

401(k) Plan Enrollment Worksheet

Enrolling in your company's retirement plan is easy! Please complete the four steps below.

Note: This worksheet is for your reference only. Please do not fax or mail this form to Paychex.

STEP 1: Determine how much you want to contribute.

Determine what amount of your gross pay you want to invest in your 401(k) account. This is the amount of your pay that will be deducted at each payroll.

STEP 2: Select your investment options.

After reviewing the investment literature, decide how you want your investments divided among the funds offered.

Prior to requesting any movement of funds please review the fund prospectus for policies regarding frequent trading and market timing. Prospectuses can be viewed online at <https://benefits.paychex.com>

You may select any combination in 1% increments totaling 100%.

Enter **0** if you would not like your contribution to be invested in a certain fund.

You may change these percentages at any time using the Paychex Retirement Services Information Line or Paychex Retirement Services Online.

| Non-Broker Guided Fund Select | | Investment Selection |
|-------------------------------|--|----------------------|
| 3003 | DREYFUS STRATEGIC VALUE I | % |
| 3326 | FIDELITY ADVISOR NEW INSIGHTS I | % |
| 4453 | AMERICAN CENTURY EQUITY INCOME INV | % |
| 4472 | AMERICAN CENTURY HERITAGE INV | % |
| 4620 | COLUMBIA ACORN INTL Z | % |
| 5123 | VANGUARD INFLATION PROTECTED SECURITIES INV | % |
| 5126 | VANGUARD INTERMEDIATE TERM US TREASURY INV | % |
| 5139 | VANGUARD SHORT TERM FEDERAL INV | % |
| 5267 | ROYCE SPECIAL EQUITY INV | % |
| 5651 | PRUDENTIAL HIGH YIELD Z | % |
| 5851 | NUVEEN TRADEWINDS VALUE OPPORTUNITIES I | % |
| 6395 | SCHWAB S&P INDEX | % |
| 9376 | MANNING & NAPIER WORLD OPPORTUNITIES SERIES | % |
| 10956 | MAINSTAY INTERNATIONAL EQUITY I | % |
| 11212 | DWS U.S. BOND INDEX INST | % |
| 11472 | MFS INTERNATIONAL VALUE R4 | % |
| 12158 | PARNASSUS EQUITY INCOME INV | % |
| 12159 | DELAWARE EMERGING MARKETS INST | % |
| 12888 | JANUS TRITON I | % |
| 13128 | METROPOLITAN WEST TOTAL RETURN BOND I | % |
| 13165 | LORD ABBETT VALUE OPPORTUNITIES I | % |
| 141 | FEDERATED AUTOMATED CASH MANAGEMENT TRUST SS | % |
| Totals | | 100% |

STEP 3: Choose your enrollment method.

You may enroll in your retirement plan using either of the following options:

- Paychex Retirement Services Information Line: 1-877-244-1771, retirement services option
- Paychex Retirement Services Online Web site: <https://benefits.paychex.com>

STEP 4: Enroll in your retirement plan.

Now you are ready to enroll! Use your completed 401(k) Plan Enrollment Worksheet as a tool to guide you through the enrollment process. Follow the How to Enroll information for more specific details.

How to Enroll

Based on your choice of enrollment method, please review the instructions below. Prior to accessing your account, complete the 401(k) Plan Enrollment Worksheet.

Paychex Retirement Services Information Line

To access your account:

1. Dial 1-877-244-1771, retirement services option.
2. Enter your social security number.
3. Enter/create your Personal Identification Number (PIN).
 - If you have called the Information Line before and know your PIN, enter it.
 - If you are calling for the first time, you must first create a PIN.
 - If you have forgotten your PIN, press **2** and a new PIN will be mailed to your home address.
4. Press **2** to enter your Enrollment Information.
5. First time callers may be asked to verify their date of birth. **Please make sure that this date is accurate. We must have correct information in order to process your enrollment.**
6. Enter your contribution amount (**as you entered on the worksheet**).
7. Enter how your contributions are to be invested in the plan (**as you entered on the worksheet**).
8. Listen for the confirmation/effective date to ensure proper processing of the request.

Paychex Retirement Services Online

To access your account:

1. Access Paychex Retirement Services Online at <https://benefits.paychex.com>.

Note: If you are accessing your account for the first time, you must register.

- Under the Self Registration heading, select **Click here to register**.
 - Enter and submit the requested information.
 - Create a password and select a security image and two challenge questions. You are given immediate access to log on. Continue with Step 2 below.
2. Log on by entering your username and password and selecting your security image.
 3. Select **Retirement Services**.
 4. Follow the prompts and instructions to access your account.