

Benefits:

OregonSaves is a simple, convenient, and voluntary way to save for retirement.

Your employer has registered with the OregonSaves program. You can set up your account or opt out at this time.

Save for retirement automatically through payroll deductions at work with the OregonSaves program. Your account is in your control and goes with you from job to job. Every little bit you save now can potentially make a difference in retirement.

30 days to decide:

Start saving

- **Set up your online account now**
 - Update your savings choices.
- **Set up your account later**
 - Your savings will start automatically based on the standard savings choices.

OR

Opt out

Opt out of OregonSaves to prevent contributing money from your paycheck.

Decide online at www.oregonsaves.com, by phone at 1-844-661-6777, or by filling out a form.

Standard savings choices:

30 days after receiving the invitation, **you will be enrolled in the program automatically** and start saving part of each paycheck into your own Roth Individual Retirement Account (IRA) (unless you opt out within the 30 day window).

- **5 percent of your gross pay (wages before taxes and other deductions) will be contributed to your Roth IRA**, with an **automatic annual 1 percent increase** until it reaches a maximum of 10 percent.
- You will be invested in the Capital Preservation Fund until 90 days after your first contribution; **after 90 days, you will be invested in an OregonSaves Target Retirement Fund based on your age.**
- **Your account will be a Roth IRA.** Contributions into a Roth IRA are made after-tax and are not taxable when you remove them from your account. Any earnings on those contributions could be tax free if you meet certain IRS criteria. You may withdraw your funds at any time.
- The only administrative charges for OregonSaves are in the form of an annual asset-based fee of approximately 0.25% and an annual asset management fee of \$18, which means you will pay approximately \$0.25 per year for every \$100 in your account, and \$1.50 a month. You will not get a bill. This cost is automatically taken out of your OregonSaves balance on a regular basis to help pay for the administration of the program. There are no fees while you are invested in the Capital Preservation Fund.

Set up your account and take charge of your savings:

- Verify your contact information.
- Accept the account documents.
- Add beneficiaries (who will inherit your Roth IRA in the event of your death).
- You can also:
 - Change your contribution rate
 - **Minimum = 1%**
 - **Maximum = 100% up to IRS limits for Roth IRAs**
 - Change your investment choices. Available options include:
 - Money Market Option: 100% invested in the State Street Institutional Liquid Reserves Fund (Ticker: SSIXX)
 - Target Date Retirement Funds, choose your fund based on your target retirement date: 100% invested in the State Street Target Retirement Funds (Ticker: SSFOX)
 - S&P 500 Index Option: 100% invested in the State Street Equity 500 Index Fund (Ticker: SSSYX)
 - Opt out of automatic annual contribution rate increase

Learn more from OregonSaves at www.oregonsaves.com:

- [The benefits of saving for retirement](#)
- [Roth IRA eligibility and contribution guidelines](#)
- [Financial wellness resources](#)
- [Your eligibility for the Saver's Credit offered by the IRS](#)

OregonSaves is overseen by the Oregon Retirement Savings Board. Sumday Administration, LLC ("Sumday") is the program administrator. Sumday and its affiliates are responsible for day-to-day program operations. Participants saving through OregonSaves beneficially own and have control over their Roth IRAs, as provided in the program offering set out at www.oregonsaves.com.

OregonSaves' Portfolios offer investment options selected by the Oregon Retirement Savings Board. For more information on OregonSaves' Portfolios go to saver.oregonsaves.com. Account balances in OregonSaves will vary with market conditions and are not guaranteed or insured by the Oregon Retirement Savings Board, the State of Oregon, the Federal Deposit Insurance Corporation, or any other organization.

OregonSaves is a completely voluntary retirement program. Saving through a Roth IRA will not be appropriate for all individuals. Employer facilitation of OregonSaves should not be considered an endorsement or recommendation by your employer of OregonSaves, Roth IRAs, or these investments. Roth IRAs are not exclusive to OregonSaves and can be obtained outside of the program and contributed to outside of payroll deduction. Contributing to an OregonSaves Roth IRA through payroll deduction offers some tax benefits and consequences. You should consult a tax or financial advisor if you have questions related to taxes or investments.

The OregonSaves mark and OregonSaves logo are registered trademarks of the Oregon Retirement Savings Board and may not be used without permission.

OregonSaves is a completely voluntary program. You can opt out at any time online, by phone, or by completing this form. If you do not opt out your employer will send payroll contributions to your OregonSaves account. Amounts you save in this account are always your money. Your account is in your control and goes with you from job to job in accordance with the OregonSaves Program terms. Every little bit you save now can potentially make a difference in retirement. To opt out of payroll contributions to OregonSaves for more than one employer you must submit a separate form for each employer.

Contact us:
7 am to 7 pm Pacific Standard Time, M-F

Employer assistance:
1-844-661-1256

Employee assistance:
1-844-661-6777

Completed forms should be mailed to:

OregonSaves
PO Box 9895
Providence, RI 02940-8095

Overnight address:
OregonSaves
4400 Computer Drive
Westborough, MA 01581

www.OregonSaves.com

1 Employee information (All fields required)

To verify your information, please provide either the last four digits of your Social Security number/taxpayer identification number, or your access code and date of birth. The Access Code can be found in the email or letter you received from OregonSaves.

Legal name (First) (M.I.)

Legal name (Last)

Address

City State ZIP code

Telephone number (In case we have a question) Last four digits of the Social Security or taxpayer identification number

Access Code Birth date (mm/dd/yyyy)

2 Opt-out reason

- I don't qualify for a Roth IRA due to my income
- I don't trust the financial markets
- I would prefer a Traditional IRA
- I'm not satisfied with the investment options
- I have my own retirement plan
- I'm not interested in contributing through this employer
- I can't afford to save at this time
- Other _____

3 Employer information

Employer name

4 Signature

I do not wish to participate in the OregonSaves Program at this time. I understand that I can change my mind at any time and begin participating in OregonSaves at a later date, subject to and in accordance with the terms of the OregonSaves Program. If I decide to opt back in I can contact OregonSaves.

Signature of employee

____-____-____-____-____-____-____-____-____-____
Date (mm/dd/yyyy)