

SIMPLE IRA Annual Disclosure Client Letter



Dear _____
Employee Name

Through our SIMPLE (Savings Incentive Match Plan for Employees) Plan, you can make pre-tax contributions from your salary into a SIMPLE IRA.

Any contributions made by you are in addition to annual contributions made by: _____, your employer.
Employer Business Name

Since you have selected Raymond James to be the custodian of your Self-Directed SIMPLE IRA, enclosed is a copy of the Raymond James SIMPLE IRA Summary Description along with our SIMPLE IRA Plan document(s). Together, these documents provide detailed information about our SIMPLE IRA Plan.

Salary Contributions

If you are new to the plan this year and wish to make pre-tax contributions from your salary or are an existing participant and want to adjust your current contributions please complete/update the enclosed Salary Reduction Agreement by: _____
Deadline Date

If you are an existing participant and do not wish to make adjustments to your current contributions, no action is necessary.

Please know you may elect to stop your reduction contributions at any time.

- If this box is checked, should you elect to end your salary reduction contributions, you may not resume participation in the SIMPLE IRA Plan until the following year's enrollment period.

Calendar Year 20 _____ Contributions

For the 20 _____ Calendar year, we have elected to contribute to your SIMPLE IRA as follows:

- A matching contribution equal to your salary reduction contributions up to a limit of 3% of your compensation for the year;
- A matching contribution equal to your salary reduction contributions up to a limit of: _____ % of your compensation for the year; or
Insert between 1-3%
- A non-elective contribution equal to 2% of your compensation for the year. This non-elective contribution equal to 2% of your compensation for the year. This contribution is not contingent on you making salary reduction contributions.

Note: Matching contributions will not be made with respect to your catch-up salary reduction contributions.

If you change your SIMPLE IRA custodian, please let us know as soon as possible to avoid contribution delays. If you have any questions regarding the SIMPLE IRA Plan, please contact: _____
Employer Name

Employer Signature	Print Name	Date
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