

**1. Purpose**

Employee Notice Delivery is an optional service that allows Nationwide to provide eligible employees with required notices through electronic or hard copy delivery as opted in by the Plan Sponsor.

2. Case Information

Case Number: _____ Case Name: _____

3. Delivery Method (select one)

- ☐ **1. eDelivery** - Submission of employee email addresses will be required via census upload. All notices will be sent electronically based on the census data provided. Undeliverable emails will be automatically reported to the Plan Sponsor/employer who will take responsibility for distributing notices to those eligible employees unless otherwise indicated below.

A. Indicate where to send the eDelivery:

- ☐ Use the employer email address uploaded via a census file from the employer
☐ Use both the employer provided and employee provided email address that is elected by the employee when setting up their web profile

B. Handling of undeliverable notices:

- ☐ Delegate the handling of undeliverable emails to Nationwide. Nationwide will monitor for undeliverable email and send the notifications via U.S. mail to the employees' home address on file. Notices will be printed in black and white, double sided. Any costs associated with the mailing will be paid in the manner elected in the Payment Method Section below.

- ☐ **2. Hard Copy Mailing** - Submission of employee mailing addresses will be required via census file upload. All notices will be sent via US mail based on the census data provided. Any costs associated with the mailing will be paid in the manner elected in the Payment Method Section below.

- ☐ Print notices in black and white, double sided (default if no selection is made)
☐ Print notices in color, single sided

- ☐ **3. Bulk Mailing** - Notices are mailed in bulk to the Plan Sponsor. Any costs associated with the mailing will be paid in the manner elected in the Payment Method section below.

- ☐ Print notices in black and white, double sided (default if no selection is made)
☐ Print notices in color, single sided

4. Payment Method

This section is not applicable if selecting eDelivery and the Plan Sponsor is responsible for distributing undeliverable emails.

Billing Contact Email Address: _____

Any documents mailed in addition to what's listed below will be billed as follows:

- ☐ Send a quarterly invoice* to the Plan Sponsor.
☐ Send a quarterly invoice* to the Third Party Administrator.

*If the invoice is unpaid after 60 days, Nationwide reserves the right to deduct the amount due from plan assets and terminate this agreement.

5. Description of Notices

Annual notices will be sent between 30 and 90 days before your plan year end. This form must be submitted 60 days prior to the plan year end to ensure notices are delivered for the current plan year.

NOTE: Nationwide may combine notices in the same correspondence when feasible.

Annual/Quarterly Notices

- 404(a)(5) Fee Disclosure
- Safe Harbor Notice - if applicable
- Auto Enrollment and/or Qualified Default Investment Alternative (QDIA) - if applicable
- IRON Financial Notices - if applicable

One-Time Notices

- Blackout Notice
- New Business Fund Mapping Notice

Investment/Plan Fee Change Notices

- 404(a)(5) Fee Disclosure
- Fund Change Notice*
- Plan Fee Change Notice

Summary Annual Report, Summary Plan Description, and Summary of Material Modifications - can be sent upon request

*Nationwide will deliver the advance notification of fund changes to employees 30 days in advance, or as early as administratively feasible, for fund changes initiated by the Fund House using the means identified in Section 3.

6. Roles & Responsibilities

Plan Sponsor Responsibility

1. For New Business - Provide current census information to Nationwide including Social Security Number, first and last name and mailing address and email address (if utilizing eDelivery) for all eligible employees and/or beneficiaries, as applicable within a reasonable time period prior to when the notices are required to be delivered.
2. Monitor employee census information changes and provide all updates to Nationwide in a prompt manner to ensure the most current census information is on file at the time of notification.
3. Verify the accuracy of census data and the content of notices provided to Nationwide. Nationwide has no duty to inquire on the accuracy of the data submitted to Nationwide.
4. If the Administrator elects not to participate in this service agreement, assume the responsibilities of the Administration Firm as outlined below, including emailing all notices to Nationwide.
5. Initial notices required to be provided when an employee becomes eligible are the responsibility of the Plan Sponsor.
6. The Plan Sponsor remains responsible for the timely delivery of notices for any inaccurate, missing, incomplete or untimely census information.

Administration Firm Responsibility

1. At least 5 days prior to the send date, review, update and, if applicable upload or email all notices or disclosures to Nationwide.

Nationwide Responsibility

1. If the Plan Sponsor has elected annual notice delivery, notices will be sent between 30 and 90 days before the plan year end.
2. Notify Plan Sponsor/employer of unsuccessful delivery notifications due to an invalid email or mailing address.
3. If eDelivery is chosen and Nationwide is asked to handle undeliverable email, Nationwide will monitor for undeliverable email and deliver the notifications via U.S. Mail to the employee's home address on file.
4. If US mail is returned to Nationwide, we will attempt to identify a new address and resend the document. Plan Sponsor or Administration Firm will be notified of all returned mail.

Termination of Service

1. Nationwide reserves the right to terminate this service at any time by providing written notice to the Plan Sponsor.
2. Plan Sponsor has the right to terminate this service at any time by providing written notice to Nationwide.
3. Upon termination of the notice delivery service by either the Plan Sponsor or Nationwide, the responsibility for delivery of all notices covered by this Agreement will immediately become the responsibility of the Plan Sponsor.

7. Authorization

Plan Sponsor:

By signing below, the Plan Sponsor hereby delegates the delivery of the above notices to Nationwide as elected above. The Plan Sponsor acknowledges they have read, agree and accept the terms of the Plan Sponsor responsibilities as outlined above. By having the Administration firm execute this form, the Plan Sponsor delegates the Administration Firm responsibilities to the administration firm named below. The individual signing this form acknowledges that they are authorized to sign on behalf of the Plan Sponsor for this service.

Signature: _____ Date: _____

Name (please print): _____

Email Address - Plan Contact(s) to receive correspondence: _____

Administration Firm:

By signing below, the Administration Firm acknowledges that they have read and agree to the terms, and accept their appointment. The individual signing this form acknowledges that they are authorized to sign on behalf of the Administration Firm.

Signature: _____ Date: _____

Name (please print): _____

Email Address - Plan Contact(s) to receive correspondence: _____

Nationwide:

By signing below, Nationwide agrees to accept the responsibilities outlined above.

Signature: _____ Date: _____

Name (please print): _____

Price Estimate for US Mail**Notices with Summary Plan Description - \$4.76 per address**

- 404(a)(5) Fee Disclosure (16 pages)
- Auto Enrollment and/or QDIA (2 pages)
- Safe Harbor (4 pages)
- Summary Plan Description (25 pages)

Assumptions: • Black & White • Double sided • Not stapled • Includes 100 addresses	Total Cost (100 addresses)	Cost Per Address
Document Costs	\$187.00	\$1.87
Data Set Up*	\$15.45	\$0.15
Estimated Postage	\$230.00	\$2.30
Total Estimated Cost (Pre-Tax)	\$432.45	\$4.32
Estimated Tax	\$43.24	\$0.43
Total Estimated Cost (including tax)	\$475.69	\$4.76

Notices with Summary Plan Description - \$9.07 per address

- 404(a)(5) Fee Disclosure (16 pages)
- Auto Enrollment and/or QDIA (2 pages)
- Safe Harbor (4 pages)
- Summary Plan Description (25 pages)

Assumptions: • Color • Single sided • Not stapled • Includes 100 addresses	Total Cost (100 addresses)	Cost Per Address
Document Costs	\$579.00	\$5.79
Data Set Up*	\$15.45	\$0.15
Estimated Postage	\$230.00	\$2.30
Total Estimated Cost (Pre-Tax)	\$824.45	\$8.24
Estimated Tax	\$82.45	\$0.82
Total Estimated Cost (including tax)	\$906.90	\$9.07

Advance Notices - \$1.45 per address

- 7 pages

Assumptions: • Black & White • Double sided • Not stapled • Includes 100 addresses	Total Cost (100 addresses)	Cost Per Address
Document Costs	\$75.00	\$0.75
Data Set Up*	\$15.45	\$0.15
Estimated Postage	\$41.10	\$0.41
Total Estimated Cost (Pre-Tax)	\$131.55	\$1.32
Estimated Tax	\$13.16	\$0.13
Total Estimated Cost (including tax)	\$144.71	\$1.45

Advance Notices - \$2.24 per address

- 7 pages

Assumptions: • Color • Single sided • Not stapled • Includes 100 addresses	Total Cost (100 addresses)	Cost Per Address
Document Costs	\$147.00	\$1.47
Data Set Up*	\$15.45	\$0.15
Estimated Postage	\$41.10	\$0.41
Total Estimated Cost (Pre-Tax)	\$203.55	\$2.04
Estimated Tax	\$20.36	\$0.20
Total Estimated Cost (including tax)	\$223.91	\$2.24

The prices listed on this page are subject to change. In the event of a change to the pricing outlined above Nationwide will provide 60 days advance notice of the planned change. The Plan Sponsor will have the opportunity to reject the change or accept it. If the Plan Sponsor does not consent to the new price structure, the service will terminate and responsibility for delivery of all notices covered by this Agreement will revert to the Plan Sponsor.

***Data Set up fee applies to all size print jobs: \$15.45**

Form Return

Return by email: nwforms@nationwide.com

Return by fax: 877-634-0157