



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.

NOTICE DELIVERY	
Get started	
Sample 401(k) Plan PLAN ID -	123456-01
	Get started Send a notice Notice history
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About notices	
	duciary responsibility to provide a variety of disclosure documents and notices to participants. This service is intended to provide
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See the following page for a step-by-step overview

Investments are not FDIC-insured, nor are they deposits of or guaranteed by a bank or any other entity, so they may lose value.

So long, post office. Hello, notice delivery.

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NOTICE DELIVERY						1.15-1			
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An easy, three-step process

Get started	Send a notice	Review history
Using the formatting	Upload your plan notice and	Check the status of your
requirements on our website,	participant list.	notice and see when it's
prepare your notice for upload.	Then review and submit your	been sent.

We'll mail your plan notice

within four business days.

notice for delivery.

You can also view a detailed history of your past notices in one convenient place.



Learn more

Then download our template

to create a participant list.

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

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