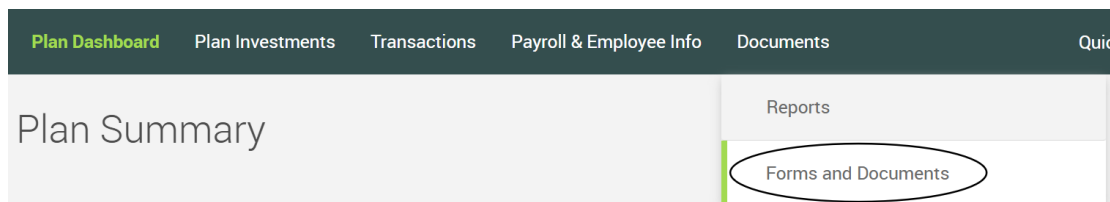




Annual Notice Distribution Guide

Where do I download the Annual Notice & 404(a)(5) Fee Disclosure & Comparative Chart

- Go to the RPC plan access website by clicking [HERE](#) and select **Sponsor** from dropdown menu and login with your username and password.
- If you are unsure of your username or password, please contact RPC at 877-800-1114.
- Click the **Documents** Tab, then select **Forms and Documents** from dropdown menu.



- Click the **Forms and Documents** dropdown menu, select **View Documents** from dropdown list.

Participant Forms

[Contribution Rate Change Form](#) - I would like to change the amount I contribute

[Distribution Request Form](#) - I am no longer with the company or qualify for another distributable event

[Distribution of Excess Contributions Request Form](#) - I exceeded the annual 402(g) limits and need a refund

[Loan Request Form](#) - I need to access my money (if allowed by my plan)

[Personal Information Change Form](#) - I have a new address or have changed my name

[Roth Conversion Request Form](#) - I want to convert non-Roth pre-tax dollars to Roth after-tax dollars (if allowed by my plan)

[Transfer Request Form](#) - I want to transfer to an account with an approved provider (if allowed by my plan)



Forms and Documents

Generate Forms

Generate Forms

View Documents

- This will prompt a new page with all documents listed.
- Scroll down and select **Annual Notice, 404(a)(5) Fee Disclosure Report** and **404(a)(5) Investment Comparative Chart**.

Who needs to receive these notices?

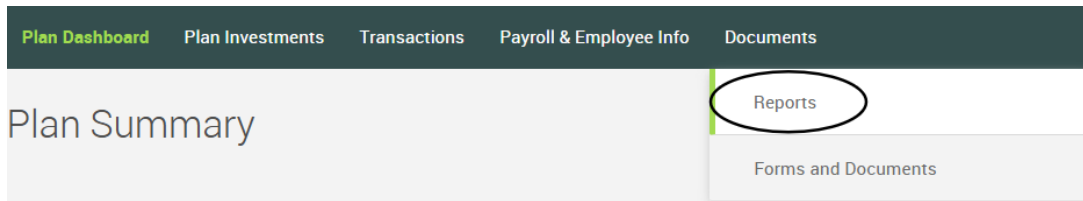
- The Annual Notice must be distributed to all eligible employees at least 30 days prior to the beginning of each plan year. *For example: **December 1** for all plans with a 12/31 year-end.*
- The **404(a)(5) Fee Disclosure Report** and the **404(a)(5) Investment Comparative Chart** need to be distributed at least annually to all eligible participants, terminated participants and account holding beneficiaries.

(continued on next page)

Annual Notice Distribution Guide continued

Where do I download a list of eligible participants & their contact information?

- On the Sponsor Website, click the **Documents** Tab, then select **Reports** from dropdown menu.



- Under **Report Selection**, click **Employee Contact Information**.
- On the **Options** screen, choose the following:
 - Divisions: choose All Divisions (or choose from dropdown list, if applicable)
 - Select employee: choose All Employees from dropdown list
 - Select export file type: choose Excel from dropdown list
 - Available plan years: choose current plan year from dropdown list
 - From: enter the first day of the plan year
 - To date: enter today's date

A screenshot of the 'Options' screen. It contains several form fields: 'Divisions' with a dropdown menu showing 'All Divisions'; 'Select employee' with a dropdown menu showing 'All Employees' and an empty text box below it; 'Select export file type' with a dropdown menu showing 'Excel'; 'Available plan years' with a dropdown menu showing '01/01/2021 - 12/31/2021'; 'From' with a date input field showing '01/01/2021' and a calendar icon; 'To date' with a date input field showing '07/30/2021' and a calendar icon; and a green 'SUBMIT' button at the bottom right.

- Click the **SUBMIT** button.
- A separate window will open and will indicate when the report is ready. Click the **Open Report** link.

