Worksheet for Web and Voice-Response System Enrollment

(Do not send or mail this form to ADP.)

Enrolling in your Plan is easy. Just follow the instructions below. Please use this worksheet as a guide to enrolling on the Web and Voice-Response System. If you choose ***not*** to enroll at this time, sign the form on the reverse side and return to your **Plan Administrator.**

STEP I. CONTRIBUTION RATE - How much do you want to save?

I will elect to contribute __________%. Enter whole percents. Deductions are subject to maximum deferral and contribution amounts.

☐ I want to elect Save Smart® to automatically increase the before-tax amount I contribute to my account each year. (NOTE: All 3 blanks must be completed for a valid election.) Increase my contribution by an additional ☐ percent (enter one of the following: 1, 2 or 3%) each year until my contribution reaches ☐☐ % (enter your desired maximum contribution rate, not to exceed the plan maximum of 75%) on the first business day of ☐☐ (enter month number: 1=January, 2=February, etc.).

STEP II. INVESTMENT ALLOCATION - How do you want your money invested?

A. Percent must be expressed as a whole number (for example: 0%, 3%, 25%, 72%). Total must equal 100%.

S1	1 Year Fixed	%	UA	Van Kampen LIT Growth & Income	%
S2	Cash Management	%	U9	Van Kampen LIT Comstock	%
S3	Government and Quality Bond	%	U7	American Funds Growth	%
U1	Corporate Bond	%	S7	Alliance Growth	%
U2	Worldwide High Income	%	U4	Wellington Growth Portfolio	%
U8	American Funds Asset Allocation	%	U5	Capital Appreciation	%
S4	SunAmerica Balanced	%	UB	Lord Abbett Mid Cap Value	%
SA	Equity Index	%	S8	Aggressive Growth	%
U3	Federated American Leaders	%	S9	International Growth and Income	%
S6	Davis Venture Value	%	U6	Emerging Markets	%

TOTAL 1 0 0 %

B. ☐ Automatically rebalance my entire account balance to match my most recent investment allocation:
☐ Monthly ☐ Quarterly ☐ Semi-annually ☐ Annually

continued on back →

Worksheet for Web and Voice-Response System Enrollment, *continued*

STEP III. HOW TO ENROLL

⇨ **Please have your Social Security Number and Personal Identification Number (PIN) ready.**

Log on to the Participant Web site (WEB) at www.mykplan.com (if available) **OR** Call the Voice-Response System (VRS) at 1-800-mykplan (1-800-695-7526)

⇨ **Enrolling with no prior account balance:**

To enroll for the first time, please use a "one-time" Personal Identification Number (PIN), which consists of the last four digits of your Social Security Number. A system-generated PIN is needed to perform any subsequent transactions. The PIN will be mailed to you within two business days, once you've successfully completed these steps. Once you receive the PIN, you have the option to customize it.

⇨ **Enrolling with an existing account balance:**

Use your current four-digit PIN to enroll in the Plan if you have an existing account balance in your company's Plan due to a rollover/employer non-elective contribution. Choose the percentage of pay you wish to contribute by electing a contribution rate and your desired investment allocation.

Once you have accessed your account through either the WEB or VRS, you will need to enter the information mentioned in Steps I and II of this form. A confirmation number will be issued and a confirmation letter will be sent to you within two business days.

Upon completion of the enrollment process, your Beneficiary Form should be returned to your Plan Administrator. It is important to keep this information up to date in the event of life changes.

Congratulations ... you are now a Plan Participant!

You should review the fund prospectuses before deciding on your investment choices. The prospectuses provide complete information about the funds, including fees and expenses. To obtain prospectuses, visit the Participant Web site (if available) or see your Plan Administrator.

Decline Enrollment

(Do not send or mail this form to ADP.)

STEP I. PLEASE COMPLETE THE INFORMATION BELOW TO DECLINE ENROLLMENT

Social Security #: – –

Employee Name:
Last, First, Middle

Address:
Street — Apt. # / PO Box #

City — State — Zip Code –

❑ **I decline enrollment and have made no contribution elections.**

Signature of Employee/Participant — Date

STEP II. RETURN THIS ENTIRE FORM TO YOUR PLAN ADMINISTRATOR

Your Plan Administrator will keep this copy on file.

Saving for retirement is important. By starting early, you have years of money earning money on your side. And it's never too late to get started. It's all about realizing your dreams for the future and how you can get there.