



Retirement Services Fee Based Advisor Advisor Designation/Payment Information Form

Part I. Request Details

Advisor on Plan: Add Advisor Change Advisor Remove Advisor

Advisor Name _____

Advisor Firm Name _____

Advisor Address _____ City _____ State _____ Zip _____

Advisor Phone # (_____) _____ Advisor Email _____

Paychex Advisor ID # _____ Future Effective Date _____

Part II. Client Information

Client Company Name _____

Paychex Office/Client # _____ Tax ID # (TIN) _____

Part III. Fee Structure (These are required fields – if not completed, form cannot be processed.)

Fee Structure: New Fee Update existing fee Remove existing fee

Fee Processing Service: Payment Processing Reporting Only No Payments/Reporting

Fee Processing Frequency: Monthly Quarterly Semi-Annually Annually

Use Forfeitures (if available) for Advisor Fees? Yes No

Include Loan Balance in Fee Calculation? Yes No

Fee Charged in Advance? Yes No

Note: 1.00% equals 100 basis points.

Fee Tiers	Fee Type (choose one per line)	Annual Fee Amount	Fee min and max	Fee Asset Level (complete for multiple tiers only)		
Tier 1 (required)	<input type="checkbox"/> Basis Points	_____ bps	_____ bps			
	<input type="checkbox"/> Flat Dollar	\$ _____	to _____ bps	\$ _____	to	\$ _____

**If using a tiered fee, complete all necessary tiers. Additional tiers are available on page 2

Part IV. Client Acknowledgment

Sign below to verify that the fee based advisor information provided above is correct and your acceptance of the payment terms contained in the Paychex Retirement Services Agreement. Client understands that this fee will be in effect from the Date of this Agreement to the Fee End Date. If no Fee End Date is specified, the fee will remain in effect from the Date of this Agreement until you instruct Paychex to stop payment to the advisor. Client further understands that if Reporting and Payment Processing is selected above, Paychex will process payment of the advisor fees from the participants' plan account balances on a pro rata basis.

Adopting Employer Signature _____ Date _____

Adopting Employer Name _____

Part V. Additional Payment Authorization (complete only if requesting an additional payment be processed.)

Sign below to authorize an additional payment to the fee based advisor from (start date) _____ to (end date) _____.

This will be calculated based on the above/current fee structure or flat dollar amount of \$ _____. Client further understands that Paychex will process payment of this advisor fee from the participants' plan account balances on a pro rata basis.

Adopting Employer Signature _____ Date _____

Adopting Employer Name _____

Part VI. Email or Fax to Paychex

Email: FAsupport@paychex.com

Note: If using this method, the **signed** form must be scanned and attached to the email.

Fax: 585-218-8144

For assistance, please call Paychex Financial Advisor Support at 877-283-9520.

Additional Tiers

Only required to complete if additional tiers are necessary:

Fee Tiers	Fee Type (choose one per line)	Annual Fee Amount	Fee min and max	Fee Asset Level (complete for multiple tiers only)		
Tier 2 (if applicable)	<input type="checkbox"/> Basis Points <input type="checkbox"/> Flat Dollar	_____ bps \$ _____	_____ bps to _____ bps	\$ _____	to	\$ _____
Tier 3 (if applicable)	<input type="checkbox"/> Basis Points <input type="checkbox"/> Flat Dollar	_____ bps \$ _____	_____ bps to _____ bps	\$ _____	to	\$ _____
Tier 4 (if applicable)	<input type="checkbox"/> Basis Points <input type="checkbox"/> Flat Dollar	_____ bps \$ _____	_____ bps to _____ bps	\$ _____	to	\$ _____
Tier 5 (if applicable)	<input type="checkbox"/> Basis Points <input type="checkbox"/> Flat Dollar	_____ bps \$ _____	_____ bps to _____ bps	\$ _____	to	\$ _____
Tier 6 (if applicable)	<input type="checkbox"/> Basis Points <input type="checkbox"/> Flat Dollar	_____ bps \$ _____	_____ bps to _____ bps	\$ _____	to	\$ _____
Tier 7 (if applicable)	<input type="checkbox"/> Basis Points <input type="checkbox"/> Flat Dollar	_____ bps \$ _____	_____ bps to _____ bps	\$ _____	to	\$ _____
Tier 8 (if applicable)	<input type="checkbox"/> Basis Points <input type="checkbox"/> Flat Dollar	_____ bps \$ _____	_____ bps to _____ bps	\$ _____	to	\$ _____
Tier 9 (if applicable)	<input type="checkbox"/> Basis Points <input type="checkbox"/> Flat Dollar	_____ bps \$ _____	_____ bps to _____ bps	\$ _____	to	\$ _____
Tier 10 (if applicable)	<input type="checkbox"/> Basis Points <input type="checkbox"/> Flat Dollar	_____ bps \$ _____	_____ bps to _____ bps	\$ _____	to	\$ _____