Clear and reset form

CAPITAL GROUP® | AMERICAN FUNDS®

PlanPremier®

Change of Funds or Share Class

Use this form to make the following changes:

- Add or remove funds
- Change the share class
- Change the default option or forfeiture fund

This form must be submitted at least 45 days prior to the requested effective date.

Please type. To ensure accuracy, handwritten forms will not be accepted.

1 Plan information

Plan name ______________________ Plan ID number ______________________

Name of primary plan contact ______________________ Daytime phone ( ) ______ Ext. ______

Effective date of requested change(s)[1] ______________________ (mm/dd/yyyy)

Footnote:

[1] Share class changes must occur on the first business day of a calendar quarter. If the share class will remain the same, select a business day other than the first day of the calendar quarter. If the requested effective date is unavailable, the change will be processed on the next available business day.

2 Request type

Select all that apply. You are generally required to provide plan participants 30–90 days' notice prior to changing the plan's investment options.

A. ☐ Add or remove funds. The share class will remain the same. Provide instructions in Section 3.

B. ☐ Share class change. Consult your financial professional to determine the appropriate share class for your plan. Provide information below, then provide mapping instructions in Section 3.

1. Share class details:

Current share class: R-_______ New share class: R-_______

Note: If the current share class is R-2, R-2E, R-3 or R-4 with compensation recapture, submit a new *Financial Professional Fee Payment Authorization* form to ensure continued payment.

2. If the new share class is R-5, R-5E or R-6, indicate how the financial professional will be compensated.

☐ From plan assets — Submit the *Financial Professional Fee Payment Authorization* form.

☐ Plan sponsor will pay the financial professional directly or no compensation will be paid.

C. ☐ Change the plan's default option and/or forfeiture fund. Provide instructions in Section 4.

3 Fund information

PlanPremier allows a maximum of 25 funds. A minimum of 60% of the funds must be American Funds. American Funds Target Date Retirement Series® counts as one fund for the purposes of the 25 fund and 60% requirement. For share class changes and fund eliminations, participants who choose not to have their fund(s) mapped according to the instructions below must transfer out of the current fund(s) prior to market close on the effective date.

American Funds Target Date Retirement Series (AFTDRS)[2] — check the appropriate box if the change impacts AFTDRS:

☐ For share class changes, map AFTDRS R-_______ to R-_______ **OR** ☐ Add AFTDRS R-_______ (Section 4 may apply.)

Footnote:

[2] The target date series is composed of 13 funds, each with a retirement date ranging from 2010 to 2070 in five-year increments. The American Funds Target Date Retirement Series meets the Department of Labor's requirements for a Qualified Default Investment Alternative (QDIA) under the Pension Protection Act of 2006. **By selecting the American Funds Target Date Retirement Series, you direct us to automatically add new funds within the series to your plan investment options as the funds become available.**

Continued on next page

3 Fund information

(continued)

For fund additions: List new funds on the right. The “Add American Fund” checkbox is for internal use only.

For fund eliminations: On the left, list the funds to eliminate. On the right, list the funds to which all current assets and participants’ future contributions will be mapped.

For share class changes: On the left, list all current funds. On the right, list the new funds to which all current assets and participants’ future contributions will be mapped. Unless Section 4 is completed, mapping instructions will also apply to the default and/or forfeiture fund.

Fund to be eliminated	Ticker symbol		New or mapped fund (maximum is 25)	Ticker symbol	CUSIP	Add American Fund
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3 Fund information

(continued)

Fund to be eliminated	Ticker symbol		New or mapped fund (maximum is 25)	Ticker symbol	CUSIP	Add American Fund
		→				☐
		→				☐
		→				☐
		→				☐
		→				☐

4 Designate/change the default option or forfeiture fund

*Before completing this section, refer to pages 5 and 6 for more information regarding the American Funds Target Date Retirement Series. Complete **A** and/or **B**. Proceed to Section 6 if you are not changing the default option or forfeiture fund, or if you provided mapping instructions in Section 3.*

A. ☐ **Change the default option.**

1. Current fund information ______________________ ____________
Current default fund — Ticker symbol

2. New fund information

This change will be applied to all new default contributions after the effective date. Unless otherwise instructed, account balances and future contributions for existing participants who have not made an investment election (according to PlanPremier records) will transfer to the new default option on the effective date.

☐ **Designate the American Funds Target Date Retirement Series as the new default option.**

Please review pages 5 and 6 for more information.

OR

☐ **Designate the following fund as the new default option:** ______________________ ____________
New default fund — Ticker symbol

☐ Check here to designate the new default fund as QDIA compliant. Your plan document may need to be updated.

B. ☐ **Change forfeiture fund.**

This change will apply to all accounts associated with the forfeiture account, such as Unallocated Plan Assets (UPA) accounts and Unclaimed Property (UCP) accounts. The forfeiture fund must be a capital preservation fund. Existing account balances will transfer to the new forfeiture fund on the effective date.

______________________ ____________ → ______________________ ____________
Current forfeiture fund — Ticker symbol — New forfeiture fund — Ticker symbol

5 Fund or share class change notice distribution

A participant change notice will be made available within 10 business days of receiving this form in good order. The notice will be provided to the plan sponsor at no additional charge.

Delivery election (select one):

☐ **Recordkeeper will deliver change notices to participants on the plan sponsor's behalf.**

Notes:

- A fee of $2.50 per mailed notice will be billed directly to the plan. E-delivery notices are delivered at no additional cost.
- If both work and personal emails are on file, notices are sent to the work email while the individual is active; otherwise, the personal email is used. If no email is provided or delivery fails, notices are mailed. If the Employer previously requested mail delivery (even if work or personal email is provided), email delivery fails, or no email is provided, notices are mailed. Participants may also make an affirmative election as to their notice delivery preference. If a notice cannot be delivered via mail, Service Provider will place a mail hold on the account. Employers must take steps to find participants with undeliverable contact information and ensure required notices are delivered.
- Electronic delivery may not be available in certain situations, such as when a change is combined with another plan event (for example, certain mapping events or re-enrollment activities). If electronic delivery is not available for a particular change, we will notify the plan sponsor and coordinate an alternative delivery method.

OR

☐ **The plan sponsor will deliver change notices to participants.**

6 Plan sponsor authorization

As authorized signer, by signing below and/or by submitting this request using my email address on file, I certify that: **1)** if I am requesting a share class change, I have worked with the plan's financial professional to determine the appropriate share class for the plan; **2)** the recordkeeper is not undertaking to provide impartial investment advice or give advice in a fiduciary capacity with respect to the available share classes or my selection of available options; and **3)** the recordkeeper is entitled to rely on this authorization and is hereby indemnified from all liability arising from following the instructions provided in this form.

______________________	**X** ______________________	____ / ____ / ____
Name of authorized plan sponsor signer (print)	Signature	Date (mm/dd/yyyy)

This document may not be signed using Adobe Acrobat Reader's "fill and sign" feature.

If you have any questions about this form, call us at (877) 872-5159.
Attach this to your service request in the Plan Management Portal.

Important information regarding American Funds Target Date Retirement Series

Using American Funds Target Date Retirement Series as your plan's default option

American Funds Target Date Retirement Series is designed to help investors who are saving for retirement through tax-deferred retirement plans choose a single target date fund that is aligned with the year closest to the date they expect to retire. The series, which meets the Department of Labor's requirements for a Qualified Default Investment Alternative (QDIA), consists of 13 target date funds, each with a retirement date ranging from 2010 through 2070 in five-year increments.

If you are using the Target Date Retirement Series as the default option for your plan, our recordkeeping system will automatically select an appropriate target date fund for **contributions deposited into the trust on and after** the effective date of the new default option. The automatic selection will apply to new participants who fail to make an investment election at the time they are added to the plan and all existing participants who have never made an investment election according to PlanPremier records. The automatic selection will continue to apply until a participant makes an investment election. The applicable fund will be selected as follows:

1. Using the participant's year of birth and the year the participant reaches age 65, the fund closest to the year of anticipated retirement will be selected as shown in the following table:

Name of fund	Year of anticipated retirement
American Funds 2070 Target Date Retirement Fund	2068 and later
American Funds 2065 Target Date Retirement Fund	2063 through 2067
American Funds 2060 Target Date Retirement Fund	2058 through 2062
American Funds 2055 Target Date Retirement Fund	2053 through 2057
American Funds 2050 Target Date Retirement Fund	2048 through 2052
American Funds 2045 Target Date Retirement Fund	2043 through 2047
American Funds 2040 Target Date Retirement Fund	2038 through 2042
American Funds 2035 Target Date Retirement Fund	2033 through 2037
American Funds 2030 Target Date Retirement Fund	2028 through 2032
American Funds 2025 Target Date Retirement Income Fund	2023 through 2027
American Funds 2020 Target Date Retirement Income Fund	2018 through 2022
American Funds 2015 Target Date Retirement Income Fund	2013 through 2017
American Funds 2010 Target Date Retirement Income Fund	2012 and earlier

2. If we do not receive a date of birth for a new participant, the system will automatically select the first day of the current year as the participant's date of birth, and the system will select the American Funds 2010 Target Date Retirement Income Fund for this participant. To avoid this, you must provide a valid date of birth for all new participants at the time they are added to the plan.

3. We recommend that you review the birth dates currently on file for your participants and make any corrections needed before we change the default option. If, after the initial selection of a target date fund default, you discover that an incorrect date of birth was used, contact the Service Center for instructions on how to select a different default.

   Important: Upon receipt of an updated date of birth, the recordkeeping system will update the target date fund for contributions made by the defaulted participant, if needed. The recordkeeping system will not adjust or rebalance defaulted participants' existing balances without instructions from an authorized signer.

Please review the information below before completing Section 4 to designate the Target Date Retirement Series as your plan's default investment option:

1. Select the option that is appropriate for your plan

Check the first box in Section 4-A-2 if you would like to use the Target Date Retirement Series as your plan's default fund option.

Action may be required:

If you do not want to move existing account balances of participants who have not made an affirmative investment election, please contact us. Note that fiduciary protection may not be provided for these account balances if they are not invested in the newly designated QDIA.

If your plan has participants who defaulted before PlanPremier became your plan's service provider, those participants may not be flagged as "defaulted" on our system if we did not receive this indicator from your prior provider.

If you want to move these participants' balances to the new default fund, and therefore receive fiduciary protection on assets that defaulted prior to your effective date with PlanPremier, follow the following steps to provide us with a spreadsheet to identify these participants:

- Using the Participant Balance Detail Report on the Plan Service Center, identify participants who defaulted before your plan came to PlanPremier and have not since made an affirmative election to remain invested in the default fund.
- Remove all other participants from the spreadsheet, including participants who have notified you in writing that they affirmatively elect to remain invested in the current default fund.

2. Notice requirements

If you have selected a QDIA such as the Target Date Retirement Series as the default fund for your plan, participants must be provided 30 days' notice before any investment is defaulted into the fund. All plan participants who have not made an affirmative election must also be provided annual notice at least 30 days prior to the beginning of the plan year.

Action may be required:

- Use the Targeted Participant Data Extract Report on the Plan Service Center to identify the participants who require notification.
- A sample participant notice is available on the Plan Service Center for you to customize based on your plan's circumstances. If necessary, refer to paragraph (d) of the DOL regulations §2550.404c-5 for the content requirements of the notice.
- Be sure to provide the initial notice at least 30 days prior to any investment being defaulted into the new fund.