



Employer Sponsored SIMPLE IRA Plan Application

Use this form to authorize Invesco Investment Services, Inc. (IIS) to establish a SIMPLE IRA for the Plan indicated in section 1.

- The employer must have adopted a SIMPLE IRA plan.
- Participants must provide IIS with a completed and signed Invesco SIMPLE IRA Participant Application to establish his or her individual account.
- An authorized representative of the employer is required to sign the Plan Application in section 7.

PLEASE USE BLUE OR BLACK INK

PLEASE PRINT CLEARLY IN BLOCK CAPITAL LETTERS

1 | Plan Information

Plan Name

Mailing Address

City

State

ZIP

Employer Tax Identification Number *(Required)*

Primary Phone Number

Authorized Plan Contact(s)

1. Full Name

Primary Phone Number

2. Full Name

Primary Phone Number

2 | Financial Advisor/Dealer Information *(To be completed by your financial advisor.)*

We authorize Invesco Investment Services, Inc. (IIS), as designated by INTC, to act as our agent in connection with transactions authorized by the account application and agree to notify IIS of any purchase made under rights of accumulation.

Name of Firm

Invesco Dealer Number *(If known)*

Financial Advisor's Name *(Required)*

Financial Advisor's Number *(Required)*

PLEASE USE BLUE OR BLACK INK

PLEASE PRINT CLEARLY IN BLOCK CAPITAL LETTERS

Financial Advisor's Branch Address

Branch Number (Required)

City

State

ZIP

Financial Advisor's Phone Number

Authorized Signature of Dealer

X

3 | Investments

Qualified Default Investment Alternative (QDIA): It is the plan sponsor's fiduciary responsibility to select an investment alternative that it determines is an appropriate QDIA under DOL rules and regulations for when participants have the opportunity to direct their investments but do not elect to do so.

Please indicate the fund you would like to establish as your plan's default fund (which may or may not qualify as a QDIA). In the event a participant fails to provide investment instructions, the contribution will be made into the below designated fund. Invesco requires a default fund to be selected at the plan level. Default funds at the participant level must be managed by the plan sponsor although a default at the plan level is still required. If no fund is selected, Cash Reserve Shares of the Invesco Money Market Fund will be purchased. Invesco makes no representation or warranties as to QDIA compliance. (Please refer to the list of Funds in section 9.)

Default Fund Number

Name of Default Fund

4 | Reduced Sales Charge (Not applicable for all funds.)

Rights of Accumulation (Cumulative Discount)

The plan applies for reduced sales charges based on the share balances in a related plan (A plan sponsored by the same employer with the same name and address.) with the following tax identification number:

Plan Tax Identification Number

Invesco Plan ID

5 | Invesco Retirement Plan Manager

The following individuals are to be granted Retirement Plan Manager (RPM) access. RPM permits the viewing of financial information at a plan level. Access also allows submission of contributions via the internet. Once access is established, each user will receive their User ID and default password via the email address provided below. It is intended for employer and/or third party administrator (TPA) use. **RPM access is not allowed for financial advisors for SIMPLE IRA plans.**

1. Full Name (Required)

Email Address (Required)

Relationship to Plan (Required)

Primary Phone Number

If applicable, please provide existing RPM User ID

2. Full Name (Required)

Email Address (Required)

Relationship to Plan (Required)

Primary Phone Number

If applicable, please provide existing RPM User ID

3. Full Name (Required)

Email Address (Required)

Relationship to Plan (Required)

Primary Phone Number

If applicable, please provide existing RPM User ID

6 | Bank Account Information

Invesco offers you the ability to fund your plan contributions through a bank account and the Automated Clearing House (ACH) Network. If you would like to utilize this feature, please complete the information below. By entering information in this section and signing this application, you, on behalf of the plan, are agreeing to be bound by the terms and conditions applicable to ACH transactions set forth in section 7.

- Only one bank account may be on file.
- The bank of record must be a participating member of the ACH Network.
- IIS must receive this form at least five business days prior to the submission of your initial ACH contribution.

Account Type: Checking Savings

Name

Pay to the order of _____ \$

Please tape your voided check here.

Routing Number

Account Number

Important: A voided check taped above is required to establish bank account information. A checking account deposit slip, or temporary check is not acceptable. If a voided company or corporate check is being provided and the name on the bank account is different than of the plan name, then a letter from that financial institution verifying the authorized signers must be included.

7 | Certification and Authorization *(Please sign and date below.)*

SIMPLE IRA Certification:

By signing this account application, I certify, acknowledge and agree that I have, as an eligible employer, established a SIMPLE IRA plan, as applicable, (the Plan). If the Plan was established using a prototype plan document maintained by Invesco Distributors, Inc. (IDI), I acknowledge and agree that IDI will not undertake any responsibility to provide me with revisions or updates to the prototype plan documents if the Plan ceases to maintain accounts in the Invesco funds, (the Funds) and, at such time, my Plan will be deemed to be an individually designed plan, the maintenance of which will be my sole responsibility.

Annual Retirement Account Maintenance Fee:

A \$15 maintenance fee will be deducted annually from each Plan participant if the account balance is less than \$50,000 on the day the fee is assessed.

RPM Authorization:

I authorize and direct IIS to grant the individuals identified in section 5 access to the Plan's accounts via RPM with the understanding that each individual who is granted access via RPM will have the ability to access the Plan's financial information for accounts maintained by IIS and the ability to submit contributions via the internet.

ACH Authorization:

On behalf of the Plan, I authorize IIS to initiate drafts via the Automated Clearing House (ACH) Network from the bank account(s) identified in this application, pursuant to instructions received from the Plan's administrator, sponsor, 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 the Plan's 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 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 19078, Kansas City, MO 64121.

In consideration of IIS acting on instructions and processing transactions as described above, I agree to hold harmless and indemnify IIS, its affiliates, the Funds, and each of their respective employees, officers, trustees, and directors from and against any losses, expenses, costs or liabilities that may be incurred as a result of their actions taken in reliance on such instructions.

Signature of Employer's Authorized Representative *(Required)*

Date (mm/dd/yyyy)

X

Name *(Please print)*

Title

Authorized Bank Account Signature(s):

All authorized signers of the bank account, if different than Authorized Representative listed above, must sign this authorization. Please attach an additional page if there are additional bank account owner signers.

Signature

Date (mm/dd/yyyy)

X

Name *(Please print)*

Signature

Date (mm/dd/yyyy)

X

Name *(Please print)*

8 | 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.
c/o DST Systems, Inc.
430 W. 7th Street
Kansas City, MO 64105-1407

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

Invesco Privacy Policy

We are always aware that when you invest in a fund advised by Invesco, you entrust us with more than your money.

You also share personal and financial information with us that is necessary for your transactions and your account records. We take very seriously the obligation to keep that information confidential and private.

Invesco collects nonpublic personal information about you from account applications or other forms you complete and from your transactions with us or our affiliates. We do not disclose information about you or our former customers to service providers or other third parties except to the extent necessary to service your account and in other limited circumstances as permitted by law. For example, we use this information to facilitate the delivery of transaction confirmations, financial reports, prospectuses and tax forms.

Even within Invesco, only people involved in the servicing of your accounts and compliance monitoring have access to your information.

To ensure the highest level of confidentiality and security, Invesco maintains physical, electronic and procedural safeguards that meet or exceed federal standards. Special measures, such as data encryption and authentication, apply to your communications with us on our website – invesco.com/us. More detail is available to you at that site.

Important Information

On Dec. 17, 2013, the following new Invesco Funds and Share Classes became available:

Invesco All Cap Market Neutral Fund			
Class	CUSIP	Ticker	Fund No.
Class A Shares	00888Y391	CPNAX	1651
Class C Shares	00888Y383	CPNCX	3651
Class R Shares	00888Y375	CPNRX	4651
Class R5 Shares	00888Y359	CPNFX	7451
Class R6 Shares	00888Y342	CPNSX	6851
Class Y Shares	00888Y367	CPNYX	8651

Invesco Low Volatility Emerging Markets Fund			
Class	CUSIP	Ticker	Fund No.
Class A Shares	00888Y466	LVLAX	1653
Class C Shares	00888Y458	LVLCX	3653
Class R Shares	00888Y441	LVLRX	4653
Class R5 Shares	00888Y425	LVLFX	7453
Class R6 Shares	00888Y417	LVLSX	6853
Class Y Shares	00888Y433	LVLYX	8653

Invesco Macro International Equity Fund			
Class	CUSIP	Ticker	Fund No.
Class A Shares	00888Y730	VZMAX	1654
Class C Shares	00888Y722	VZMCX	3654
Class R Shares	00888Y714	VZMRX	4654
Class R5 Shares	00888Y680	VZMFX	7454
Class R6 Shares	00888Y672	VZMSX	6854
Class Y Shares	00888Y698	VZMYX	8654

Invesco Macro Long/Short Fund			
Class	CUSIP	Ticker	Fund No.
Class A Shares	00888Y664	LSTAX	1655
Class C Shares	00888Y656	LSTCX	3655
Class R Shares	00888Y649	LSTRX	4655
Class R5 Shares	00888Y623	LSTFX	7455
Class R6 Shares	00888Y615	LSTSX	6855
Class Y Shares	00888Y631	LSTYX	8655

On Dec. 19, 2013, the following new Invesco Funds and Share Classes became available:

Invesco Global Market Neutral Fund			
Class	CUSIP	Ticker	Fund No.
Class A Shares	00888Y599	MKNAX	1650
Class C Shares	00888Y581	MKNCX	3650
Class R Shares	00888Y573	MKNRX	4650
Class R5 Shares	00888Y557	MKNFX	7450
Class R6 Shares	00888Y540	MKNSX	6850
Class Y Shares	00888Y565	MKNYX	8650

Invesco Global Targeted Returns Fund			
Class	CUSIP	Ticker	Fund No.
Class A Shares	00888Y532	GLTAX	1649
Class C Shares	00888Y524	GLTCX	3649
Class R Shares	00888Y516	GLTRX	4649
Class R5 Shares	00888Y482	GLTFX	7449
Class R6 Shares	00888Y474	GLTSX	6849
Class Y Shares	00888Y490	GLTYX	8649

Invesco Long/Short Equity Fund			
Class	CUSIP	Ticker	Fund No.
Class A Shares	00888Y334	LSQAX	1652
Class C Shares	00888Y326	LSQCX	3652
Class R Shares	00888Y318	LSQRX	4652
Class R5 Shares	00888Y284	LSQFX	7452
Class R6 Shares	00888Y276	LSQSX	6852
Class Y Shares	00888Y292	LSQYX	8652

Additional funds on the next page

On April 30, 2014 the following new Invesco Fund and Share Classes became available:

Invesco Strategic Real Return Fund			
Class	CUSIP	Ticker	Fund No.
Class A Shares	00141A388	SRRAX	1659
Class C Shares	00141A370	SRRCX	3659
Class R Shares	00141A362	SRRQX	4659
Class R5 Shares	00141A347	SRRFX	7459
Class R6 Shares	00141A339	SRRSX	6859
Class Y Shares	00141A354	SRRYX	8659

On May 2, 2014, the following new Invesco Funds and Share Classes became available:

Invesco Global Infrastructure Fund			
Class	CUSIP	Ticker	Fund No.
Class A Shares	00888Y268	GIZAX	1658
Class C Shares	00888Y250	GIZCX	3658
Class R Shares	00888Y243	GIZRX	4658
Class R5 Shares	00888Y227	GIZFX	7458
Class R6 Shares	00888Y219	GIZSX	6858
Class Y Shares	00888Y235	GIZYX	8658

Invesco Strategic Income Fund			
Class	CUSIP	Ticker	Fund No.
Class A Shares	00888Y136	SIZAX	1661
Class C Shares	00888Y128	SIZCX	3661
Class R Shares	00888Y110	SIZRX	4661
Class R5 Shares	00142R448	SIZFX	7461
Class R6 Shares	00142R430	SIZSX	6861
Class Y Shares	00142R455	SIZYX	8661

On Aug. 29, 2014, the following new Invesco Fund and Share Classes became available:

Invesco MLP Fund			
Class	CUSIP	Ticker	Fund No.
Class A Shares	00888Y193	ILPAX	1657
Class C Shares	00888Y185	ILPCX	3657
Class R Shares	00888Y177	ILPRX	4657
Class R5 Shares	00888Y151	ILPFX	7457
Class R6 Shares	00888Y144	ILPQX	6857
Class Y Shares	00888Y169	ILPYX	8657

On Oct. 14, 2014, the following new Invesco Fund and Share Classes became available:

Invesco Alternative Strategies Fund			
Class	CUSIP	Ticker	Fund No.
Class A Shares	00888W460	LQLAX	1662
Class C Shares	00888W452	LQLCX	3662
Class R Shares	00888W445	LQLRX	4662
Class R5 Shares	00888W429	LQLFX	7462
Class R6 Shares	00888W411	LQLSX	6862
Class Y Shares	00888W437	LQLYX	8662

Invesco Multi-Asset Inflation Fund			
Class	CUSIP	Ticker	Fund No.
Class A Shares	00888W395	MIZAX	1660
Class C Shares	00888W387	MIZCX	3660
Class R Shares	00888W379	MIZRX	6660
Class R5 Shares	00888W353	MIZFX	7460
Class R6 Shares	00888W346	MIZSX	6860
Class Y Shares	00888W361	MIZYX	8660

Invesco Unconstrained Bond Fund			
Class	CUSIP	Ticker	Fund No.
Class A Shares	00142R422	IUBAX	1663
Class C Shares	00142R414	IUBCX	3663
Class R Shares	00142R398	IUBRX	4663
Class R5 Shares	00142R372	IUBFX	7463
Class R6 Shares	00142R364	IUBZX	6863
Class Y Shares	00142R380	IUBYX	8663

NOT FDIC INSURED | MAY LOSE VALUE | NO BANK GUARANTEE

Before investing, investors should carefully read the prospectus and/or summary prospectus and carefully consider the investment objectives, risks, charges and expenses. For this and more complete information about the fund(s), investors should ask their advisors for a prospectus/summary prospectus or visit invesco.com/fundprospectus.

Note: Not all products available at all firms. Advisors, please contact your home office.



9 | List of Available Investments

	Share Class				Share Class		
	A	C	Investor ¹		A	C	Investor ¹
Target Date	Fund No.			Sector Equity	Fund No.		
Invesco Balanced-Risk Retirement Now Fund	1625	3625	-	Invesco Balanced-Risk Commodity Strategy Fund	1611	3611	-
Invesco Balanced-Risk Retirement 2020 Fund	1628	3628	-	Invesco Energy Fund	1050	3050	50
Invesco Balanced-Risk Retirement 2030 Fund	1630	3630	-	Invesco Global Health Care Fund	1551	3551	251
Invesco Balanced-Risk Retirement 2040 Fund	1632	3632	-	Invesco Global Real Estate Fund	1621	3621	-
Invesco Balanced-Risk Retirement 2050 Fund	1634	3634	-	Invesco Global Real Estate Income Fund	1540	3540	-
	Share Class			Invesco Gold & Precious Metals Fund	1051	3051	51
	A	C	Investor ¹	Invesco Real Estate Fund	1525	3525	225
Target Risk	Fund No.			Invesco Technology Fund	1055	3055	55
Invesco Conservative Allocation Fund	1603	3603	-		Share Class		
Invesco Growth Allocation Fund	1602	3602	-		A	C	Investor ¹
Invesco Moderate Allocation Fund	1601	3601	-	International/Global/Regional Equity	Fund No.		
	Share Class			Invesco Asia Pacific Growth Fund	1531	3531	-
	A	C	Investor ¹	Invesco China Fund	1554	3554	-
Hybrid	Fund No.			Invesco Emerging Markets Equity Fund	1627	3627	-
Invesco Balanced-Risk Allocation Fund	1607	3607	-	Invesco European Growth Fund	1530	3530	230
Invesco Convertible Securities Fund	1704	3704	-	Invesco Global Core Equity Fund	1513	3513	-
Invesco Equity and Income Fund	1743	3743	-	Invesco Global Growth Fund	1582	3582	-
Invesco Global Markets Strategy Fund	1648	3648	-	Invesco Global Low Volatility Equity Yield Fund ²	1584	3584	-
	Share Class			Invesco Global Opportunities Fund	1645	3645	-
	A	C	Investor ¹	Invesco Global Small & Mid Cap Growth Fund	1581	3581	-
Diversified Portfolios	Fund No.			Invesco International Core Equity Fund	1009	3009	9
Invesco Income Allocation Fund	1606	3606	-	Invesco International Growth Fund	1516	3516	-
Invesco International Allocation Fund	1605	3605	-	Invesco Pacific Growth Fund	1720	3720	-
Invesco Premium Income Fund	1644	3644	-	Invesco Select Opportunities Fund	1646	3646	-
	Share Class				Share Class		
	A	C	Investor ¹		A	C	Investor ¹
Domestic Equity	Fund No.			Fixed Income	Fund No.		
Core				Invesco Core Plus Bond Fund	1541	3541	-
Invesco Charter Fund	1510	3510	-	Invesco Corporate Bond Fund	1740	3740	-
Invesco Diversified Dividend Fund	1586	3586	286	Invesco Emerging Market Local Currency Debt Fund	1544	3544	-
Invesco Endeavor Fund	1598	3598	-	Invesco Floating Rate Fund	1595	3595	-
Invesco Equally-Weighted S&P 500 Fund	1706	3706	-	Invesco High Yield Fund	1575	3575	275
Invesco Low Volatility Equity Yield Fund ²	1556	3556	256	Invesco International Total Return Fund	1552	3552	-
Invesco Mid Cap Core Equity Fund	1546	3546	-	Invesco Limited Maturity Treasury Fund	4923	-	-
Invesco S&P 500 Index Fund	1722	3722	-	Invesco Short Term Bond Fund	1524	3524	-
Invesco Small Cap Equity Fund	1532	3532	-	Invesco U.S. Government Fund	1560	3560	260
Growth				Invesco U.S. Mortgage Fund	1774	3774	-
Invesco American Franchise Fund	1733	3733	-		Share Class		
Invesco Mid Cap Growth Fund	1763	3763	-		A	C	Investor ¹
Invesco Small Cap Discovery Fund	1769	3769	-	Money Market	Fund No.		
Invesco Summit Fund	1591	3591	-	Invesco Cash Reserve Shares ⁴	1521	-	-
Value				Invesco Money Market Fund	-	3521	221
Invesco American Value Fund	1734	3734	-				
Invesco Comstock Fund	1737	3737	-				
Invesco Dividend Income Fund ³	1058	3058	58				
Invesco Growth and Income Fund	1752	3752	-				
Invesco Value Opportunities Fund	1776	3776	-				

1 Investor Class shares are closed to most investors. Investors should contact their financial advisor about other share classes.

2 On July 31, 2013, Invesco U.S. Quantitative Core Fund was renamed Invesco Low Volatility Equity Yield Fund and Invesco Global Quantitative Core Fund was renamed Invesco Global Low Volatility Equity Yield Fund

3 On Feb. 6, 2013, Invesco Utilities Fund was renamed Invesco Dividend Income Fund and its objective and investment strategies were changed to be consistent with the new name.

4 Special class of Invesco Money Market Fund.

**Savings Incentive Match Plan
for Employees of Small Employers (SIMPLE)—Not
for Use With a Designated Financial Institution**

_____ establishes the following SIMPLE
Name of Employer

IRA plan under section 408(p) of the Internal Revenue Code and pursuant to the instructions contained in this form.

Article I—Employee Eligibility Requirements (complete applicable box(es) and blanks—see instructions)

- 1 General Eligibility Requirements.** The Employer agrees to permit salary reduction contributions to be made in each calendar year to the SIMPLE IRA established by each employee who meets the following requirements (select either 1a or 1b):
- a** **Full Eligibility.** All employees are eligible.
- b** **Limited Eligibility.** Eligibility is limited to employees who are described in both (i) and (ii) below:
- (i) Current compensation.** Employees who are reasonably expected to receive at least \$ _____ in compensation (not to exceed \$5,000) for the calendar year.
- (ii) Prior compensation.** Employees who have received at least \$ _____ in compensation (not to exceed \$5,000) during any _____ calendar year(s) (insert 0, 1, or 2) preceding the calendar year.
- 2 Excludable Employees.**
- The Employer elects to exclude employees covered under a collective bargaining agreement for which retirement benefits were the subject of good faith bargaining. **Note:** This box is deemed checked if the Employer maintains a qualified plan covering only such employees.

Article II—Salary Reduction Agreements (complete the box and blank, if applicable—see instructions)

- 1 Salary Reduction Election.** An eligible employee may make an election to have his or her compensation for each pay period reduced. The total amount of the reduction in the employee's compensation for a calendar year cannot exceed the applicable amount for that year.
- 2 Timing of Salary Reduction Elections**
- a** For a calendar year, an eligible employee may make or modify a salary reduction election during the 60-day period immediately preceding January 1 of that year. However, for the year in which the employee becomes eligible to make salary reduction contributions, the period during which the employee may make or modify the election is a 60-day period that includes either the date the employee becomes eligible or the day before.
- b** In addition to the election periods in 2a, eligible employees may make salary reduction elections or modify prior elections _____, _____. If the Employer chooses this option, insert a period or periods (for example, semi-annually, quarterly, monthly, or daily) that will apply uniformly to all eligible employees.
- c** No salary reduction election may apply to compensation that an employee received, or had a right to immediately receive, before execution of the salary reduction election.
- d** An employee may terminate a salary reduction election at any time during the calendar year. If this box is checked, an employee who terminates a salary reduction election not in accordance with 2b may not resume salary reduction contributions during the calendar year.

Article III—Contributions (complete the blank, if applicable—see instructions)

- 1 Salary Reduction Contributions.** The amount by which the employee agrees to reduce his or her compensation will be contributed by the Employer to the employee's SIMPLE IRA.
- 2a Matching Contributions**
- (i)** For each calendar year, the Employer will contribute a matching contribution to each eligible employee's SIMPLE IRA equal to the employee's salary reduction contributions up to a limit of 3% of the employee's compensation for the calendar year.
- (ii)** The Employer may reduce the 3% limit for the calendar year in (i) only if:
- (1)** The limit is not reduced below 1%; **(2)** The limit is not reduced for more than 2 calendar years during the 5-year period ending with the calendar year the reduction is effective; and **(3)** Each employee is notified of the reduced limit within a reasonable period of time before the employees' 60-day election period for the calendar year (described in Article II, item 2a).
- b Nonelective Contributions**
- (i)** For any calendar year, instead of making matching contributions, the Employer may make nonelective contributions equal to 2% of compensation for the calendar year to the SIMPLE IRA of each eligible employee who has at least \$ _____, (not more than \$5,000) in compensation for the calendar year. No more than \$250,000* in compensation can be taken into account in determining the nonelective contribution for each eligible employee.
- (ii)** For any calendar year, the Employer may make 2% nonelective contributions instead of matching contributions only if:
- (1)** Each eligible employee is notified that a 2% nonelective contribution will be made instead of a matching contribution; and
- (2)** This notification is provided within a reasonable period of time before the employees' 60-day election period for the calendar year (described in Article II, item 2a).
- 3 Time and Manner of Contributions**
- a** The Employer will make the salary reduction contributions (described in 1 above) for each eligible employee to the SIMPLE IRA established at the financial institution selected by that employee no later than 30 days after the end of the month in which the money is withheld from the employee's pay. See instructions.
- b** The Employer will make the matching or nonelective contributions (described in 2a and 2b above) for each eligible employee to the SIMPLE IRA established at the financial institution selected by that employee no later than the due date for filing the Employer's tax return, including extensions, for the taxable year that includes the last day of the calendar year for which the contributions are made.

* This is the amount for 2012. For later years, the limit may be increased for cost-of-living adjustments. The IRS announces the increase, if any, in a news release, in the Internal Revenue Bulletin, and on the IRS's internet website at IRS.gov.

Article IV – Other Requirements and Provisions

- 1 Contributions in General.** The Employer will make no contributions to the SIMPLE IRAs other than salary reduction contributions (described in Article III, item 1) and matching or nonelective contributions (described in Article III, items 2a and 2b).
- 2 Vesting Requirements.** All contributions made under this SIMPLE IRA plan are fully vested and nonforfeitable.
- 3 No Withdrawal Restrictions.** The Employer may not require the employee to retain any portion of the contributions in his or her SIMPLE IRA or otherwise impose any withdrawal restrictions.
- 4 Selection of IRA Trustee.** The Employer must permit each eligible employee to select the financial institution that will serve as the trustee, custodian, or issuer of the SIMPLE IRA to which the Employer will make all contributions on behalf of that employee.
- 5 Amendments To This SIMPLE IRA Plan.** This SIMPLE IRA plan may not be amended except to modify the entries inserted in the blanks or boxes provided in Articles I, II, III, VI, and VII.
- 6 Effects Of Withdrawals and Rollovers**
 - a An amount withdrawn from the SIMPLE IRA is generally includible in gross income. However, a SIMPLE IRA balance may be rolled over or transferred on a tax-free basis to another IRA designed solely to hold funds under a SIMPLE IRA plan. In addition, an individual may roll over or transfer his or her SIMPLE IRA balance to any IRA or eligible retirement plan after a 2-year period has expired since the individual first participated in any SIMPLE IRA plan of the Employer. Any rollover or transfer must comply with the requirements under section 408.
 - b If an individual withdraws an amount from a SIMPLE IRA during the 2-year period beginning when the individual first participated in any SIMPLE IRA plan of the Employer and the amount is subject to the additional tax on early distributions under section 72(t), this additional tax is increased from 10% to 25%.

Article V – Definitions

- 1 Compensation**
 - a **General Definition of Compensation.** Compensation means the sum of the wages, tips, and other compensation from the Employer subject to federal income tax withholding (as described in section 6051(a)(3)), the amounts paid for domestic service in a private home, local college club, or local chapter of a college fraternity or sorority, and the employee’s salary reduction contributions made under this plan, and, if applicable, elective deferrals under a section 401(k) plan, a SARSEP, or a section 403(b) annuity contract and compensation deferred under a section 457 plan required to be reported by the Employer on Form W-2 (as described in section 6051(a)(8)).
 - b **Compensation for Self-Employed Individuals.** For self-employed individuals, compensation means the net earnings from self-employment determined under section 1402(a), without regard to section 1402(c)(6), prior to subtracting any contributions made pursuant to this plan on behalf of the individual.
- 2 Employee.** Employee means a common-law employee of the Employer. The term employee also includes a self-employed individual and a leased employee described in section 414(n) but does not include a nonresident alien who received no earned income from the Employer that constitutes income from sources within the United States.
- 3 Eligible Employee.** An eligible employee means an employee who satisfies the conditions in Article I, item 1 and is not excluded under Article I, item 2.
- 4 SIMPLE IRA.** A SIMPLE IRA is an individual retirement account described in section 408(a), or an individual retirement annuity described in section 408(b), to which the only contributions that can be made are contributions under a SIMPLE IRA plan and rollovers or transfers from another SIMPLE IRA.

Article VI – Procedures for Withdrawals *(The Employer will provide each employee with the procedures for withdrawals of contributions received by the financial institution selected by that employee, and that financial institution’s name and address (by attaching that information or inserting it in the space below) unless: (1) that financial institution’s procedures are unavailable, or (2) that financial institution provides the procedures directly to the employee. See **Employee Notification** in the instructions.)*

Employees who wish to withdraw from their SIMPLE IRA accounts may do so by calling Invesco at 800-959-4246 OR by sending the appropriate completed signed Invesco IRA Distribution Form (available at www.invesco.com/us) to:

Invesco Investment Services, Inc.
 P.O. Box 219078
 Kansas City, MO 64121-9078

Article VII – Effective Date

This SIMPLE IRA plan is effective _____ . See instructions.

* * * * *

 Name of Employer

 By: Signature Date

 Address of Employer

 Name and title

Model Notification to Eligible Employees

I. Opportunity to Participate in the SIMPLE IRA Plan

You are eligible to make salary reduction contributions to the _____ SIMPLE IRA plan. This notice and the attached summary description provide you with information that you should consider before you decide whether to start, continue, or change your salary reduction agreement.

II. Employer Contribution Election

For the _____ calendar year, the Employer elects to contribute to your SIMPLE IRA (*employer must select either (1), (2), or (3)*):

- (1) A matching contribution equal to your salary reduction contributions up to a limit of 3% of your compensation for the year;
- (2) A matching contribution equal to your salary reduction contributions up to a limit of _____% (*employer must insert a number from 1 to 3 and is subject to certain restrictions*) of your compensation for the year; or
- (3) A nonelective contribution equal to 2% of your compensation for the year (limited to compensation of \$250,000*) if you are an employee who *makes at least \$ _____* (*employer must insert an amount that is \$5,000 or less*) in compensation for the year.

III. Administrative Procedures

To start or change your salary reduction contributions, you must complete the salary reduction agreement and return it to _____ (employer should designate a place or individual by _____ (*employer should insert a date that is not less than 60 days after notice is given*).

IV. Employee Selection of Financial Institution

You must select the financial institution that will serve as the trustee, custodian, or issuer of your SIMPLE IRA and notify your Employer of your selection.

Model Salary Reduction Agreement

I. Salary Reduction Election

Subject to the requirements of the SIMPLE IRA plan of _____ (*name of employer*) I authorize _____% or \$ _____ (which equals _____% of my current rate of pay) to be withheld from my pay for each pay period and contributed to my SIMPLE IRA as a salary reduction contribution.

II. Maximum Salary Reduction

I understand that the total amount of my salary reduction contributions in any calendar year cannot exceed the applicable amount for that year. See instructions.

III. Date Salary Reduction Begins

I understand that my salary reduction contributions will start as soon as permitted under the SIMPLE IRA plan and as soon as administratively feasible or, if later, _____. (*Fill in the date you want the salary reduction contributions to begin. The date must be after you sign this agreement.*)

IV. Employee Selection of Financial Institution

I select the following financial institution to serve as the trustee, custodian, or issuer of my SIMPLE IRA.

Name of financial institution

Address of financial institution

SIMPLE IRA account name and number

I understand that I must establish a SIMPLE IRA to receive any contributions made on my behalf under this SIMPLE IRA plan. If the information regarding my SIMPLE IRA is incomplete when I first submit my salary reduction agreement, I realize that it must be completed by the date contributions must be made under the SIMPLE IRA plan. If I fail to update my agreement to provide this information by that date, I understand that my Employer may select a financial institution for my SIMPLE IRA.

V. Duration of Election

This salary reduction agreement replaces any earlier agreement and will remain in effect as long as I remain an eligible employee under the SIMPLE IRA plan or until I provide my Employer with a request to end my salary reduction contributions or provide a new salary reduction agreement as permitted under this SIMPLE IRA plan.

Signature of employee _____ Date _____

* This is the amount for 2012. For later years, the limit may be increased for cost-of-living adjustments. The IRS announces the increase, if any, in a news release, in the Internal Revenue Bulletin, and on the IRS website at IRS.gov.

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

Form 5304-SIMPLE is a model Savings Incentive Match Plan for Employees of Small Employers (SIMPLE) plan document that an employer may use to establish a SIMPLE IRA plan described in section 408(p), under which each eligible employee is permitted to select the financial institution for his or her SIMPLE IRA.

These instructions are designed to assist in the establishment and administration of the SIMPLE IRA plan. They are not intended to supersede any provision in the SIMPLE IRA plan.

Do not file Form 5304-SIMPLE with the IRS. Instead, keep it with your records.

For more information, see Pub. 560, Retirement Plans for Small Business (SEP, SIMPLE, and Qualified Plans), and Pub. 590, Individual Retirement Arrangements (IRAs).

Note. If you used the March 2002, August 2005, or September 2008 version of Form 5304-SIMPLE to establish a model Savings Incentive Match Plan, you are not required to use this version of the form.

Which Employers May Establish and Maintain a SIMPLE IRA Plan?

To establish and maintain a SIMPLE IRA plan, you must meet both of the following requirements:

1. Last calendar year, you had no more than 100 employees (including self-employed individuals) who earned \$5,000 or more in compensation from you during the year. If you have a SIMPLE IRA plan but later exceed this 100-employee limit, you will be treated as meeting the limit for the 2 years following the calendar year in which you last satisfied the limit.

2. You do not maintain during any part of the calendar year another qualified plan with respect to which contributions are made, or benefits are accrued, for service in the calendar year. For this purpose, a qualified plan (defined in section 219(g)(5)) includes a qualified pension plan, a profit-sharing plan, a stock bonus plan, a qualified annuity plan, a tax-sheltered annuity plan, and a simplified employee pension (SEP) plan. A qualified plan that only covers employees covered under a collective bargaining agreement for which retirement benefits were the subject of good faith bargaining is disregarded if these employees are excluded from

participating in the SIMPLE IRA plan. If the failure to continue to satisfy the 100-employee limit or the one-plan rule described in 1 and 2 above is due to an acquisition or similar transaction involving your business, special rules apply. Consult your tax advisor to find out if you can still maintain the plan after the transaction.

Certain related employers (trades or businesses under common control) must be treated as a single employer for purposes of the SIMPLE IRA requirements. These are: (1) a controlled group of corporations under section 414(b); (2) a partnership or sole proprietorship under common control under section 414(c); or (3) an affiliated service group under section 414(m). In addition, if you have leased employees required to be treated as your own employees under the rules of section 414(n), then you must count all such leased employees for the requirements listed above.

What Is a SIMPLE IRA Plan?

A SIMPLE IRA plan is a written arrangement that provides you and your employees with an easy way to make contributions to provide retirement income for your employees. Under a SIMPLE IRA plan, employees may choose whether to make salary reduction contributions to the SIMPLE IRA plan rather than receiving these amounts as part of their regular compensation. In addition, you will contribute matching or nonelective contributions on behalf of eligible employees (see *Employee Eligibility Requirements* below and *Contributions* later). All contributions under this plan will be deposited into a SIMPLE individual retirement account or annuity established for each eligible employee with the financial institution selected by him or her.

When To Use Form 5304-SIMPLE

A SIMPLE IRA plan may be established by using this Model Form or any other document that satisfies the statutory requirements.

Do not use Form 5304-SIMPLE if:

1. You want to require that all SIMPLE IRA plan contributions initially go to a financial institution designated by you. That is, you do not want to permit each of your eligible employees to choose a financial institution that will initially receive contributions. Instead, use Form 5305-SIMPLE, Savings Incentive Match Plan for Employees of Small Employers (SIMPLE)—for Use With a Designated Financial Institution;

2. You want employees who are nonresident aliens receiving no earned income from you that is income from sources within the United States to be eligible under this plan; or

3. You want to establish a SIMPLE 401(k) plan.

Completing Form 5304-SIMPLE

Pages 1 and 2 of Form 5304-SIMPLE contain the operative provisions of your SIMPLE IRA plan. This SIMPLE IRA plan is considered adopted when you have completed all applicable boxes and blanks and it has been executed by you.

The SIMPLE IRA plan is a legal document with important tax consequences for you and your employees. You may want to consult with your attorney or tax advisor before adopting this plan.

Employee Eligibility Requirements (Article I)

Each year for which this SIMPLE IRA plan is effective, you must permit salary reduction contributions to be made by all of your employees who are reasonably expected to receive at least \$5,000 in compensation from you during the year, and who received at least \$5,000 in compensation from you in any 2 preceding years. However, you can expand the group of employees who are eligible to participate in the SIMPLE IRA plan by completing the options provided in Article I, items 1a and 1b. To choose full eligibility, check the box in Article I, item 1a. Alternatively, to choose limited eligibility, check the box in Article I, item 1b, and then insert "\$5,000" or a lower compensation amount (including zero) and "2" or a lower number of years of service in the blanks in (i) and (ii) of Article I, item 1b.

In addition, you can exclude from participation those employees covered under a collective bargaining agreement for which retirement benefits were the subject of good faith bargaining. You may do this by checking the box in Article I, item 2. Under certain circumstances, these employees must be excluded. See *Which Employers May Establish and Maintain a SIMPLE IRA Plan?* above.

Salary Reduction Agreements (Article II)

As indicated in Article II, item 1, a salary reduction agreement permits an eligible employee to make a salary reduction election to have his or her compensation for each pay period reduced by a percentage (expressed as a percentage or dollar amount). The total amount of

the reduction in the employee's compensation cannot exceed the applicable amount for any calendar year. The applicable amount is \$11,500 for 2012. After 2012, the \$11,500 amount may be increased for cost-of-living adjustments. In the case of an eligible employee who is 50 or older by the end of the calendar year, the above limitation is increased by \$2,500 for 2012. After 2012, the \$2,500 amount may be increased for cost-of-living adjustments.

Timing of Salary Reduction Elections

For any calendar year, an eligible employee may make or modify a salary reduction election during the 60-day period immediately preceding January 1 of that year. However, for the year in which the employee becomes eligible to make salary reduction contributions, the period during which the employee may make or modify the election is a 60-day period that includes either the date the employee becomes eligible or the day before.

You can extend the 60-day election periods to provide additional opportunities for eligible employees to make or modify salary reduction elections using the blank in Article II, item 2b. For example, you can provide that eligible employees may make new salary reduction elections or modify prior elections for any calendar quarter during the 30 days before that quarter.

You may use the *Model Salary Reduction Agreement* on page 3 to enable eligible employees to make or modify salary reduction elections.

Employees must be permitted to terminate their salary reduction elections at any time. They may resume salary reduction contributions for the year if permitted under Article II, item 2b. However, by checking the box in Article II, item 2d, you may prohibit an employee who terminates a salary reduction election outside the normal election cycle from resuming salary reduction contributions during the remainder of the calendar year.

Contributions (Article III)

Only contributions described below may be made to this SIMPLE IRA plan. No additional contributions may be made.

Salary Reduction Contributions

As indicated in Article III, item 1, salary reduction contributions consist of the amount by which the employee agrees to reduce his or her compensation. You must contribute the salary reduction contributions to the financial institution selected by each eligible employee.

Matching Contributions

In general, you must contribute a matching contribution to each eligible employee's SIMPLE IRA equal to the employee's salary reduction contributions. This matching contribution cannot exceed 3% of the employee's compensation. See *Definition of Compensation*, below.

You may reduce this 3% limit to a lower percentage, but not lower than 1%. You cannot lower the 3% limit for more than 2 calendar years out of the 5-year period ending with the calendar year the reduction is effective.

Note. If any year in the 5-year period described above is a year before you first established any SIMPLE IRA plan, you will be treated as making a 3% matching contribution for that year for purposes of determining when you may reduce the employer matching contribution.

To elect this option, you must notify the employees of the reduced limit within a reasonable period of time before the applicable 60-day election periods for the year. See *Timing of Salary Reduction Elections* above.

Nonelective Contributions

Instead of making a matching contribution, you may, for any year, make a nonelective contribution equal to 2% of compensation for each eligible employee who has at least \$5,000 in compensation for the year. Nonelective contributions may not be based on more than \$250,000* of compensation.

To elect to make nonelective contributions, you must notify employees within a reasonable period of time before the applicable 60-day election periods for such year. See *Timing of Salary Reduction Elections* above.

Note. Insert "\$5,000" in Article III, item 2b(i) to impose the \$5,000 compensation requirement. You may expand the group of employees who are eligible for nonelective contributions by inserting a compensation amount lower than \$5,000.

Effective Date (Article VII)

Insert in Article VII the date you want the provisions of the SIMPLE IRA plan to become effective. You must insert January 1 of the applicable year unless this is the first year for which you are adopting any SIMPLE IRA plan. If this is the first year for which you are adopting a SIMPLE IRA plan, you may insert any date between January 1 and October 1, inclusive of the applicable year.

Additional Information

Timing of Salary Reduction Contributions

The employer must make the salary reduction contributions to the financial institution selected by each eligible employee for his or her SIMPLE IRA no later than the 30th day of the month following the month in which the amounts would otherwise have been payable to the employee in cash.

The Department of Labor has indicated that most SIMPLE IRA plans are also subject to Title I of the Employee Retirement Income Security Act of 1974 (ERISA). Under Department of Labor regulations at 29 CFR 2510.3-102, salary reduction contributions must be made to each participant's SIMPLE IRA as of the earliest date on which those contributions can reasonably be segregated from the employer's general assets, but in no event later than the 30-day deadline described previously.

Definition of Compensation

"Compensation" means the amount described in section 6051(a)(3) (wages, tips, and other compensation from the employer subject to federal income tax withholding under section 3401(a)), and amounts paid for domestic service in a private home, local college club, or local chapter of a college fraternity or sorority. Usually, this is the amount shown in box 1 of Form W-2, Wage and Tax Statement. For further information, see Pub. 15, (Circular E), Employer's Tax Guide. Compensation also includes the salary reduction contributions made under this plan, and, if applicable, compensation deferred under a section 457 plan. In determining an employee's compensation for prior years, the employee's elective deferrals under a section 401(k) plan, a SARSEP, or a section 403(b) annuity contract are also included in the employee's compensation.

For self-employed individuals, compensation means the net earnings from self-employment determined under section 1402(a), without regard to section 1402(c)(6), prior to subtracting any contributions made pursuant to this SIMPLE IRA plan on behalf of the individual.

Employee Notification

You must notify each eligible employee prior to the employee's 60-day election period described above that he or she can make or change salary reduction elections and select the financial institution that will serve as the trustee, custodian, or

*This is the amount for 2012. For later years, the limit may be increased for cost-of-living adjustments. The IRS announces the increase, if any, in a news release, in the Internal Revenue Bulletin, and on the IRS's website at IRS.gov.

issuer of the employee's SIMPLE IRA. In this notification, you must indicate whether you will provide:

1. A matching contribution equal to your employees' salary reduction contributions up to a limit of 3% of their compensation;
2. A matching contribution equal to your employees' salary reduction contributions subject to a percentage limit that is between 1 and 3% of their compensation; or
3. A nonelective contribution equal to 2% of your employees' compensation.

You can use the *Model Notification to Eligible Employees* earlier to satisfy these employee notification requirements for this SIMPLE IRA plan. A *Summary Description* must also be provided to eligible employees at this time. This summary description requirement may be satisfied by providing a completed copy of pages 1 and 2 of Form 5304-SIMPLE (including the information described in *Article VI—Procedures for Withdrawals*).

If you fail to provide the employee notification (including the summary description) described above, you will be liable for a penalty of \$50 per day until the notification is provided. If you can show that the failure was due to reasonable cause, the penalty will not be imposed.

If the financial institution's name, address, or withdrawal procedures are not available at the time the employee must be given the summary description, you must provide the summary description without this information. In that case, you will have reasonable cause for not including this information in the summary description, but only if you ensure that it is provided to the employee as soon as administratively feasible.

Reporting Requirements

You are not required to file any annual information returns for your SIMPLE IRA plan, such as Form 5500, Annual Return/Report of Employee Benefit Plan, or Form 5500-EZ, Annual Return of One-Participant (Owners and Their Spouses) Retirement Plan. However, you must report to the IRS which eligible employees are active participants in the SIMPLE IRA plan and the amount of your employees' salary reduction contributions to the SIMPLE IRA plan on Form W-2. These contributions are subject to social security, Medicare, railroad retirement, and federal unemployment tax.

Deducting Contributions

Contributions to this SIMPLE IRA plan are deductible in your tax year containing the end of the calendar year for which the contributions are made.

Contributions will be treated as made for a particular tax year if they are made for that year and are made by the due date (including extensions) of your income tax return for that year.

Summary Description

Each year the SIMPLE IRA plan is in effect, the financial institution for the SIMPLE IRA of each eligible employee must provide the employer the information described in section 408(l)(2)(B). This requirement may be satisfied by providing the employer a current copy of Form 5304-SIMPLE (including instructions) together with the financial institution's procedures for withdrawals from SIMPLE IRAs established at that financial institution, including the financial institution's name and address. The summary description must be received by the employer in sufficient time to comply with the *Employee Notification* requirements earlier.

There is a penalty of \$50 per day imposed on the financial institution for each failure to provide the summary description described above. However, if the failure was due to reasonable cause, the penalty will not be imposed.

Paperwork Reduction Act Notice. You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by section 6103.

The time needed to complete this form will vary depending on individual circumstances. The estimated average time is:

Recordkeeping	3 hr., 38 min.
Learning about the law or the form	2 hr., 26 min.
Preparing the form	47 min.

If you have comments concerning the accuracy of these time estimates or suggestions for making this form simpler, we would be happy to hear from you. You can write to the Internal Revenue Service, Tax Products Coordinating Committee, SE:W:CAR:MP:T:M:S, 1111 Constitution Ave. NW, IR-6526, Washington, DC 20224. Do not send this form to this address. Instead, keep it with your records.