

NEXT STEPS DOCUMENT

## Get started with **PlanPremier®-TPA**

Find out how easy it can be to set up your retirement plan with Capital Group, home of American Funds, and investment management services from Morgan Stanley. Fill in the form below with the correct information, then email this page to [AFNextSteps@capitalgroup.com](mailto:AFNextSteps@capitalgroup.com).

Plan name:

**PlanPremier-TPA**

Financial professional:

- Class R-6 shares
- Morgan Stanley 3(38) Core Market Program

Takeover plan      Start-up plan

Third-party administrator:

Number of participants with account balances:

Plan assets:

Annual compensation paid to financial professional's firm:

basis points on eligible assets (recovered from participant accounts)

I understand that final fees will be determined from actual plan data (total number of participants with account balances and plan assets in the recordkeeping system).

Authorized plan sponsor representative name and title \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_

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*For an overview of the major steps involved in installing your retirement plan, review the back page.*

**Investments are not FDIC-insured, nor are they deposits of or guaranteed by a bank or any other entity, so they may lose value.**

## Plan installation timeline

Installation of your retirement plan requires coordination, cooperation and communication to help ensure that the process is as smooth and error-free as possible. This timeline identifies the major steps – from the *Next steps* document on the previous page to the transition conference call – and key roles and responsibilities during the PlanPremier-TPA implementation process.

|                                 | Days before target effective date |                             |                                 |                             |             |            |                       |                                   |                                       | Days after target effective date |                            |
|---------------------------------|-----------------------------------|-----------------------------|---------------------------------|-----------------------------|-------------|------------|-----------------------|-----------------------------------|---------------------------------------|----------------------------------|----------------------------|
|                                 | 60 days                           |                             |                                 |                             | 55          | 55-40      |                       | 40-30                             | 30-0                                  | 1-15                             | 15-30                      |
|                                 | Next steps document received      | Financial professional call | Welcome and plan document calls | Service termination letter* | Plan design | Plan setup | Participant education | Prior recordkeeper communications | Payroll setup call (blackout begins*) | Final valuation (blackout ends*) | Transition conference call |
| Capital Group                   |                                   | ●                           | ●                               |                             |             | ●          | ●                     | ●                                 | ●                                     | ●                                | ●                          |
| Third-party administrator (TPA) |                                   |                             | ●                               |                             | ●           |            |                       |                                   |                                       |                                  |                            |
| Financial professional          |                                   | ●                           | ●                               |                             |             |            | ●                     |                                   |                                       |                                  |                            |
| Plan sponsor                    | ●                                 | ●                           | ●                               | ●                           | ●           |            | ●                     |                                   | ●                                     | ●                                | ●                          |
| Prior recordkeeper              |                                   |                             |                                 | ●                           |             |            |                       | ●                                 | ●                                     | ●                                |                            |

\* Does not apply to startup plans.

To learn more about the Morgan Stanley 3(38) Core Market Program, please see the Institutional Services or Graystone Consulting Morgan Stanley Smith Barney LLC ADV Part II Brochure, as applicable to you, for more information including a description of the fee schedule. It is available at <http://www.morganstanley.com/ADV> or from your Financial Advisor.

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