

Plan Investment Change Form for Mid Atlantic Open Fund Series

Office/Client Number _____

Company Name _____

Federal ID Number _____

Requested Effective Date: _____

(This is an estimated effective date. Participants must receive 30 days notice in advance of fund changes. Paychex may adjust this date in order to accommodate notices and restrictions around available trade dates.)

When adding and deleting Plan Investments, please ensure that your Plan Lineup meets the minimum asset category requirements. The Plan Lineup must contain a Money Market Fund, Intermediate Bond Fund, Large Cap Fund, Mid Cap or Small Cap Fund, and International Fund. Failure to satisfy the minimum asset category requirements will result in the deactivation of the GuidedSavings Managed Accounts service for plan participants. Participants will then cease to receive personalized investment guidance from the service. Any additional customized fund addition forms must provide explicit direction as the Additional Plan Investments Form does and be physically signed and dated. Paychex will execute the direction provided on the additional form.

Section 1: Adding Plan Investments. Only list investments the plan would like to add.

Note: Both Investment Name and Ticker Symbol/CUSIP are **required** for processing purposes.

Investment Name and Share Class	Ticker Symbol/CUSIP
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	

Section 2: Qualified Default Investment Alternative (QDIA) Update.

Only complete if the plan would like to update the QDIA/Participant Default. Select one (1) option below.

****Option 1***

Participant Default Investment ¹	Fund Name	Ticker Symbol/CUSIP

****Option 2 (Both Fields Required)***

Target Date Investment Series ²	Target Date Name	Share Class

Secondary Participant Default Investment ³	Fund Name	Ticker Symbol/CUSIP

Plan Representative Signature _____ **Date** _____

Plan Representative Name _____ **Title** _____

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Section 3: Removing Plan Investments. Only list investments the plan would like to remove.

Any investments listed to remove without a corresponding investment to map to ("left blank") will be mapped to the QDIA/ Participant Default Investment. All current balances and enrollments for future contributions in investments being removed will be transferred by Paychex as set forth below. Any additional customized mapping forms must provide explicit direction as this Plan Investment Mapping Form requires and be physically signed and dated. Please review all relevant Prospectuses carefully for withdrawal restrictions, maximum purchase limits, and any other applicable terms. Participants will have the option to reallocate balances and enrollments following the trade as they see fit.

Note: Both Investment Name and Ticker Symbol/CUSIP are **required** to remove plan investments.

Investment Name and Share Class to be Removed	Ticker Symbol/ CUSIP	Maps to	Investment Name and Share Class (Leave blank to map to QDIA)	Ticker Symbol/ CUSIP
1.		→		
2.		→		
3.		→		
4.		→		
5.		→		
6.		→		
7.		→		
8.		→		
9.		→		
10.		→		
11.		→		
12.		→		
13.		→		
14.		→		
15.		→		
16.		→		
17.		→		
18.		→		
19.		→		
20.		→		

Plan Representative Signature _____ **Date** _____

Plan Representative Name _____ **Title** _____

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Plan Investment Change Acknowledgement

I affirm that I am an authorized representative and fiduciary of the Plan and I acknowledge and authorize the following:

A Qualified Default Investment Alternative (QDIA) is defined as a default investment option selected by the Plan Administrator that applies to any contribution that a Participant is otherwise eligible to direct the investment of but fails to do so. This is also referred to as a Participant Default.

Department of Labor regulations provide Plan Administrator guidance on what types of investments may qualify as a QDIA. If the QDIA regulation is satisfied, a Plan Administrator or other Plan fiduciary will not be liable for directing the investment that the Participant was otherwise eligible to direct. The Department of Labor advises against designating a money market fund, a stable value fund, or a singular Target date fund (2045, etc;) as a QDIA. Finally, use of a QDIA is not required for any contribution that a Participant is not eligible to direct.

¹I direct Paychex to designate this singular investment as the sole Participant Default Investment for the plan. Accordingly, it shall serve as the investment option for contributions received by Paychex on behalf of Plan participants who have not provided Paychex with investment instructions. I have determined that the designated Participant Default Investment satisfies the requirements of a Qualified Default Investment Alternative.

²I direct Paychex to designate this Target Date Investment Series as the primary Participant Default Investment. Accordingly, Paychex will invest future contributions that a participant has failed to direct into the applicable Target Date Investment based on the plan's Normal Retirement Age and birthdate provided. If Paychex is unable to place the participant into the appropriate Target Date Investment for any reason, I direct Paychex to invest future undirected contributions into the singular fund I have listed as Secondary Participant Default Investment.

³I direct Paychex to designate this singular investment as the secondary Participant Default. Accordingly, I direct Paychex to invest future undirected contributions into this fund in the event that they cannot be allocated to an age-appropriate Target Date Investment in the series I've provided.

1. I direct Paychex to invest the portion of a Plan Participant's account balance held in a Current Plan Investment being removed in the corresponding Plan Investment or QDIA/Participant Default as indicated in the instructions provided. The balance will continue to be invested in this manner until the Plan Administrator or Plan Participant provides Paychex with alternative investment direction.
2. I direct Paychex to reallocate future Contributions a Plan Participant has allocated to a Current Plan Investment being removed to the corresponding Plan Investment or QDIA/Participant Default indicated in the instructions provided in the same allocation percentages. I acknowledge that an enrollment mapped to the QDIA/Participant Default will continue to follow any future updates made by the Plan Administrator to the QDIA/Participant Default. Enrollments for Future Contributions will continue to be allocated and invested in this manner until the Plan Administrator or Plan Participant provides Paychex with alternative investment direction.
3. Paychex cannot guarantee that the approval of new funds or the transfer of Plan assets will be completed as of a specified date. Processing may be delayed due to incomplete paperwork or investment and/or broker issues. Fund approval time frames are controlled by the investment companies and trading may be delayed due to plan activity. Paychex may need to provide Plan information to trading partners and fund companies in order to establish new fund accounts.
4. I am solely obligated to provide Paychex with any information that Paychex deems necessary to invest the current Plan assets and future Contributions. In the event that Paychex cannot invest Contributions it receives as a result of the failure to provide such information, the Contributions will be invested in either the Plan's QDIA or the Plan Default according to the terms and conditions of the Services Agreement.
5. I understand that a Participant Default Investment must satisfy the Qualified Default Investment Alternative (QDIA) requirements including the distribution of applicable notices to receive protection from fiduciary liability for amounts invested into that investment option in circumstances where a participant fails to make an investment election.
6. For any Participants utilizing the GuidedSavings Managed Accounts service, their account balances and future Contributions in investments being removed will be transferred as I've directed. I authorize GuidedChoice® to then reallocate those Participants' account balances and future Contributions to the same or different funds in the Plan Lineup based on GuidedChoices' assessment and discretion.
7. I am solely responsible for informing Participants of any change in the Plan Lineup, the date the changes are scheduled to be executed, and the ability of Participants to redirect the investments in their accounts at that time via the Paychex Retirement Services Web site.
8. I have reviewed and understand the restrictions, effects, and stipulations associated with liquidating any or all investments in the Plan's current Lineup. Such restrictions, effects, and stipulations include, but are not limited to, any applicable redemption fees and market value adjustments for Stable Value Funds, Collective Investment Trusts, and other investments, which can each be financially significant. I acknowledge and affirm for myself and my business that I arrived at the determination to direct Paychex to liquidate the investment funds identified herein solely on my own (or with the advice of my business' financial, legal, or other advisors as I determined to be necessary in my sole discretion). Further, I affirm that Paychex has not provided any direction or advice regarding the selection or liquidation of plan investments. I understand that Paychex is not responsible for fees incurred by investing in or liquidating balances from funds and is not responsible for market losses.
9. Paychex has not assisted me in the selection or mapping of Plan Investments, nor has Paychex provided investment advice on the suitability of the Plan Investments for Plan Participants. In the event investment advice is required, I will consult a professional financial advisor, broker, or consultant.
10. Once an investment is removed from the plan, it may not be possible to reinstate that investment in the future due to availability or restrictions.
11. By making changes to the Plan's Lineup or Plan Fees, the Plan's Participant Fee Disclosure will also be updated. I acknowledge that I am solely responsible for providing the updated Participant Fee Disclosure to all eligible participants in the Plan. Furthermore, I acknowledge that if my employees have not elected electronic delivery of the disclosure, I must access the disclosure on the Paychex website and distribute it to the appropriate employees.
12. I consent to the electronic availability of the Prospectuses and other legally required documents on the Paychex Web site and certify that the Plan sponsor and each Plan Participant shall have access to, and a means to view, the Prospectus and other legally required documents on the Paychex Web site.

Plan Representative Signature _____

Date _____

Plan Representative Name _____

Title _____

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