

**From:** [Ascensus Migration](#)  
**To:** [EMailProofs](#)  
**Subject:** Updated retirement plan invoice and payment information  
**Date:**

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## What to Expect in Your May 2025 Invoice

### Retirement Plan: New Plan ID:

Now that your retirement plan is on the Ascensus recordkeeping platform, payment information and invoices have been updated to ensure you can easily see each service, the fee associated with it, and how it's being paid. Here's what you can expect:

- **There will be no change in recordkeeping fees or the cadence that you are currently billed.** Invoices are generated near the end of each month and will be delivered by email from [AscensusBilling@ascensus.com](mailto:AscensusBilling@ascensus.com) if there's an email address on file for you, or by mail if not.
- **Your Administrative Fee Credit Account (AFCA) balance will be used to offset qualified plan fees, up to the total amount due.** AFCA will replace the plan level expense account, if applicable. If your plan currently uses a Revenue Holding Account, the AFCA balance will be used to offset invoices, and you will see the credit displayed on the invoice.
- **Line-item descriptions may be slightly modified.** See the sample invoice included at the bottom of this email for reference.
- **Unpaid fees may be paid from plan assets.** If fees remain unpaid after 60 days, the plan sponsor directs fees to be paid from plan

assets.

- **Sales tax may apply.** Based on reporting requirements within your state, Newport, an Ascensus Company, may assess, collect, and remit sales tax on services and digital goods we provide.

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### **Important: updated payment instructions for invoices paid via automatic ACH debit from your bank account**

Beginning in May 2025, the following changes will occur:

- Invoices will display the total amount due for the related billing period and will indicate "DO NOT PAY – Retain invoice for your records only." The payment will no longer be displayed as a credit on the invoice.
- ACH payments will be processed later in the month following the invoice and will no longer be processed in the same month as the invoice date. For example, for invoices dated May 2025, the ACH debit will be processed in late June 2025.
- The payments will be noted as "Newport Group, Inc." on your bank statement. We will continue to use the banking information that we currently have on file for your plan.
- **Important: To ensure that your ACH payments are processed without rejection, please update your bank account's filter to allow transactions from JPMorgan Chase - ACH COMPANY ID 9186770001.**


**New remittance address** – If paying by check, make check payable to Newport Group, Inc. and mail to: **Newport Group Inc., PO Box 735116, Chicago, IL 60673-5116**. Now that your plan is with Ascensus, it will be invoiced through a separate company within Newport using a separate mailing address to receive payments. Please make this change at your earliest convenience.

We encourage making payments either by check, using the remit-to address on the invoice, or through automatic ACH debit initiated by Newport. However, if you need to initiate and send Newport a payment from your bank account, please use the following banking instructions beginning in May 2025:

For ACH/wire payments:  
Primary bank routing number: 021000021  
Account number: 937186770  
Account name: Newport Group, Inc.

**Preview the updated invoice**

Refer to the sample invoice below to see updates ahead of your next billing cycle.



**NEWPORT**  
an ASCENSUS company

Invoice Date: 07/21/25  
Customer Number: NP42533  
Invoice Number: NI-00000176

Payment Amount: **\$936.66**

TERMS: Due upon receipt

Detach this portion and return with payment to:

CHRIS DANIELS,  
ABC COMPANY 401(K)  
123 MAIN ST  
SOUTH BURLINGTON VT 05407


Remittance Address: **1**

Newport Group, Inc.  
P.O. Box 735116  
Chicago, IL 60673-5116

Item Description	Comments	Services Provided	Quantity	Amount
RECORDKEEPING BASE FEE	04/01/2025 - 06/30/2025		1	\$187.50
TRUSTEE SERVICES FEE	04/01/2025 - 06/30/2025		1	\$350.00
RECORDKEEPING BASE FEE	04/01/2025 - 06/30/2025 \$17,128,059.43; 0.34bps		1	\$3,569.21
PER PARTICIPANT FEE	04/01/2025 - 06/30/2025 Participant Count: 250		260	\$1,445.60
*DEDUCTED FROM PLAN ASSETS			1-	\$3,393.44-
*DEDUCTED FROM AFCA			1-	\$234.56-
*DEDUCTED FROM FORFEITURES			1-	\$987.65-
Sales Tax:				\$0.00
Invoice Total:				<b>\$936.66</b>

A carrying charge of 1.5% per month or any part thereof will be added to all accounts past due over 30 days. (18% interest Per Annum)

Invoice Date: 07/21/25  
Invoice No: NI-00000176



**NEWPORT**  
an ASCENSUS company

1. **Remittance address** – Note new address. If paying by check, make check payable to: Newport Group, Inc., and mail to **Newport Group, Inc., PO Box 735116, Chicago, IL 60673-5116**.
2. **Recordkeeping base fee** – Market value, displayed in the Comments column, is the amount used to calculate the asset-based fee.
3. **Per participant fee** – The amount of the per participant fee is based on the number of participants with a balance, displayed in the Comments and Quantity columns.
4. **Deducted from plan assets** – If you chose to pay the plan's fees from plan assets (participant accounts), the amount paid is reflected on the invoice.
5. **Deducted from AFCA and deducted from forfeitures** – If you chose to pay the plan's recordkeeping fees from the AFCA (if applicable), the Revenue Holding Account, or forfeitures, the amount paid is reflected on the invoice.

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Please share this information with your accounting, accounts payable, and/or treasury teams.

Visit your [plan website](#) for additional plan administration resources and support.

As always, your service representative is here to help if you have any questions.

**For plan sponsor use only.**

Please do not reply directly to this message, as the email box is not monitored. If you wish to contact us, use the information provided in the above communication or link.

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This email was sent by: Ascensus  
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