

From:
To:
Subject: Action required on your Vanguard 403(b) Services account
Date: Monday, October 9, 2023 4:41:41 PM

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Action required on your Vanguard 403(b) Services account

As we recently shared, your Vanguard 403(b) Services account will automatically move to the Ascensus recordkeeping and administrative services platform on November 10. Ensuring your experience is smooth is our top priority. An important change regarding your contribution elections will be part of the migration. **Please review this time-sensitive information carefully.**

What's changing?

Fractional percentages or dollar amounts will no longer be accepted. Effective with the migration, you must elect either a whole percentage or whole dollar amount for contribution elections.

Our records show that you currently have a fractional contribution rate. **Please log in to www.vanguard.com, go to your 403(b) account, and update your contribution elections to a whole dollar amount or percentage no later than 1:00 p.m. ET, November 8, 2023.** If you take no action, your contributions will automatically be updated as follows:

Example 1: Fractional contribution percentage.

Participant A has a contribution percentage of 5.5%. The contribution percentage will be rounded up to 6%.

Example 2: Fractional contribution amount.

Participant B has a contribution amount of \$66.37. The contribution amount will be rounded up to \$67.00.

Additional information regarding the migration to the Ascensus recordkeeping and administrative services platform is available on your [participant migration website](#).

If you have any questions about changing your contribution rate, call the participant service center at 800-569-4903 Monday through Friday from 8:00 a.m. to 8:00 p.m. ET, or follow the steps below to send a secure message anytime:

1. Log in to your Vanguard account.
2. Select your 403(b) account.
3. Choose **Go to my 403(b) plan** for details.
4. From the top menu, choose **Client support**, and select the **Contact us** tab.
5. Choose **Send a secure message**.
6. Select the **Compose** button, enter all the information requested, type your message, and select **Send**.

Please do not reply directly to this message, as the email box is not monitored. If you wish to contact us, use the information provided in the above communication or link.

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This email was sent by: Ascensus, 200 Dryden Road, Dresher, PA 19025 United States

1408445-PSG (10/2023)