

Information for the plan sponsor:

This document applies to plans with **more** than 25 employees (who received compensation of at least \$5,000 in the preceding year) that will make 4% matching or 3% nonelective employer contributions.

Do NOT use this form if either of the following apply. Instead, use the regular *Notification to Eligible Employees* included in annual enrollment materials and/or the plan sponsor guide.

- The employer previously had 25 or fewer employees (who received compensation of at least \$5,000 in the preceding year) and grew to more than 25 employees in a subsequent year. There is a 2-year grace period in which the employer will continue to be treated as having 25 or fewer employees. Do not use this document during the 2-year grace period.
- The employer offered another retirement plan in the 3-year period before offering the SIMPLE IRA plan.

1 General information

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Date (mm/dd/yyyy)

Name of company

Employer contact

2 Notice of eligibility

You are eligible to make:

Select one.

- Pre-tax salary deferral contributions.
- Pre-tax and/or Roth salary deferral contributions.

Review this notice and the Summary Description before deciding to start, continue or change your salary deferral election.

3 Employer contribution

Select one:

- A. A matching contribution equal to 100% of your elective deferrals, up to a limit of 4% of your compensation for the calendar year.

OR

- B. A nonelective contribution equal to 3% of your compensation* for the calendar year.

Optional:

- An **additional** nonelective contribution of _____% of your compensation* for the calendar year.

Note: This additional contribution cannot exceed the lesser of 10% of your compensation* or \$5,000 in 2024.

* The maximum amount of your compensation used to calculate nonelective contributions is limited to \$345,000 for 2024, as indexed for inflation.

4 Elective deferral limits

The following elective deferral limits (including catch-up contributions¹ for employees who will attain age 50 or older before the end of the calendar year) apply to this plan:

2024 ²	Deferral limit	Catch-up limit ¹		
		Ages 50-59	Ages 60-63 ³	Ages 64+
Higher limits	\$17,500	\$3,500	\$5,000	\$3,500

¹ The applicable catch-up limit is based on the age the participant will attain by the end of the calendar year.

² The 2024 contribution limits are shown because the IRS doesn't typically announce limits for the following year until late October/early November. For later years, the limits may be increased for cost-of-living adjustments. The SECURE 2.0 Act, which added higher salary deferral and catch-up contribution limits, is unclear as to whether the higher limits are rounded down to the nearest \$500 increment. The limits are being shown as if the rounding rules apply. If the rounding rules do not apply, the limits would be higher.

³ Increased catch-up limits for participants ages 60-63 are not effective until 2025. The figures shown illustrate what the increased catch-up limits would have been had they been in effect for 2024.

5 Administrative procedures

If you decide to start or change your salary deferral election, you must complete the appropriate *Salary Deferral Election* or *Enrollment/Change* form provided by your employer by:

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Date (mm/dd/yyyy)

(within 60 days of the date this notice is provided)