

## GRMI RETIREMENT SAVINGS PLAN

### INSTRUCTIONS FOR FILLING OUT YOUR ASC APPLICATION

1) When putting in your paycheck deduction information on the top left corner, please put whole numbers. For example, you can put 1%, 2%, 3%, 4%, 10%, or even 100%. Please do not put 1.7%, 2.31% or any other amount with numbers after the decimal point. Use whole numbers only. Please note the % deduction is calculated against your gross pay, meaning before tax and allotments. The GRMI will match your contribution, however, it is capped at 3%. Please see table below for guidance:

Your Contribution	GRMI's Contribution
1%	1%
2%	2%
3%	3%
4% and above	3%

2) Use RMI Social Security Numbers. If not available, you can use your US Social Security Numbers. If you or a beneficiary does not have social security number, you can leave it blank for now while you work on providing beneficiary's RMI social security number at a later time.

3) If there is not enough space on page 1 of the application for all your beneficiaries, please use the "continuation of beneficiaries" sheet provided on the last page of application and list the remaining beneficiaries with their full names, date of birth, social security numbers, relationship to you, and the share %

4) Leave the "Authorized Plan Administrator" at the bottom right corner blank

5) Illegible handwriting and/or missing information may result in delayed processing of your application so please print clearly and ensure all required information are filled

### INSTRUCTIONS FOR SUBMITTING YOUR APPLICATION

1. If you were hired through PSS, you can either drop off your application at PSS or email your application to the following (please email BOTH individuals listed below):
  - Bradenson Soram - bsoram@pss.edu.mh
  - Angela Tibon – atibon@pss.edu.mh and angelatibon@gmail.com
2. For all other government ministries, agencies, and offices, you can either drop off your application at PSC or email your application to the following (please email BOTH individuals listed below):
  - Terry Hazzard - hazzardus70@gmail.com
  - Cynthia Debrum - cindydebrum@gmail.com

Upon receiving your application at PSC/PSS, application will be processed and copy forwarded to MOFBPS for deduction on the next upcoming payday. Please keep in mind MoFBPS requires three (3) business days to process deduction. Therefore, if MoFBPS receives your application from PSC/PSS within three (3) business days prior to a payday, the deduction will be applied on the next payday. Kind reminder for each applicant to also allow ample time for PSC/PSS to do their work prior to submitting to MoFBPS.

### OTHER INFORMATION

Please allow some time for ASC Trust to email you on the email address you provided on your application. They will give you instructions on how to log into your ASC online account. From there you will be able to keep track of your investment.

For missed payments (for example, you're on leave but have no more vacation/sick hours), your ASC account will remain as is with no penalty. You can always continue with allotments when you go back to work.

Although ASC does offer other services such as withdrawal out of your investment, the GRMI Retirement Savings Plan does not have that service under its plan. It is strictly a savings plan to prepare you for retirement. In the event that you have not reached retirement but want to discontinue with the plan, you most certainly can. Just contact PSC/PSS and inform them. From there, they will request MoFBPS to stop deductions. Please read Plan Vesting on how much to expect to receive out of your Employer Share depending on the number of years of GRMI Service.

## Quick Enrollment Program

**What are you waiting for?** Learn what many of your co-workers already know, [saving for retirement is as easy as ASC!](#) The "Quick Enrollment Program" is a time saving way to begin your participation in your employer's retirement plan. Once in, you have complete control to change your elections, investment choices, and beneficiaries.

### Paycheck Deduction



I want to save \_\_\_\_\_  
 \_\_\_\_\_ %  
 Per Paycheck.

### Default Investment



Invest my money in the  
**Target Date Fund**

## General Information

### GRMI PLAN

Employer \_\_\_\_\_ Plan Name \_\_\_\_\_

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First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Last Name \_\_\_\_\_ RMI Social Security Number \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

E-mail Address *(used to receive notifications about your account, including quarterly statements)* \_\_\_\_\_

HOME Phone \_\_\_\_\_ CELLULAR Phone \_\_\_\_\_ WORK Phone \_\_\_\_\_ OTHER Phone \_\_\_\_\_

Date of Birth (mm/dd/yyyy) \_\_\_\_\_ First Date of Hire w/ the GRMI (mm/dd/yyyy) \_\_\_\_\_

Marital Status:  Not Married  Married\* - Spouse Name: \_\_\_\_\_

## Beneficiary Designation

The space below is a simple beneficiary form, designed for your primary beneficiary(s). If you have more complex beneficiary requirements, please complete the beneficiary form found in the [Comprehensive Enrollment Form](#) for the plan.

Full Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Social Security No. \_\_\_\_\_ Relationship to You \_\_\_\_\_ Share % \_\_\_\_\_

Full Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Social Security No. \_\_\_\_\_ Relationship to You \_\_\_\_\_ Share % \_\_\_\_\_

**Certification:** By signing below, I acknowledge that my investments will default to the TDP Profile appropriate for my age. If I want to contribute a different amount or make a different investment selection, I understand that I can do so at any time in the future by completing a comprehensive enrollment form or by going online and changing my elections. Further, I acknowledge I had the opportunity to review the Summary Plan Description and investment information and that I understand the provisions of the employer's retirement plan. Please see the back of this form for more detail.

Signature of Participant \_\_\_\_\_ Date \_\_\_\_\_ Authorized Plan Administrator \_\_\_\_\_ Date \_\_\_\_\_

