



Use this form to make **fund additions**, **fund replacements** and/or **changes to the default fund** for plans administered by BPAS. When finished, please email the completed form to TrustSales@bpas.com. An email confirmation from BPAS will be sent within 2 business days acknowledging receipt. While processing your request, we may contact you with questions and let you know when fund changes will be implemented. If you do not receive a confirmation email from BPAS within 3 business days, please email us at TrustSales@bpas.com or call 315-292-6900 and ask for a member of the Trust Sales team.

A. REQUESTOR INFORMATION

Today's Date:

Person Submitting Form:

Firm Name:

Phone:

Email:

Is this fund change form in conjunction with a change of Broker /Advisor? If yes, please complete an [FI Change Form](#). ☐ Yes ☐ No

B. PLAN INFORMATION

If this request affects multiple plans, please write "list of plans" in the **plan name** box below, then provide list of impacted plans on **Section J** which can be found at the end of this form. Use this approach **only** if the exact same changes are being made to all plans on the list. For multiple plans with different fund configurations, please submit a separate form.

Plan Name:

BPAS Plan Number:

C. FUND CHANGE ACTION

Please select the appropriate action for this request. Check all that apply.

☐

Fund additions and/or replacements to the plan. Please complete **Section D**.

☐

Default fund change. Please complete **Section E**.

D. FUND ADDITIONS AND/OR REPLACEMENTS

Instructions: Please enter your **new** or **current fund replacement** in the first column labeled "Fund Name and Share Class" followed by its respective ticker. Indicate whether this is a "New Fund Addition Only", a "New Fund Addition, replacing previous fund", or "Current Fund, replacing previous fund". If "New Fund Addition, replacing previous fund", or "Current fund, replacing previous fund" is elected, please provide the previous or fund name and ticker being removed. For a complete list of traded funds, including platform charge impact for each, please visit the [BPAS Toolbox](#) and look for the [Kitchen Sink List](#) under the Investment Tab.

Note 1: Consistent with DOL regulation 408(b)(2) and the level compensation approach used by BPAS, any forms of revenue sharing provided by each fund will offset against the platform fee for the fund, with a custodial fee applied to recover any difference. If a platform fee has not yet been established for the subject plan, BPAS will add a custodial fee as needed to maintain revenue parity between new funds and prior funds.

Note 2: If any new funds represent new fund families or funds not currently traded by BPAS, please contact your BPAS Sales Representative so we can confirm availability before you submit this request. Please note that obtaining agreements with new fund families involves several steps and the ultimate timing will be driven by the outside fund family.

Note 3: Our recordkeeping system currently allows up to 35 funds per plan, with loans, company stock and the self-directed brokerage account program each counting as one fund. Also note, each target date fund counts as a separate option. For this reason, if you are close to the fund limit, please consider using ten-year increments for target date funds instead of five-year increments.

If you have more than 17 new or replacement funds, please use Section K to list your additional funds.

D. FUND ADDITIONS AND/OR REPLACEMENTS CONTINUATION

#	Fund Name & Share Class	Ticker	This fund is a	Name of Fund Being Replaced	Ticker
1			<input type="radio"/> New fund addition only <input type="radio"/> New fund addition, replacing previous fund <input type="radio"/> Current fund, replacing previous fund		
2			<input type="radio"/> New fund addition only <input type="radio"/> New fund addition, replacing previous fund <input type="radio"/> Current fund, replacing previous fund		
3			<input type="radio"/> New fund addition only <input type="radio"/> New fund addition, replacing previous fund <input type="radio"/> Current fund, replacing previous fund		
4			<input type="radio"/> New fund addition only <input type="radio"/> New fund addition, replacing previous fund <input type="radio"/> Current fund, replacing previous fund		
5			<input type="radio"/> New fund addition only <input type="radio"/> New fund addition, replacing previous fund <input type="radio"/> Current fund, replacing previous fund		
6			<input type="radio"/> New fund addition only <input type="radio"/> New fund addition, replacing previous fund <input type="radio"/> Current fund, replacing previous fund		
7			<input type="radio"/> New fund addition only <input type="radio"/> New fund addition, replacing previous fund <input type="radio"/> Current fund, replacing previous fund		
8			<input type="radio"/> New fund addition only <input type="radio"/> New fund addition, replacing previous fund <input type="radio"/> Current fund, replacing previous fund		
9			<input type="radio"/> New fund addition only <input type="radio"/> New fund addition, replacing previous fund <input type="radio"/> Current fund, replacing previous fund		
10			<input type="radio"/> New fund addition only <input type="radio"/> New fund addition, replacing previous fund <input type="radio"/> Current fund, replacing previous fund		
11			<input type="radio"/> New fund addition only <input type="radio"/> New fund addition, replacing previous fund <input type="radio"/> Current fund, replacing previous fund		
12			<input type="radio"/> New fund addition only <input type="radio"/> New fund addition, replacing previous fund <input type="radio"/> Current fund, replacing previous fund		
13			<input type="radio"/> New fund addition only <input type="radio"/> New fund addition, replacing previous fund <input type="radio"/> Current fund, replacing previous fund		
14			<input type="radio"/> New fund addition only <input type="radio"/> New fund addition, replacing previous fund <input type="radio"/> Current fund, replacing previous fund		
15			<input type="radio"/> New fund addition only <input type="radio"/> New fund addition, replacing previous fund <input type="radio"/> Current fund, replacing previous fund		
16			<input type="radio"/> New fund addition only <input type="radio"/> New fund addition, replacing previous fund <input type="radio"/> Current fund, replacing previous fund		
17			<input type="radio"/> New fund addition only <input type="radio"/> New fund addition, replacing previous fund <input type="radio"/> Current fund, replacing previous fund		

E. DEFAULT FUND CHANGE

The default fund will receive new contributions from participants with no investment elections on file. This includes new contributions from all sources and incoming rollovers. Please note that existing balances are not swept or realigned into the default fund automatically. Participants who wish to make a change to the investment of existing balances must use the website or voice response system to complete an account realignment or transfer requests.

☐ No change to default fund (maintain current configuration). Proceed to **Section G**.

☐ New default fund (single fund option)

Fund Name:

Ticker:

☐ Move to age-based defaults (please complete all fields in Section F)

☐ Changing age-based defaults (please complete all fields in Section F)

F. TARGET DATE DEFAULT FUNDS

Instructions: Complete this section if the plan will use target date default funds in lieu of a single default fund. Target date default fund changes will apply to new contributions for participants who have not provided investment elections. Please note that existing balances are not swept or realigned into the default fund automatically. Participants who wish to make a change to the investment of existing balances must use the website or voice response system to complete an account realignment or transfer requests.

For the first and last funds in the series, check the respective “before” and “after” boxes below. For the middle funds in the series, please check the appropriate starting and ending boxes. Please be sure there is no overlap of dates (e.g., if starting date is 1/1/1980, the previous fund ending date should be 12/31/1979 rather than 1/1/1980).

Check Boxes & Enter dates	FUND Name	Ticker Symbol
<input type="checkbox"/> Before:		
<input type="checkbox"/> Starting:		
<input type="checkbox"/> Ending:		
<input type="checkbox"/> After:		
<input type="checkbox"/> Starting:		
<input type="checkbox"/> Ending:		
<input type="checkbox"/> After:		
<input type="checkbox"/> Starting:		
<input type="checkbox"/> Ending:		
<input type="checkbox"/> After:		
<input type="checkbox"/> Starting:		
<input type="checkbox"/> Ending:		
<input type="checkbox"/> After:		
<input type="checkbox"/> Starting:		
<input type="checkbox"/> Ending:		
<input type="checkbox"/> After:		

F. TARGET DATE DEFAULT FUNDS CONTINUATION

Check Boxes & Enter dates	FUND Name	Ticker Symbol
<input type="checkbox"/> Starting:		
<input type="checkbox"/> Ending:		
<input type="checkbox"/> After:		
<input type="checkbox"/> Starting:		
<input type="checkbox"/> Ending:		
<input type="checkbox"/> After:		
<input type="checkbox"/> Starting:		
<input type="checkbox"/> Ending:		
<input type="checkbox"/> After:		
<input type="checkbox"/> Starting:		
<input type="checkbox"/> Ending:		
<input type="checkbox"/> After:		
<input type="checkbox"/> Starting:		
<input type="checkbox"/> Ending:		
<input type="checkbox"/> After:		
<input type="checkbox"/> Starting:		
<input type="checkbox"/> Ending:		
<input type="checkbox"/> After:		

G. TIMING AND NOTIFICATION

Important note: There are many steps involved in fund changes, some of which are dependent upon mutual fund families and other external factors. For this reason, several weeks' advance notice is required for fund additions or changes. BPAS will review this request and email you the implementation date for these changes. While fund changes at BPAS typically do not involve a blackout period, participants generally must receive advance notice – particularly if the change impacts their menu of available options.

When the notice is completed by BPAS, it should be emailed to:

Name	Email Address	Name	Email Address

H. FUND CHANGE NOTICE DISTRIBUTION

Instructions: Please select who will distribute the fund change notice. **Important Reminder:** The notice must be distributed to all eligible employees, as well as terminated participants who still have a balance in the plan.

- ☐ **Plan Sponsor** will distribute the fund change notice to participants.
- ☐ **Trustee / Advisor** will distribute the fund change notice to participants.
- ☐ **BPAS** should print and mail the notice directly to participants. **This plan is currently using 3(16) or Ongoing Mailing Services.***
- ☐ **BPAS** should print and mail the notice directly to participants **as a one-time service**. If this option is elected, please complete our [Mailing Services Form](#). **Additional fees will apply.**

**If you would like to sign up for our Ongoing Mailing Service or discuss adding 3(16) Services, please contact your BPAS representative or trustsales@bpas.com*

I. AUTHORIZATION

By submitting this form, you certify that **A)** you have fiduciary authority to initiate fund changes on behalf of the plan and/or the plan sponsor has authorized your organization to make these fund changes; and **B)** you understand that the terms outlined in this form and in the [BPAS Policy Statement Regarding Account](#) transactions will apply to any fund changes submitted. You may wish to carbon copy (cc) the plan sponsor on this email so the client is apprised of the pending request. Once complete, please submit form to email provided below. Please do not fax this form.

I authorize BPAS to proceed with this fund change request on behalf of the Plan(s) listed.

Name:

Date:



Email completed form to BPAS to Trustsales@bpas.com



Need help? Call us toll free at 866-401-5272

IMPORTANT DISCLOSURES

DOL Regulation 404a-5 requires that participants in covered plans must receive an updated 404a-5 notice at least 30 days prior to fund changes taking effect. In effect of this requirement, BPAS generally needs 50 to 60 days advance notice for fund changes so we can manage all steps properly. Fund changes will be processed as soon as administratively feasible. Once BPAS has determined the dates for fund changes to take effect this information will be communicated to clients as part of this process. In addition, since fund families have become more aggressive in assessing short term trading fees -- including extending this treatment to plan-level fund changes -- fund changes will give rise to a new set of trading restrictions for any impacted funds. Meaning, if a Fund B is used to replace Fund A within a plan, and Fund B has a 30 day trading restriction, participants in Fund B will see a 30 day countdown period until they can transfer out of that fund following the fund change. These restrictions prevent the incurrence of frequent trading fees. To minimize problems, financial intermediaries should consider the frequent trading policy and number of days involved as a key consideration when reviewing potential funds for each plan. For this information, please see the complete list of traded funds found in the BPAS Partner Toolbox.



Fund Change Form

J. LIST OF PLANS

Instructions: Complete this section if this change applies to more than one plan, and the exact same set of changes applies to all plans on this list. If different changes will apply to different plans, please submit separate copies of the fund change form.

[illegible]

K. ADDITIONAL FUND ADDITIONS AND/OR REPLACEMENTS

Have additional fund additions and/or changes? Use this sheet for additional funds.

#	Fund Name & Share Class	Ticker	This fund is a	Name of Fund Being Replaced	Ticker
18			<input type="radio"/> New fund addition only <input type="radio"/> New fund addition, replacing previous fund <input type="radio"/> Current fund, replacing previous fund		
19			<input type="radio"/> New fund addition only <input type="radio"/> New fund addition, replacing previous fund <input type="radio"/> Current fund, replacing previous fund		
20			<input type="radio"/> New fund addition only <input type="radio"/> New fund addition, replacing previous fund <input type="radio"/> Current fund, replacing previous fund		
21			<input type="radio"/> New fund addition only <input type="radio"/> New fund addition, replacing previous fund <input type="radio"/> Current fund, replacing previous fund		
22			<input type="radio"/> New fund addition only <input type="radio"/> New fund addition, replacing previous fund <input type="radio"/> Current fund, replacing previous fund		
23			<input type="radio"/> New fund addition only <input type="radio"/> New fund addition, replacing previous fund <input type="radio"/> Current fund, replacing previous fund		
24			<input type="radio"/> New fund addition only <input type="radio"/> New fund addition, replacing previous fund <input type="radio"/> Current fund, replacing previous fund		
25			<input type="radio"/> New fund addition only <input type="radio"/> New fund addition, replacing previous fund <input type="radio"/> Current fund, replacing previous fund		
26			<input type="radio"/> New fund addition only <input type="radio"/> New fund addition, replacing previous fund <input type="radio"/> Current fund, replacing previous fund		
27			<input type="radio"/> New fund addition only <input type="radio"/> New fund addition, replacing previous fund <input type="radio"/> Current fund, replacing previous fund		
28			<input type="radio"/> New fund addition only <input type="radio"/> New fund addition, replacing previous fund <input type="radio"/> Current fund, replacing previous fund		
29			<input type="radio"/> New fund addition only <input type="radio"/> New fund addition, replacing previous fund <input type="radio"/> Current fund, replacing previous fund		
30			<input type="radio"/> New fund addition only <input type="radio"/> New fund addition, replacing previous fund <input type="radio"/> Current fund, replacing previous fund		
31			<input type="radio"/> New fund addition only <input type="radio"/> New fund addition, replacing previous fund <input type="radio"/> Current fund, replacing previous fund		
32			<input type="radio"/> New fund addition only <input type="radio"/> New fund addition, replacing previous fund <input type="radio"/> Current fund, replacing previous fund		
33			<input type="radio"/> New fund addition only <input type="radio"/> New fund addition, replacing previous fund <input type="radio"/> Current fund, replacing previous fund		