

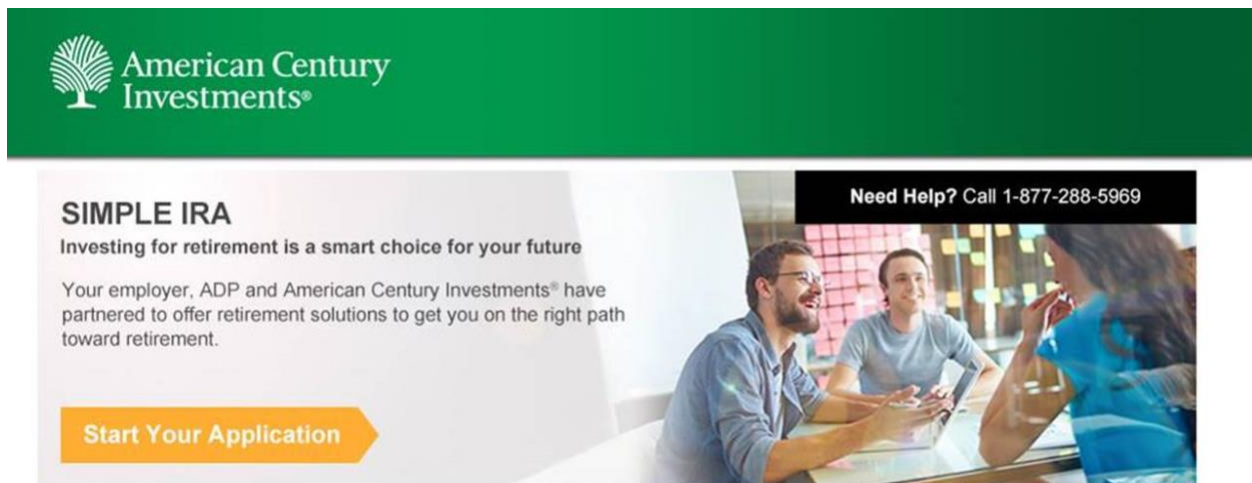
## Simple IRA Enrollment Instructions

Plan Name: HOOV SFM LLC

Simple IRA Plan Number: \_\_\_\_\_

### **Setting Up a Simple IRA Account Instructions:**

1. Enroll in the SIMPLE IRA retirement plan by accessing the enrollment form at <https://www.americancentury.com/adpsimple> You may access the form by clicking on the orange banner that states, "Start Your Application" (please see a screenshot of that website below).



- a. Plan Name: HOOV SFM LLC
  - b. Plan number: \_\_\_\_\_. Please make sure when filling out the application you specify plan number and the plan name shown exactly as it is shown above so the funds are linked to the proper plan account.
    - i. If you need assistance completing the form, you may reach out to American Century directly by calling 1-877-288-5969. Or you may call an ADP licensed support representative at 866-805- 8970.
2. Complete the Salary Reduction Agreement and provide to your venue payroll manager.
  3. Upon completion of your online application, please send an email to [HR@sportadvisory.com](mailto:HR@sportadvisory.com) and your venue Finance Representative including your first name, last name, plan name and notification that you have complete the online application. This will ensure your request for a new account is setup through American Century and that payroll deductions are set up in ADP a timely manner.