SIMPLE IRA Plus

Plan setup and enrollment overview

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It's easy to **set up a SIMPLE IRA Plus** plan

SIMPLE IRA Plus from Capital Group, home of American Funds, provides financial professionals and plan sponsors the **benefits and convenience** of 401(k) plan features – plan-level reports, customizable fund menus, select online enrollment capabilities, qualified default investment alternative (QDIA) options and more – **without the higher price tag**.

How to establish a plan

STEP 1: Get plan sponsor guide

The **financial professional** downloads or orders a plan sponsor guide and gives it to the plan sponsor for review. They can download or order employee guides for enrollment too.

STEP 2: Fill out plan documents

The **plan sponsor** reviews the plan sponsor guide and sends the completed plan specifications form and adoption agreement to the financial professional.

The **financial professional** completes their portion of the plan specifications form.

STEP 3: Send plan documents to us

The **financial professional** sends the adoption agreement and plan specifications form to us **at least 10 days** prior to the plan effective date.

After we establish the plan, we'll email website login information and additional plan documents for enrollment to the plan sponsor.

How to enroll employees

STEP 1: Set up website access

The **plan sponsor** logs in to the plan sponsor website and creates a custom password.

STEP 2: Prepare and send documents to employees

We will provide the plan sponsor with the following disclosure documents: summary description, notification to eligible employees and fee and fund disclosure. The **plan sponsor** completes information in the notification to eligible employees and summary description. If the plan will have an automatic contribution arrangement, the sponsor must also provide a notice describing the arrangement prior to each enrollment period; a sample notice is available on the plan sponsor website.

The **plan sponsor** sends these documents and an enrollment guide to eligible employees.

STEP 3: Complete enrollment form

The **employee** completes the enrollment form and returns it to the plan sponsor.

STEP 4: Add participants and complete enrollment

The **plan sponsor** adds each participant to the plan using the plan sponsor website.

Once added to the plan, we instruct the employee via email to go to the participant website to complete their enrollment. The **employee** adds their beneficiary information and confirms their investment selections.

STEP 5: Set up payroll

The **plan sponsor** adds payroll information via the plan sponsor website to submit payroll contributions.

That's it!

You've successfully set up a **SIMPLE IRA Plus** retirement plan, and you and your employees are ready to start investing for the future.

Need to know

The plan sponsor and eligible employees will need internet access for enrollment.

Know your role

The table below gives you a general overview of the tasks and responsibilities associated with establishing a SIMPLE IRA Plus plan. These steps and more are outlined in detail in the plan sponsor guide and employee enrollment guide.

Tasks and responsibilities

	Capital Group	Financial professional	Plan sponsor	Employee/ participant
Plan setup				
Get plan sponsor and employee guides		FP		
Complete plan specifications form		FP	PS	
Complete adoption agreement			PS	
Send plan specifications form and adoption agreement to Capital Group		FP		
Provide website access to plan sponsor	CG			
Enrollment				
Email notification to eligible employees, summary description and fee and fund disclosure to plan sponsor	CG			
Complete notification to eligible employees and summary description, and create automatic contribution arrangement notice (if applicable)			PS	
Provide notification to eligible employees, summary description, fee and fund disclosure, automatic contribution arrangement notice (if applicable) and employee enrollment guide to eligible employees			PS*	
Submit enrollment form to plan sponsor				EP
Add participants via plan sponsor website			PS	
Complete enrollment online by adding beneficiary and confirming investment selection				EP†
Add payroll information and submit payroll contributions via plan sponsor website			PS	

* The financial professional may also distribute this material at an enrollment meeting.
† If no email is available for the participant, default beneficiary designations and investment option will apply.

Online support

Financial professionals
capitalgroup.com/setupsimpleplus

Participants
capitalgroup.com/retire

Plan sponsors
capitalgroup.com/retiresponsor

Need help? Give us a call

Financial professionals
(800) 421-9900

Plan sponsors
(800) 421-6621

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