

SIMPLE IRA Contribution Transmittal Form

www.schwab.com | **1-800-435-4000** (inside the U.S.) | **+1-415-667-8400** (outside the U.S.) | **1-888-686-6916** (multilingual services)

Instructions

- Use this form to remit SIMPLE IRA contributions for your plan to Schwab. **All requested information is required. Unclear, incomplete or incorrect instructions (e.g., your check amount and your contribution allocations do not match) may result in delays in processing, including returning your check and instructions to you for clarification.** Make a photocopy of this form for future use or visit www.schwab.com to download additional copies.
- As an alternative, you may remit your plan contributions by creating your own spreadsheet that provides the same information that we request in Section 2. **If using this option, please be sure to sign this SIMPLE IRA Contribution Transmittal Form and print and attach your spreadsheet to the signed form before mailing it.**

Contributions by MoneyLink

- To make a contribution using MoneyLink, you must first enroll your bank account by completing the Schwab MoneyLink® Electronic Funds Transfer Form. Allow up to two weeks for Charles Schwab & Co., Inc. to receive and enroll your account before using this transmittal form to request your first transfer.
- Fax the form to a Schwab Operations Center at 1-888-526-7252 or 1-800-955-7561.

Contributions by Check

- Make your check payable to "CS&CO., Inc. FBO (your company name)" (for example: "CS&CO., Inc. FBO Happycat Design, Inc.").
- Mail this form and your check to your nearest Schwab Operations Center using the following addresses:

Charles Schwab & Co., Inc.
P.O. Box 628291
Orlando, FL 32862-8291

Charles Schwab & Co., Inc.
P.O. Box 982600
El Paso, TX 79998-2600



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1. Employer Information (Required)

Business Name of Employer				Federal Tax Identification Number (EIN)	
Business Street Address		City	State	Zip Code	Business Telephone Number ()
Schwab SIMPLE IRA Group Master Number					

☐ Deposit the enclosed check and allocate the contribution as listed in Section 3.

☐ Transfer the amount below using MoneyLink and allocate the contribution as listed in Section 3.

MoneyLink Transfer Amount _____

U.S. Bank/Other Financial Institution Name _____ Account Number _____

3. Contribution Information (Required)

Employee Name	Employee Schwab Account Number	Employee Social Security Number	Employee Salary Deferral	Employer Contribution	Total Contribution
Example: Ann Smith	XXXX-XXXX	XXX-XX-XXXX	\$250.00	\$250.00	\$500.00
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
		Totals*	\$	\$	\$

4. Employer Authorization

Signature and Date Required

		Employer or Authorized Representative of Employer		Date	
Print Name		Title			