

Your Plan/Account Establishment Checklists

A SIMPLE IRA provides an easy way for small businesses (those with fewer than 100 employees) and sole proprietors to offer a tax-deferred retirement plan. Use these checklists to set up your SIMPLE IRA plan (employer) and/or your SIMPLE IRA account (employee).

Please note that only permanent U.S. residents may apply for a Merrill Edge® Self-Directed investing account.

If you are an employer and are establishing a Merrill Edge Self-Directed SIMPLE IRA plan for your business:

✓ Create the SIMPLE IRA plan for your business

1) Review the following documents and keep for your records

- [Employer's Administration Guide](#)
- [SIMPLE Retirement Account Summary Description](#)
- [SIMPLE IRA Plan Program](#)

2) Complete the following and return to Merrill Edge Self-Directed; save a copy for your records

- [Employer Adoption Agreement](#)
- [SIMPLE IRA Account Application](#)

- Complete and return pages 1–8 of 23

3) Enroll your employees and yourself under the plan:

- a) Complete the [Employer portion of the Employer Notice and Salary-Reduction Agreement](#)
- b) Print and distribute these documents to all eligible employees:
 - Completed [Employer Notice and Salary-Reduction Agreement](#)
 - [SIMPLE Retirement Account Summary Description](#)
 - (add name of employer and address to the last page before providing to your employees)
- c) Direct employees to complete their [SIMPLE IRA Online Account Application](#). Employees must complete the following:
- d) Direct employees to complete and return their [Employer Notice and Salary-Reduction Agreement](#) to you, their employer.

Important notes:

- Individual accounts within the SIMPLE IRA Plan are not required to use Merrill custodial services.
- If individuals elect to use another brokerage firm, they will need to open the account independently and you need only provide the [SIMPLE Retirement Account Summary Description](#) and [Employer Notice and Salary-Reduction Agreement](#).
- The employee must complete page 4 of the [Employer Notice and Salary-Reduction Agreement](#) form if selecting an outside financial institution (Employee Selection of Financial Institution Form) and return it to you for your records.

Need assistance? Call **888.637.3343** 24 hours a day, 7 days a week.

Have questions about Merrill Edge Self-Directed SIMPLE IRA plans? Speak to one of our Financial Solutions Advisors for Small Business at **855.667.9451**, Monday through Friday, 8 a.m. to 8 p.m. Eastern.

✓ Make employee pretax salary deferrals and employer contributions

Enroll your plan in the free Merrill Lynch E-Contribs for Small Business Retirement Accounts service in order to make easy contributions to individual SIMPLE IRA accounts. See "[Merrill Lynch E-Contribs for Small Business Retirement Accounts](#)" for more information. To enroll, go to econtribs.ml.com or call the Merrill Lynch E-Contribs Site Administrator at **888.637.8742**.

Be sure to have the following information available when enrolling:

- Employer name and address
- Contact name, phone number and email address
- Alternate contact name, phone number and email address
- Tax ID Number (TIN)

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Merrill Edge® Self-Directed is available through MLPF&S.

Investment products:

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If you are an employee establishing a SIMPLE IRA account under your employer's SIMPLE IRA plan:

✓ Open your Merrill Edge Self-Directed SIMPLE IRA account

1) You will receive from your employer the following documents; save a copy for your records.

- [Merrill Edge SIMPLE Retirement Account Summary Description](#)
- [SIMPLE Retirement Account Summary Description](#)

2) You will need to complete the following documents:

- SIMPLE IRA Online Account Application
- [Employer Notice and Salary-Reduction Agreement](#); return to your employer

Important notes:

- If you have individual accounts within the SIMPLE IRA Plan, you are not required to use Merrill custodial services.
- You may elect to use another financial institution for your SIMPLE IRA account.
- If you elect to use another financial institution for your SIMPLE IRA account, please ask for the following from your employer: the [SIMPLE Retirement Account Summary Description](#) and the [Employer Notice and Salary-Reduction Agreement](#).
- You must complete page 4 of the Employer Notice and Salary Reduction Agreement form if selecting an outside financial institution (**Employee Selection of Financial Institution Form**) and return it to your employer.

✉ Send your documents to Merrill Edge



Need help?

Call 888.637.3343, 24/7.

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