

Simple IRA Enrollment Instructions

Congratulations! You have become eligible to participate in our Company's Simple IRA retirement program through Fidelity. Your eligibility allows you to set up a Simple IRA retirement account and once your account is created, request a specified dollar amount or percentage to be deducted from your paycheck pre-taxed to save for your retirement. The Company will also match your contribution each pay period dollar-for-dollar up to 3% of your salary.

Please follow the steps below to enroll in our Simple IRA plan through Fidelity:

1. Fill out pages 3-11 of the Fidelity paper application.
 - a. Please ensure each page is filled out accurately and completely to eliminate any delay in the creation of your Fidelity Simple IRA account.
 - b. Enter the following where asked:
 - i. ***Company Name: RTSW SFM LLC***
 - ii. ***Plan Number: G3731***
2. Return the application to your Human Resources Representative or to hr@sportadvisory.com (the Home Office Human Resources team).
 - a. If returned to your facility Human Resources Representative, the Representative should forward the application on to hr@sportadvisory.com.
3. The Home Office Human Resources team will forward on to the ADP IRA representative to set up your IRA account with Fidelity.
 - a. Set up takes approximately 1-2 weeks
4. Once the account set up is complete for the Team Member, the Home Office Human Resources team will be notified by ADP that the account has been set up, and deductions will begin based on the Salary Reduction Agreement provided to us.

If you have any questions, please see your Human Resources Representative or contact hr@sportadvisory.com.