403(b)/457/IRA Account Maintenance Request Form

aspire
Smart Retirement Solutions

Account Number

To change future investment elections, see **Step 1: Update Future Investment Elections.**
To change the Auto Rebalance option, see **Step 2: Auto Rebalance.**
To change current balance, see **Step 3: Update Current Account Balance. You may select only one option.**

Option 1: Rebalance - Adjusts your balance to match your current investment allocation choices.
Option 2: Transfer - Allows you to transfer your existing balance from one investment into any other available investment choices.
Option 3: Realignment - Allows you to reallocate your existing balances from all investments into any other available investment choices.

<u>Disclaimers</u>

Fund: A Fund Review will be conducted to ensure that the fund(s) you have elected into is/are available. If any fund(s) is/are not available, that percentage will be allocated into the Federated Automated Cash Management Trust (Ticker ACKXX) until a new fund has been selected. You will be contacted via email to alert you to any fund issues.

Allocation: Please note, full percentages are needed to act upon this trade request. No dollar amounts or fractional percentages are accepted.

Source: Any and all trade instructions on the proceeding pages will be applied to all sources within the account, outside of any frozen assets one might hold.

To move any frozen assets, please use the ***Frozen Assets Transfer Request Authorization Form.***

STEP 1 UPDATE FUTURE INVESTMENT ELECTIONS

(NOTE: For investments with a front-end sales charge that you wish to be purchased at NAV, you MUST check the LW box to waive the sales charge, as allowed by the fund family)

This feature only changes your investment elections for future contributions. It does not affect the allocation of existing balances already in your portfolio, however PLEASE NOTE that if you have elected the Auto Rebalance Feature and/or you are in a Model Portfolio and your investment advisor rebalances the model portfolio, your current balance WILL be changed to the most current investment elections on file at the time of that particular transaction. To not have this occur, please opt out of the auto rebalance feature and/or change your elections from a Model Portfolio to a Custom Investment election.

Ticker Symbol	Investment Name	LW	Allocation %
	Your total must equal 100%	**TOTAL**	

NOTE: If the Prudential Guaranteed Interest Account is selected, please ask your representative for the additional required forms.

STEP 2 AUTO REBALANCE

Automatic Rebalancing: This feature, if elected, automatically rebalances the investments in your account to maintain the asset allocation percentages that you elect. The frequency of this feature is determined by plan/account provisions. Please login to your Aspire account to verify the frequency for your specific account.

Do you want to have your account automatically rebalanced? ☐ Yes ☐ No ***If nothing is selected, no update will be made.***

STEP 3 UPDATE CURRENT ACCOUNT BALANCE

☐ OPTION 1 REBALANCE

Adjusts your balance to reflect your existing investment allocation choices. If you have selected new investments on this form it will cause your entire account balance to rebalance into those elections. If you have not completed Step 1, it will match your existing investment allocations selected.

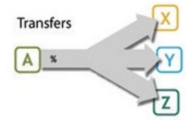
☐ Yes ☐ No ***If nothing is selected, no action will be taken on your current balance.***

Fax this form to 813.466.7523 or **mail** to: Aspire, 4010 Boy Scout Blvd., Suite 450, Tampa, FL 33607.
Questions? Call Client Services at 866.634.5873, M - F, 8am - 8pm EST.

☐ OPTION 2 TRANSFER

(NOTE: For investments with a front-end sales charge that you wish to be purchased at NAV, you MUST check the LW box to waive the sales charge, as allowed by the fund family)

Allows you to transfer your existing balance from one investment into any other available investment choices. Your total must equal 100%. Whole %s Only. Only one transfer request per sheet. **This feature does not change your future contributions investment elections.**



CURRENT INVESTMENT

Ticker	Investment Name	%

→

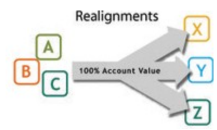
NEW INVESTMENTS

Ticker	Investment Name	LW	%

☐ OPTION 3 REALIGNMENT

(NOTE: For investments with a front-end sales charge that you wish to be purchased at NAV, you MUST check the LW box to waive the sales charge, as allowed by the fund family)

Allows you to reallocate your existing balances from all investments into any other available investment choices. Your total must equal 100%. Whole %s Only. **This feature does not change your future contributions investment elections.**



NEW INVESTMENTS

Ticker	Investment Name	LW	%

STEP 4 INVESTMENT AUTHORIZATION & SIGNATURE

When you selected an investment option on this Account Maintenance Request Form, you acknowledge that you are placing a buy/sell order instructing Aspire to purchase/sell investment shares on your behalf. You acknowledge that you have received and read the prospectus for investments, made the investment decision on your own, and understand that you were and are able to make a different investment selection.

You also acknowledge that the securities products purchased or sold in a transaction with Aspire (i) are not insured by the FDIC; (ii) are not deposits or other obligations of Aspire and are not guaranteed by the custodian; and (iii) are subject to investment risks, including possible loss of the principal invested.

Print Full Account Holder Name *(required)*

Social Security Number *(required)*

▶ Account Holder Signature

Date (month | day | year)

Agent Disclaimer: By submitting this trade request, you are certifying that you have been previously established as the Authorized Agent on this account, and have been granted Limited Trading Authority (LTA) by the account holder. If you are not the financial professional currently listed on this account, or do not have LTA, this trade request will not be acted upon unless the account holder also signs this request form.

Print Full Agent Name

Rep ID

▶ Authorized Agent Signature

Date (month | day | year)

If you provide an email address (participant or agent), Aspire will contact you via that address with regards to this trade request. If you do not provide an email address, you may contact our client Services line at 866.634.5873.

Contact Email

Please fax the completed form to Aspire Financial Services at 813.466.7523. Forms received in good order will be processed within 5 business days. If the account structure is changing (i.e. switching from one share class to another) please allow up to an additional 10 business days.

Additional Funds Page 1 of 2

STEP 3 ACCOUNT INVESTMENT ELECTION

Do you want to have your account automatically rebalanced?

☒ No ☐ Yes (This feature, automatically rebalances the investments in your account to maintain the asset allocation percentages that you elect. The frequency of this feature is annual on or about 6/20.)

The Participant authorizes and instructs Aspire to invest contributions and/or rollovers to the Account as designated or as provided by an appointed Financial Professional or Investment Strategist. Participant acknowledges and agrees that Aspire does not and has not provided any recommendations or advice regarding the selection or suitability of any investment, Financial Professional, Investment Strategist, or other service provider.

Participant represents and warrants (1) that Participant has received and read the prospectuses and information about all investment selections; (2) that Participant understands that Participant is placing a buy order either directly or through an appointed third party, instructing Aspire to purchase shares on Participant's behalf upon receipt of account funding; (3) that Participant understands that the investment products purchased or sold in a transaction through Aspire are not insured by the FDIC, are not deposits or other obligations of Aspire, and are not guaranteed by Aspire or the custodian; (4) that Participant understands that the investment products purchased through Aspire are subject to investment risks, including possible loss of the principal invested; and (5) that Participant is solely and exclusively responsible for the elections made on this form, including but not limited to elections regarding investments and services.

NOTE: If Aspire receives any contribution or rollover prior to receipt of your investment elections, that amount will be allocated into the Federated Automated Cash Management Trust (Ticker ACKXX) until we receive instructions to invest the contribution or rollover assets.

If an ineligible share class is selected, that allocation percentage will be changed to the fund Federated Automated Cash Management Trust (Ticker ACKXX). Incomplete investment election forms or investment elections to closed or invalid share classes will default your contributions into the Federated Automated Cash Management Trust (Ticker ACKXX).

☒ OPTION 1 YOUR INVESTMENT CHOICES

(**NOTE:** For investments with a front-end sales charge that you wish to be purchased at NAV, you MUST check the LW box to waive the sales charge, as allowed by the fund family)

Select this option if you are making your own investment selections. Please ensure that you complete this section in full and your investment selections equal 100%.

Ticker	Investment Name	LW	Allocation %	Ticker	Investment Name	LW	Allocation %
MM	Default Money Market	☐	100%	FSAIX	Fidelity Air Transportation	☐	0%
FBIOX	Fidelity Biotechnology	☐	0%	FSAVX	Fidelity Automotive	☐	0%
FBSOX	Fidelity IT Services	☐	0%	FSCGX	Fidelity Industrial Equipment	☐	0%
FCYIX	Fidelity Industrials	☐	0%	FSCHX	Fidelity Chemicals	☐	0%
FDCPX	Fidelity Computers	☐	0%	FSCPX	Fidelity Consumer Discretionary	☐	0%
FDFAX	Fidelity Consumer Staples	☐	0%	FSCSX	Fidelity Software & Computer Services	☐	0%
FDLSX	Fidelity Leisure	☐	0%	FSDAX	Fidelity Defense & Aerospace	☐	0%
FIDSX	Fidelity Financial Services	☐	0%	FSDCX	Fidelity Communications Equipment	☐	0%
FIUIX	Fidelity Telecom and Utiliites	☐	0%	FSPHX	Fidelity Health Care	☐	0%
FNARX	Fidelity Natural Resources	☐	0%	FSPTX	Fidelity Technology	☐	0%
FWRLX	Fidelity Wireless	☐	0%	FSRBX	Fidelity Banking	☐	0%
FPHAX	Fidelity Pharmaceuticals	☐	0%	FBNDX	Fidelity Investment Grade Bond	☐	0%
FSUTX	Fidelity Utilities	☐	0%	FSHBX	Fidelity Short Term Bond	☐	0%
FSVLX	Fidelity Home Finance	☐	0%	FSDPX	Fidelity Materials	☐	0%
FSELX	Fidelity Electronics	☐	0%	FSENX	Fidelity Energy	☐	0%
FSAGX	Fidelity Gold	☐	0%	FSESX	Fidelity Energy Services	☐	0%

NOTE: If the Prudential Guaranteed Interest Account (GIA) is selected, please complete the additional application forms. This product is available only through a qualified Financial Advisor.

If ETFs are selected, please complete the ETF addendum.

TOTAL 100

Your total must equal 100%

☐ OPTION 2 INVESTMENT STRATEGIST/THIRD PARTY MONEY MANAGER

The Participant may select to have your investments managed by available Investment Strategists on the Aspire platform. The Participant may select only one model and additional fees may apply. Please consult with your Financial Professional. For a listing of available Investment Strategists and the additional forms required, go to the **Resource Center at: www.aspireonline.com.**

NOTE: The portfolio description and allocation percentage for models must be conveyed to Aspire through separate correspondence from the Investment Strategist.

Investment Strategist Name: N/A

Model Portfolio Name: N/A

Additional Funds Page 2 of 2

STEP 3 ACCOUNT INVESTMENT ELECTION

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Participant represents and warrants (1) that Participant has received and read the prospectuses and information about all investment selections; (2) that Participant understands that Participant is placing a buy order either directly or through an appointed third party, instructing Aspire to purchase shares on Participant's behalf upon receipt of account funding; (3) that Participant understands that the investment products purchased or sold in a transaction through Aspire are not insured by the FDIC, are not deposits or other obligations of Aspire, and are not guaranteed by Aspire or the custodian; (4) that Participant understands that the investment products purchased through Aspire are subject to investment risks, including possible loss of the principal invested; and (5) that Participant is solely and exclusively responsible for the elections made on this form, including but not limited to elections regarding investments and services.

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Ticker	Investment Name	LW	Allocation %
FSHCX	Fidelity Medical Delivery	☐	0%
FSHOX	Fidelity Construction & Housing	☐	0%
FSLBX	Fidelity Brokerage & Investment Mgt	☐	0%
FSLEX	Fidelity Enviornmental	☐	0%
FSMEX	Fidelity Medical Equipment & Systems	☐	0%
FSNGX	Fidelity Natural Gas	☐	0%
FSPCX	Fidelity Insurance	☐	0%
FSRFX	Fidelity Transportation	☐	0%
FSRPX	Fidelity Retailing	☐	0%
FSTCX	Fidelity Telecom	☐	0%
FBMPX	Fidelity Multimedia	☐	0%
FGMNX	Fidelity Ginnie Mae	☐	0%
FSICX	Fidelity Strategic Income	☐	0%
FINPX	Fidelity Inflation Protected Bond	☐	0%
FSTGX	Fidelity Intermediate Gov't Income	☐	0%
FTHRX	Fidelity Intermediate Bond	☐	0%
FTBFX	Fidelity Total Bond	☐	0%
FMSFX	Fidelity Mortgage Securities	☐	0%
FGOVX	Fidelity Government Income	☐	0%

NOTE: If the Prudential Guaranteed Interest Account (GIA) is selected, please complete the additional application forms. This product is available only through a qualified Financial Advisor.

If ETFs are selected, please complete the ETF addendum.

TOTAL 0

Your total must equal 100%

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