

ABC Test Plan

PARTICIPANT CHANGE REQUEST FORM

Plan ID 12345lar

*You can complete this form using Adobe® Acrobat®. Open the PDF and click on **Fill & Sign in the right-hand toolbar**. If asked "What do you want to do?," click on the **Fill and Sign** button. Use the tools provided to complete this form.*

Current Participant Information (Please Print Information Clearly)

Employee Name _____ Date of Birth _____
Address _____
City _____ State _____ ZIP _____
Social Security Number _____ Date of Hire _____
Daytime Phone Number _____ Evening Phone Number _____

New Participant Information

First Name and Middle Initial* _____ Last Name _____
Address _____
City _____ State _____ ZIP _____
Social Security Number _____ Date of Birth _____
Daytime Phone Number _____ Evening Phone Number _____

***NOTE: Attach a copy of a court document, marriage certificate, or new Social Security card to support name change.**

Participant Authorization

I authorize the changes above to be made to my account.

*(If you're using Adobe® Acrobat® to complete this form, be sure to sign below using the **Sign** feature located in the **Fill & Sign** toolbar. Save this PDF to your computer, adding your name to the end of the file name. Use one of the options below to send the form to your Plan Administrator and request their signature. **Do not use the Request Signatures feature.**)*

Participant's Signature _____ Date _____

Participant – Submit This Form to Your Plan Administrator and Request Their Signature

Jane M Smith
123 Test Street
Address 2
Address 3
Anytown NY 12345

Email janesmith@test.com
Fax 999-999-9999

Everyday 401(k)
by J.P.Morgan

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Plan Administrator Authorization

(to be completed by the plan administrator)

I acknowledge receipt of the changes listed on this form.

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Plan Administrator's Signature _____ Date _____

Plan Administrator's Name _____

Plan Administrator – Please Sign and Submit Completed Form to:

Email or Fax:

everyday401k@dstsystems.com
816-218-0455

Regular Mail:

Everyday 401(k) by J.P. Morgan
PO Box 219898
Kansas City, MO 64121-9898

Overnight Mail:

Everyday 401(k) by J.P. Morgan
430 W 7th Street Suite 219898
Kansas City, MO 64105-1407

For more information about your Plan, go to www.everyday401k.com.