

Important information about IRA account maintenance

Complete this form to change your name, permanent and/or mailing address, phone number, email address, contribution rate, annual increase, or bank information. You may also update this information online by logging into your account at www.oregonsaves.com.

If you are changing your legal name, in Section 3, your signature using your old name and your new name require a notarization acknowledgement. In place of a notarization, you have the option to submit a signed letter of instruction with supporting legal documentation (i.e. marriage certificate, court order, divorce documentation) for this change.

The updates/changes on this form override all previous elections for this IRA.

Contact us:

7 am to 7 pm Pacific Standard Time, M-F

Employee assistance:

1-844-661-6777

Completed forms should be mailed to:

OregonSaves
P.O. Box 534423
Pittsburgh, PA 15253- 4423

Overnight address:

OregonSaves
Attention: 534423
500 Ross Street, 154-0520
Pittsburgh, PA 15262

Fax:

1-844-745-9611

www.OregonSaves.com

1 IRA owner information (All fields required)

If you are updating your information, enter the information that is currently on file in this section and the new information in Section 3.

Account number

IRA owner legal name (First) (If you are changing your name, enter the name you have on file in this section.) (M.I.)

IRA owner legal name (Last)

Telephone number (In case we have a question about your Account. If you are updating your phone number, enter the number you have on file in this section and the new number in Section 3.)

Employer name (If you contribute through more than one employer and want to change your contribution rate or automatic annual increase election, you must submit a separate form for each employer.)

2 Account updates or changes

Check the box(es) to indicate which section(s) you plan to update or change.

- IRA owner information – Section 3
- Bank information – Section 4
- Contribution rate – Section 5
- Automatic Annual Increase – Section 6

3 Update IRA owner information

If you are changing your name and/or contact information, provide the new information exactly as you would like it to appear on your OregonSaves IRA.

If you are changing your name, you must also provide a notarization acknowledgement below or legal document(s) verifying the name change.

IRA owner legal name (First) (M.I.)

IRA owner legal name (Last)

Email address

Physical address (We cannot accept a PO box)

City State ZIP code

Mailing address if different from above (This address will be used as the address of record and for all mailings)

City State ZIP code

Telephone number

continued from page 2

Notarization required for name changes to the account owner of an existing account only.

- You must provide the following information as underwritten certification that the new signature is genuine.
- **Do not sign below until you are in the presence of the authorized officer providing the signature guarantee.**

By signing here I certify that the information provided herein is true and complete in all respects.

The undersigned has read the foregoing in its entirety before signing. IN WITNESS WHEREOF, I have hereunto

set my hand this _____ day of _____, 20____.

Day (#) Month Year

State of _____, County of _____

This instrument was acknowledged before me

physical presence online notarization

on _____
Date (mm/dd/yyyy)

by _____
Name of person (First and last)

My term expires: _____
Date (mm/dd/yyyy)

Notary Public (Seal)

Signature of Notary Public

4 Update bank information

Important: By signing this form, you agree and confirm that your ACH transaction will not involve the branches or offices of a bank or other financial services company located outside the territorial jurisdiction of the United States.

Select one

- Add Delete bank information indicated below Delete all current bank information and add new bank information below

Financial organization name

continued from page 3

Financial organization routing number

Financial organization account number

Account type (Select one)

Checking Savings

Note: The routing number is usually located on the bottom left corner of your checks. You can also ask your financial organization for the routing number.

Add Delete bank information indicated below Delete all current bank information and add new bank information below

Name

Financial organization routing number

Financial organization account number

Account type (Select one)

Checking Savings

Note: The routing number is usually located on the bottom left corner of your checks. You can also ask your financial organization for the routing number.

5 Update contribution rate

If you wish to change your contribution rate, enter the percentage of your pay check you wish to contribute as a whole number. **Note:** *Your contributions to all of your Roth IRA are limited to \$6,500 (\$7,500 if 50 or older) for 2023 depending on your income. See IRS Publication 590A for more information.*

____ %

New contribution rate

6 Automatic annual increase

Contributions for accounts open at least 180 days will automatically increase by 1% on January 1 of each year.

I wish to have my contribution rate automatically increased by 1% each year until it reaches 10%.

I DO NOT wish to have my contribution rate automatically increased each year.

7 Signature

I certify that I am the account owner and verify the information above is accurate. I assume responsibility for any consequences that may result from these changes and I agree that OregonSaves, the custodian, or the program administrator are not responsible for any consequences that may arise from executing the changes outlined in this form.

Signature of IRA owner

Date (mm/dd/yyyy)