

# Invesco Payroll Deduction IRA Employer Application

Use this form to authorize Invesco Investment Services, Inc. (IIS) to establish a payroll deduction arrangement for your employees with an Invesco Traditional or Roth IRA. To establish any other employer sponsored IRA, please complete the appropriate application.

- An authorized representative of the employer is required to sign this application in section 5.
- Each employee must provide IIS with a completed and signed Invesco Payroll Deduction IRA Account Application.
- Each employee must provide their employer with an Invesco Payroll Deduct Election for
- The Invesco Privacy Notice, which conforms with applicable law, is located at the end of the form.

PLEASE USE BLUE OR BLACK	INK	PLEASE PRINT CLEARLY IN BLOCK CAPITAL LETTERS
1   Employer Information	on	
Employer Name (Include p	arent name and DBA, if applicable)	Employer Tax Identification Number
Mailing Address		
City		State ZIP
Authorized Plan Contact Fu	ull Name	Contact Phone Number
2   Employee Account	Information	
•	unt type may be added per employee Traditional or Roth IRA accounts to th	
Employee Name	Account Number	Account Type
		☐ Traditional IRA or ☐ Roth IRA
		☐ Traditional IRA or ☐ Roth IRA
		☐ Traditional IRA or ☐ Roth IRA
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### 3 | Establish Invesco Contribution Manager (ICM) User Access

The following individuals are to be granted access to ICM.

- ICM is intended for use by the employer, plan administrator, plan sponsor or Third Party Administrator (TPA). Employees can access their account(s) online at invesco.com/us.
- An ICM user ID will allow access to employer and employee information, submit contributions online, and modify future
  investment elections. ICM access should only be granted to financial professionals if they are functioning as a TPA for the
  employer.
- Once access is established, each new user will receive an email with the user ID, group name and group ID. A separate email will be sent with the default password. Access is generally established within five business days after receipt of this form.

Note: All fields are required unless otherwise noted.

1. Full Name	
Email Address	Relationship to Employer
Primary Phone Number	Existing ICM User ID (If applicable)
2. Full Name	
Email Address	Relationship to Employer
Primary Phone Number	Existing ICM User ID (If applicable)
3. Full Name	
Email Address	Relationship to Employer
Primary Phone Number	Existing ICM User ID (If applicable)

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#### 4 | Bank Account Information for Submitting Contributions

IIS requires employers to remit payroll deduction IRA contributions through a bank account and the Automated Clearing House (ACH) Network. Completing the information in this section and signing this application constitutes agreement with the terms and conditions applicable to ACH transactions set forth in section 5. Additionally, company bank information used for making contributions cannot be used to wire or ACH proceeds from an employee's account.

#### Note:

- Only one bank account may be on file and it must be a participating member of the ACH network.
- Bank account must be a checking/demand deposit account. Savings accounts may not be used with ICM.
- Temporary or starter checks are not acceptable.
- If the bank account name on the voided company or corporate check is different from the employer's name, then a letter from that financial institution verifying the authorized signers must be included.
- IIS must receive this form at least 10 days prior to the submission of your initial contribution.
- Signature of bank account owner(s) is required below if different from the employer's authorized signer(s) listed in section 5.

### **Authorized Bank Account Signature(s)**

All authorized signers of the bank account provided below, if different than employer's authorized signer(s) listed in section 5, must sign this authorization. Please attach an additional page if there are additional bank account owner signers.

Signature		Date (mm/dd/yyyy)
X		
Name <i>(Pleas</i>	se print)	
Signature		Date (mm/dd/yyyy)
X		
Name (Pleas	se print)	
	Name(s) on Bank Account	
	Pay to the order of	\$
	Please tap	be your voided check here.
	Routing Number	Account Number

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#### 5 | Authorization and Signature(s) (Please sign and date below.)

#### **Important Information Regarding Privacy:**

By completing and providing this form, you consent IIS to using the confidential information/personal data provided herein for the purpose of servicing your account. IIS shall take all reasonable steps to protect the confidentiality of such information and shall use the same standard of care used to protect its own confidential information in accordance with applicable privacy regulations. IIS may manage or service your account from international locations.

#### **ICM User Authorization:**

I authorize and direct IIS to grant the individuals identified in section 3 access to the employees' accounts via ICM. I understand that granting each individual access to ICM gives them the ability to view employer and employee information, submit contributions online and change investment allocations for employee accounts maintained by IIS for the employer.

#### **ACH Authorization:**

On behalf of the Employer, I authorize IIS to initiate drafts via the ACH Network from the bank account identified in section 4, pursuant to instructions received from the employer, plan sponsor or plan trustee, or an appropriate officer and certify that the individual(s) in this capacity have the authority to provide such instructions. I understand that all purchases of fund shares pursuant to these instructions are subject to the terms of the prospectus(es) of the applicable funds. I understand that the amount drafted for contribution funding will be set forth in the instructions so provided and the timing of any such draft will be dependent upon when the instructions are received by IIS. I agree that the rights of IIS with respect to each draft shall be the same as if it were drawn directly by the bank account owner or company, as applicable. I agree that, should any draft be dishonored, with or without cause, intentionally or inadvertently, IIS shall have no liability whatsoever with respect to any order for the purchase of fund shares which was to have been settled via such draft. I further agree that IIS may delay the payment of redemption proceeds with respect to fund shares purchased via such a draft for a period of up to ten (10) days in order to enable IIS to confirm that the draft has cleared. This authorization shall remain in full force and effect and IIS may continue to honor instructions to draft the referenced account until notification revoking this authority is provided at least seven business days prior to a scheduled draft. Notice should be provided to Invesco's Client Services at 866 690 0193 or in writing to: IIS, PO Box 219078, Kansas City, MO 64121-9078.

By signing this form, (i) I authorize and direct IIS to take actions as specified above, and (ii) I agree to indemnify and hold harmless IIS, its affiliates, each of their respective employees, officers, trustees, or directors, and each of the Invesco funds from and against any and all claims, losses, liabilities, damages and expenses that may be incurred by reason of your actions taken in accordance with the instructions set forth herein.

Signature*	Date (mm/dd/yyyy)
X	
Name (Please print)	Title

#### 6 | Mailing Instructions

Please send completed and signed application to:

(Direct Mail)
Invesco Investment Services, Inc.

P.O. Box 219078

Kansas City, MO 64121-9078

(Overnight Mail)

Invesco Investment Services, Inc.

801 Pennsylvania Ave

Suite 219078

Kansas City, MO 64105-1307

For additional assistance please contact an Invesco Client Services representative at 800 959 4246, weekdays, 7 a.m. to 6 p.m. Central Time.

#### **Additional Information**

#### **Employer Administrative Responsibilities**

- There are no annual filing or reporting requirements for a Payroll Deduction IRA.
- The employee's Form W-2 will not reflect the IRA contributions and will indicate that the employee is not a participant in a retirement plan.
- No separate statements need to be provided to the employees.
- Employees fund their Payroll Deduction IRAs through payroll deductions, so there is no cost to the employer. There will also be no administrative fees or expenses.

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## **FACTS**

#### WHAT DOES INVESCO DO WITH YOUR PERSONAL INFORMATION? \*

# Why?

Financial companies choose how they share your personal information. Federal law gives consumers the right to limit some but not all sharing. Federal law also requires us to tell you how we collect, share, and protect your personal information. Please read this notice carefully to understand what we do.

## What?

The types of personal information we collect and share depend on the product or service you have with us. This information can include:

- Social Security number and income
- · Transaction history and investment experience
- Investment experience and assets

When you are *no longer* our customer, we continue to share information about you according to our policies.

## How?

All financial companies need to share customers' personal information to run their everyday business. In the section below, we list the reasons financial companies can share their customers' personal information; the reasons Invesco chooses to share; and whether you can limit this sharing.

Reasons we can share your personal information	Does Invesco share?	Can you limit this sharing?
For our everyday business purposes—such as to process your transactions, maintain your account(s), respond to court orders and legal investigations, or report to credit bureaus	Yes	No
For our marketing purposes— to offer our products and services to you	No	We do not share
For joint marketing with other financial companies	No	We do not share
For our affiliates' everyday business purposes—information about your transactions and experiences	No	We do not share
For our affiliates' everyday business purposes—information about your credit worthiness	No	We do not share
For our affiliates to market to you	No	We do not share
For non-affiliates to market to you	No	We do not share

## **Questions?**

Call 1-800-959-4246 (toll free).

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<sup>\*</sup> This privacy notice applies to individuals who obtain or have obtained a financial product or service from the Invesco family of companies. For a complete list of Invesco entities, please see the section titled "Who is providing this notice" on page 2.

Who we are	
Who is providing this notice?	Invesco Advisers, Inc., Invesco Private Capital, Inc., Invesco Senior Secured Management, Inc., WL Ross & Co. LLC, Invesco Distributors, Inc., Invesco Managed Accounts, LLC, and the Invesco family of mutual funds.

What we do	
How does Invesco protect my personal information?	To protect your personal information from unauthorized access and use, we use security measures that comply with federal law. These measures include computer safeguards and secured files and buildings.
How does Invesco collect my personal information?	<ul> <li>We collect your personal information, for example, when you</li> <li>Open an account or give us your contact information</li> <li>Make deposits or withdrawals from your account or give us your income information</li> <li>Make a wire transfer</li> <li>We also collect your personal information from others, such as credit bureaus, affiliates or other companies.</li> </ul>
Why can't I limit all sharing?	<ul> <li>Federal law gives you the right to limit only</li> <li>Sharing for affiliates' everyday business purposes—information about your creditworthiness</li> <li>Affiliates from using your information to market to you</li> <li>Sharing for nonaffiliates to market to you</li> </ul>

Definitions	
Affiliates	Companies related by common ownership or control. They can be financial and nonfinancial companies.  Invesco does not share with our affiliates so that they can market to you.
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Nonaffiliates	Companies not related by common ownership or control. They can be financial and nonfinancial companies.
	Invesco does not share with non-affiliates so that they can market to you.
Joint marketing	A formal agreement between nonaffiliated financial companies that together market financial products or services to you.
	Invesco doesn't jointly market.

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