financial markets |
| <input type="radio"/> I would prefer a Traditional IRA | <input type="radio"/> I'm not satisfied with the investment options |
| <input type="radio"/> I have my own retirement plan | <input type="radio"/> I'm not interested in contributing through this employer |
| <input type="radio"/> I can't afford to save at this time | <input type="radio"/> Other _____ |

3 Employer information

Employer name

4 Signature

I do not wish to participate in the MarylandSaves Program at this time. I understand that I can change my mind at any time and begin participating in MarylandSaves at a later date, subject to and in accordance with the terms of the MarylandSaves Program. If I decide to opt back in I can contact MarylandSaves.

Signature of employee____ - ____ - ____
Date (mm/dd/yyyy)