Completing the IRA Full Disclosure Statement Amendment Mailing Service Quote Form

SECURE 2.0 Act

To Begin Your Quote Process

For this quote form to function properly, you must first **download the form** locally. Then, follow the instruction on the form to complete the PDF and submit your order to Ascensus.

Traditional, Roth, and SIMPLE IRA
Populate your Organization Name at the top of page 2 along with your Ascensus Organization#. For each IRA type to be amended, enter the number of accounts in the **qty.** field. The **Per IRA** field will automatically fill with a dollar amount based on the quantity entered for that IRA type, after which the total estimated mailing cost (not including postage) appears in the **Total** field.

Last Steps

1. Complete the **Client Authorization** section with your name and the date, and type your name where indicated. Your estimated quote total appears in this section. **If you are not authorized to make purchases on behalf of your organization, this section must be completed by an authorized individual.**
2. Complete the **Organization Contact Information** section with the name, email, and phone number of your organization's mailing project contact. This is the person we will contact for additional information and who will receive our confirmation emails throughout the project.
3. Complete the **Amendment Cover Letter Information** section with the information that will be included in the cover letter to your IRA owners.
4. Once everything is completed, hit the Submit button to send your approved order to Ascensus. Within five business days we will send the mailing project contact a confirmation email that includes information about what to expect next.

NOTE: *The quote form that follows contains a calculator tool, so it must be completed online by keying information into the **qty.** fields. As you enter information into the applicable **qty.** fields, the calculator will automatically fill the **Per IRA** field in that row with a dollar amount based on the quantity entered.*

We cannot process quote forms where the quantities are blank or if the form was printed and handwritten, as the calculations will be missing.

Organization Name:

Ascensus Organization Number:

IRA FULL DISCLOSURE STATEMENT AMENDMENT MAILING SERVICE QUOTE FORM

SECURE 2.0 Act

07/17/2023

NOTE: *This form contains an automated calculator tool. The applicable **qty.** fields must be completed online so that the **Per IRA** and **Total** fields can calculate and automatically fill.*

✓ **Traditional, Roth, and SIMPLE IRA**

Negative Response Amendment Standard Services include the following.

- IRA Full Disclosure Statement Amendment—stock, off-the-shelf
- Print cover letter on white bond, black ink
- Print envelope with client's name and address (24 lb. white woven)
- Provide mailing service (insert letter and amendment into envelope, meter, and mail)

IRA AMENDMENT MAILING SERVICE IS BASED ON PER ACCOUNT, PER TYPE

Traditional IRA	**qty.**	Per IRA	Total
Inherited Traditional IRA	**qty.**	Per IRA	Total
Roth IRA	**qty.**	Per IRA	Total
Inherited Roth IRA	**qty.**	Per IRA	Total
SIMPLE IRA	**qty.**	Per IRA	Total

ADDITIONAL INFORMATION

- **A $75.00 minimum mailing charge applies.**
- **Pricing does not include standard first class postage rates.**
- The above pricing includes Ascensus' standard IRA Full Disclosure Statement Amendment (printed in black ink).
- If the actual number of accounts differs from the quoted quantities, pricing will be adjusted to reflect pricing for the actual quantities mailed.
- For Ascensus *Fully-Administered Program* clients, amendment mailings will be sent using the applicable account owner information in IRA*direct*®.
- If customized amendments are required, additional fees will apply, and a separate custom amendment quote will be provided.
- This quote is valid for 30 days.

CLIENT AUTHORIZATION

This section should only be completed by persons authorized to make purchases on behalf of the organization.

Estimated Quote Total (does not include postage):

Approved By

Signature: _____ **Date:** _____
(Type Name of Individual Approving Quote)

By typing your name above you are electronically providing consent for the services described and agree to pay the associated fees.

Initial: _____ I have read the above statement, located in **ADDITIONAL INFORMATION**, informing me that this quote does not include postage. Any postage estimates provided are estimates only; the final billing will reflect actual postage amounts.

ORGANIZATION CONTACT INFORMATION

Organization Name:

Ascensus Organization Number:

Name: _____

Email: _____

Phone Number: _____

AMENDMENT COVER LETTER INFORMATION

Organization Contact: _____
Organization Contact: Phone: _____
Signature Name: _____
Organization Name: _____
Organization Address: _____
_____

Please address any questions concerning this quote via email to **iraamendmentmailingservice@ascensus.com**.

Submit to Ascensus

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