Notice delivery

RecordkeeperDirect® plans

Simplify your **retirement plan notice** process

As a plan administrator, you have a responsibility to send certain notices about your retirement plan to your employees every year. This can result in tedious periods of printing notices, stuffing envelopes and running to the post office.

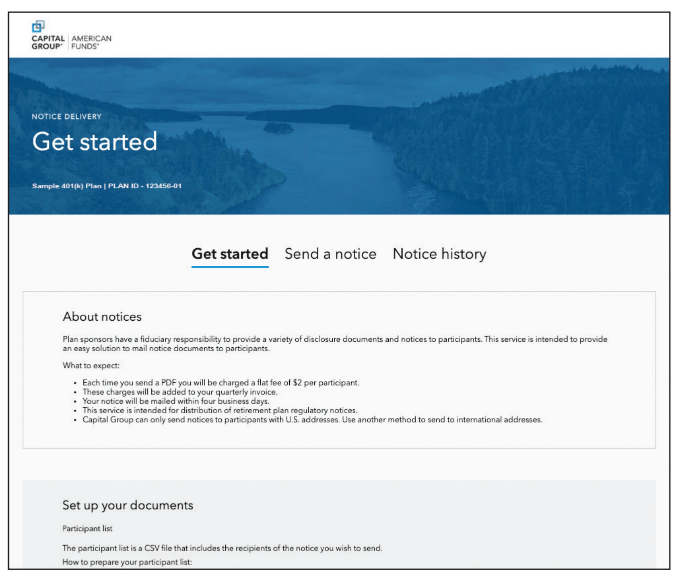
Notice delivery services from Capital Group, home of American Funds, make it easy to **send disclosure documents and notices** to participants, helping you meet your fiduciary responsibility while saving you time and effort – no more endless printing or stuffing envelopes.

It's one more way that Capital Group simplifies plan administration for **RecordkeeperDirect.**

Notice delivery at a glance

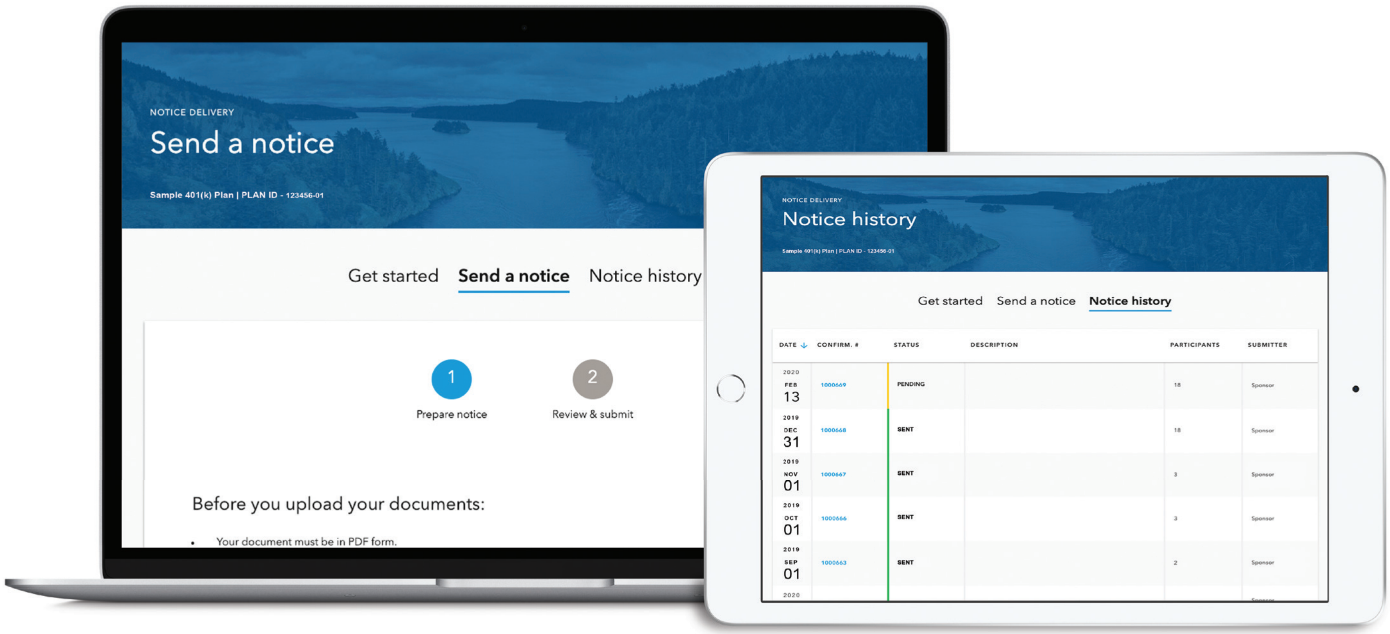
- **Online access:** Send and review notices by signing into the plan administrator website, then clicking **Plan Notices** under the **Administration** tab.*
- **Requirements:** You will need to provide a mailing list and the notice you want to deliver.
- **Cost:** A flat fee of **$2.00 per document mailed,** billed on your quarterly recordkeeping invoice.
- **Delivery:** After a notice is submitted, it will be mailed within four business days.

* Designated plan sponsor contacts and TPAs can send and review notices; other plan contacts, including the financial professional, can only view notice history.



See the following page for a step-by-step overview

So long, post office. Hello, **notice delivery.**



An easy, three-step process

Get started	Send a notice	Review history
Using the formatting requirements on our website, prepare your notice for upload. Then download our template to create a participant list.	Upload your plan notice and participant list. Then review and submit your notice for delivery. We'll mail your plan notice within four business days.	Check the status of your notice and see when it's been sent. You can also view a detailed history of your past notices in one convenient place.

Learn more

Visit the **plan sponsor website** to learn more or contact your Capital Group representative at **(800) 421-6019.**

Capital Client Group, Inc.

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