Account Maintenance Request Form

Provide the account information in **Step 1: Plan/Account Information.**
To change future investment elections, see **Step 2: Update Future Investment Elections.**
To change the Auto Rebalance option, see **Step 3: Auto Rebalance.**
To change current balance, see **Step 4: Update Current Account Balance. You may select only one option.**

- **Option 1: Rebalance** - Adjusts your balance to match your current investment allocation choices.
- **Option 2: Transfer** - Allows you to transfer your existing balance from one investment into any other available investment choices.
- **Option 3: Realignment** - Allows you to reallocate your existing balances from all investments into any other available investment choices.

Participant ID Number: ____________

Disclaimers

Fund: A Fund Review will be conducted to ensure that the fund(s) you have elected into is/are available. You will be contacted via email to alert you to any fund issues.

Allocation: Please note, full percentages are needed to act upon this trade request. No dollar amounts or fractional percentages are accepted.

Source: Any and all trade instructions on the proceeding pages will be applied to all sources within the account, outside of any frozen assets one might hold.

To move any frozen assets, please use the ***Frozen Assets Transfer Request Authorization Form.***

STEP 1 PLAN/ACCOUNT INFORMATION

This change will affect the following accounts:

☐ All Accounts

☐ Specified Accounts:

- O 403(b) Account – Plan Name/Number: ____________________
- O 457 Account – Plan Name/Number: ____________________
- O SIMPLE IRA – Plan Name/Number: ____________________
- O SEP IRA – Plan Name/Number: ____________________
- O Traditional IRA
- O Roth IRA

Please note: If you have more than one account per plan type and only want this form to apply to one account, you must specify the Plan Name/Plan Number for the account. Otherwise, the changes requested on this form will be applied to all plans of the plan type selected above.

STEP 2 UPDATE FUTURE INVESTMENT ELECTIONS

(NOTE: For investments with a front-end sales charge that you wish to be purchased at NAV, you MUST check the LW box to waive the sales charge, as allowed by the fund family.)

This feature only changes your investment elections for future contributions. It does not affect the allocation of existing balances already in your portfolio, however PLEASE NOTE that if you have elected the Auto Rebalance Feature and/or you are in a Model Portfolio and your investment advisor rebalances the model portfolio, your current balance WILL be changed to the most current investment elections on file at the time of that particular transaction. To not have this occur, please opt out of the auto rebalance feature and/or change your elections from a Model Portfolio to a Custom Investment election.

Ticker Symbol	Investment Name	LW	Allocation %

Your total must equal 100% **TOTAL** 0

Upload this form through the form submission tool at www.aspireonline.com/resources/forms-submission-tool
Email: enrollmentforms@pcsretirement.com **Questions?** Call Client Services at 866.634.5873, M - F, 8am - 8pm EST.

STEP 3 AUTO REBALANCE

Automatic Rebalancing: This feature, if elected, automatically rebalances the investments in your account to maintain the asset allocation percentages that you elect.

Do you want to have your account automatically rebalanced? ☐ Yes ☐ No

☐	Annual Rebalance	Annual (on or about 12/15)
☐	Quarterly Rebalance	Quarterly (on or about 3/15, 6/15, 9/15 and 12/15)
☐	Semi-Annual Rebalance	Semi-Annual (on or about 6/15 and 12/15)

Please note that if no selection is made in Step 3, then any existing rebalance selection on file for the account will remain in effect.

STEP 4 UPDATE CURRENT ACCOUNT BALANCE

If you want to make changes to your current account balance, please complete one of the three options below. If no option is completed, no such action will be taken.

OPTION 1 REBALANCE

Adjusts your balance to reflect your existing investment allocation choices. If you have selected new investments on this form it will cause your entire account balance to rebalance into those elections. If you have not completed Step 2, it will match your existing investment allocations selected.

☐ Yes ☐ No ***If nothing is selected, no action will be taken on your current balance.***

OPTION 2 TRANSFER

(NOTE: For investments with a front-end sales charge that you wish to be purchased at NAV, you MUST check the LW box to waive the sales charge, as allowed by the fund family)

Allows you to transfer your existing balance from one investment into any other available investment choices. Your total allocation into New Investments must equal 100%. You must use whole percentages only. You may request only one transfer on this form. If additional transfers are required, please complete a separate form for each transfer.

Please note that if you have an election on file to have your account periodically rebalanced (or are electing on this form to have your account periodically rebalanced), at the time of the rebalance, your existing balances will be adjusted to reflect the asset allocation percentages that you have on file for future contributions to your account. Please note that selecting this Transfer option does NOT change your future contribution investment elections. You must complete Step 2, above, to make changes to your future contribution investment elections.

CURRENT INVESTMENT

Ticker	Investment Name	%

NEW INVESTMENTS

Ticker	Investment Name	LW	%

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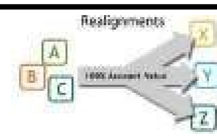
OPTION 3 REALIGNMENT

(NOTE: For investments with a front-end sales charge that you wish to be purchased at NAV, you MUST check the LW box to waive the sales charge, as allowed by the fund family)

Allows you to reallocate your existing balances from all investments into any other available investment choices. Your total allocation into New Investments must equal 100%. You must use whole percentages only.



Please note that if you have an election on file to have your account periodically rebalanced (or are electing on this form to have your account periodically rebalanced), at the time of the rebalance, your existing balances will be adjusted to reflect the asset allocation percentages that you have on file for future contributions to your account. Please note that selecting this Realignment option does NOT change your future contribution investment elections. You must complete Step 2, above, to make changes to your future contribution investment elections.

Ticker	Investment Name	LW	%

STEP 5 INVESTMENT AUTHORIZATION & SIGNATURE

When you selected an investment option on this Account Maintenance Request Form, you acknowledge that you are placing a buy/sell order instructing Aspire to purchase/sell investment shares on your behalf. You acknowledge that you have received and read the prospectus for investments, made the investment decision on your own, and understand that you were and are able to make a different investment selection.

You also acknowledge that the securities products purchased or sold in a transaction with Aspire (i) are not insured by the FDIC; (ii) are not deposits or other obligations of Aspire and are not guaranteed by the custodian; and (iii) are subject to investment risks, including possible loss of the principal invested.

Print Full Account Holder Name *(required)*

Social Security Number *(required)*

Account Holder Signature

Date (month | day | year)

Agent Disclaimer: By submitting this trade request, you are certifying that you have been previously established as the Authorized Agent on this account and have been granted Limited Trading Authority (LTA) by the account holder. If you are not the financial professional currently listed on this account, or do not have LTA, this trade request will not be acted upon unless the account holder also signs this request form.

Print Full Agent Name

Rep ID

Authorized Agent Signature

Date (month | day | year)

Upon execution of the processing time below, the requesting party shall be responsible for promptly reviewing the changes made by Aspire and shall be responsible for notifying Aspire within five (5) business days of any errors or issues related to the changes processed. Upon the execution of the five (5) business day period following the changes processed, the change will be deemed to have been completed correctly by Aspire and Aspire shall have no obligation to pay any amounts necessary to correct an error or issue later discovered.

Upload this form through the form submission tool at www.aspireonline.com/resources/forms-submission-tool. Forms received in good order will be processed on average within 7 to 10 business days. If the account structure is changing (i.e. switching from one share class to another) please allow up to an additional 10 business days.