Purchase Guidelines

Decide how to send investments to American Century Investments.

American Century Investments®

- Follow the guidelines in Step 2 to complete the *Purchase List* on the back of this page or to design your own electronic version.
- You may also submit contributions and investment instructions online using Plan Sponsor Access. Please call us to establish this service. If you already participate in Plan Sponsor Access, do not use this form.
- Your investment instructions must be received on or before the date that we receive your contribution, or the purchases for all plan participants may be delayed.

If you have questions about this form, please call a Business Retirement Specialist at 1-800-345-3533.

1 Decide How You Want To Invest

Electronic Funds Transfer (EFT)

- Send us a preprinted, voided check from your company or organization's bank account. We will debit your bank account for the amount of your designated contribution and allocate the money as instructed across your participants' accounts.

Wire

- Fax or email us your investment instructions and indicate that you plan to wire your investment.
- Call a Business Retirement Specialist to confirm receipt of your *Purchase List* and to request wire instructions. We cannot accept a wire unless we first receive your investment instructions and your transmission has been approved.

Check

- Mail us a check made payable to American Century Investments with your investment instructions included on the *Purchase List* or in an electronic file.

2 Complete Your Investment Instructions

Purchase List

- You may copy the *Purchase List* found on the back of this page. To complete, follow these steps:
  1. List only eligible employees investing at American Century® and fill in the appropriate columns.
  2. Provide dollar amount totals at the end of each row and at the bottom of each column. Include page totals, if more than one page, along with a grand total. The grand total must equal your contribution total.
  3. Identify a new participant with an asterisk by his or her name and include one of the following:
     - *Account Application for SEP-, SARSEP- and SIMPLE-IRA Investors*, or
     - *403(b) Account Application*, or
     - *Account Application for Governmental 457(b) Investors*, or
     - *Participant Investment Elections* form (for qualified retirement plans).

Electronically

- Submit investment instructions in an ASCII file by email or disk, in either fixed-width text (.txt) or character-delimited format. Call us for information about how to create an electronic file.
- Email your instructions to ASTP@americancentury.com. For IRAs and qualified retirement plans, we'll accept emailed instructions only if you authorized us to debit your bank account.

3 Learn How To Change Investment Allocations

- All contributions are allocated to the investment funds each participant selected on their application or investment elections form. For SEP-, SARSEP- and SIMPLE-IRA, 403(b) and 457(b) participants can change their investment funds by logging into their account at americancentury.com, by calling a Business Retirement Specialist or in writing. For qualified retirement plans, changes to investment funds must be made in writing by a trustee of the plan. If the trustees have authorized participants to make these changes, then participants may change investment funds at americancentury.com using our automated telephone line or in writing.

  Changes to investment funds apply to future contributions, revoke all previous instructions and are effective five business days after we receive them.

American Century Investment Services, Inc., Distributor

P.O. Box 419385
Kansas City, MO 64141-6385
1-800-345-3533
americancentury.com

RC-FRM-54613 0706

American Century Investments®

Purchase List

Plan name:		Plan ID:
Payroll date:	Contact name:	Contact phone number: ( )

Please check the appropriate box:

☐ Yes ☐ No New employees are included in this Purchase List and correct documentation has been completed.

Employee's Name	Social Security Number	Employee Contribution Amount (type)*: ____	Employer Contribution Amount (type)*: ____	Other Contribution Amount (type)*: ____	Tax Year for Employer Contribution	Total Contribution
		Employee Contribution Total $ 0	Employer Contribution Total $ 0	Other Contribution Total $ 0		Purchase List Total $ 0

*Examples of contribution types are employee salary deferral and employer match.