

Welcome to Helpside Inc. 401(k) Retirement Plan - Helpside Inc. Enroll today!

932319-00001

Quick Enroll

PortfolioXpress®: You can subscribe to **PortfolioXpress®**, enroll online only instead of using this form. *PortfolioXpress®* is a one-step investment service that uses the core funds in your plan to provide an automatic investment strategy that changes over time.

First Name: _____ Last Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Social Security Number: ____ - ____ - ____

Telephone _____ Email Address _____ Date of Birth _____ Date of Hire _____

I elect to contribute the following percentage or amount of my pay in the plan's Default Investment Choice, **PortfolioXpress®**.

I understand that I can change this election at any time:

Pretax

- 10%
 6%
 Other _____%

Or

\$_____ of my pay (as defined by the plan)

After-Tax Roth

- 10%
 6%
 Other _____%

Or

\$_____ of my pay (as defined by the plan)

Yes! I want to save more EVERY YEAR! Sign me up for the auto-increase service and increase my contributions each year by:

Pre-Tax

- 2% each year until it reaches _____%
 1% each year until it reaches _____%
 Other _____% each year until it reaches _____%

OR

\$_____ of my pay (as defined by the plan) each year until it reaches \$_____

After-Tax Roth

- 2% each year until it reaches _____%
 1% each year until it reaches _____%
 Other _____% each year until it reaches _____%

OR

\$_____ of my pay (as defined by the plan) each year until it reaches \$_____

on or about the 1st of the month (check one) following receipt of your request:

Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec/1

Note: If you do not provide a month that you want your savings rate increase to be effective, the increase will automatically take place in **January**.

The auto-increase service will be turned on as soon as feasible after Transamerica receives this form. Your contribution percentage can be increased only up to the maximum permitted by law or your plan. You should evaluate your ability to continue the service in the event of a prolonged market decline, unexpected expenses, or an unforeseeable emergency.

Investment Choices

I understand that the plan offers additional investment choices, listed in the enrollment kit, which I may select from. For detailed investment choice information, refer to your *Investment Choices: Performance Overview and Summaries*.

I hereby authorize payroll deduction of plan contributions in accordance with the level(s) I have indicated above. I understand this constitutes a "cash or deferred arrangement" under section 401(k) of the Internal Revenue Code and that my contributions are subject to the withdrawal restrictions of the plan. By authorizing a payroll deduction, I understand I am electing to contribute a portion of my salary to the Helpside Inc. 401(k) Retirement Plan - Helpside Inc.. I understand that certain limitations are imposed on my contributions by federal law and that my contributions may be refunded to comply with these laws. I further agree that neither Helpside Inc., the plan trustee, nor their affiliates will be liable for any loss when acting upon my instructions believed to be genuine.

EMPLOYEE SIGNATURE: _____ **Date:** ____ / ____ / ____

SUBMIT SIGNED FORM TO YOUR PLAN ADMINISTRATOR.

For Plan Administrator Use Only:

Plan Administrator Signature _____ Date _____

FOR PLAN ADMINISTRATOR USE ONLY: Transamerica, 4333 Edgewood Road NE, Mail Drop 0001, Cedar Rapids, IA 52499 **Fax#:** 866-846-2236