

REQUEST FOR ENROLLMENT GUIDES AND SUMMARY PLAN DESCRIPTION (SPD)

Please complete and forward to our Newly Eligible Department at newlyeligible@tra401k.com or fax to (800) 459-5815.

Allow up to 4 weeks to receive your order. All orders will be shipped via U.S. Postal best rate available unless you indicate otherwise in the "Special Instructions" below. If this is a RUSH request, please indicate as such. Additional charges will apply for appropriate shipping fees.

Plan Name: _____

SECTION 1: ENROLLMENT GUIDES / SPD

Please indicate the number of Enrollment Guides and/or SPDs you are requesting:

Enrollment Guides:

Number of guides requested (\$12 per guide): _____

SPD:

SPD booklets (\$3 per booklet)

Indicate number of booklets: _____

SECTION 2: SHIPPING INSTRUCTIONS

Send to: _____

Employer Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Special Instructions: _____

SECTION 3: REQUIRED SIGNATURE

Complete for all requests

Plan Administrator Signature

Date