

## INDIVIDUAL(K)<sup>™</sup> PLAN SPONSOR REFERENCE SHEET

# Easily Access Your Plan and Employee Websites

### Plan website

[www.sponsorinsight.com](http://www.sponsorinsight.com) **NEW!**

1. Register using the activation link sent to you via email.
2. Establish your unique username and password.

#### Use the plan website to:

- submit contributions
- review plan balance
- access plan reports and documents

### Employee website

[myaccount.ascensus.com](http://myaccount.ascensus.com) **NEW!**

1. Register by clicking **Get Started**.
2. Establish your unique username and password.

#### Use the employee website to:

- check your account balance
- designate your beneficiary
- set your electronic delivery (eDelivery) preferences

## Trust/custodial information **NEW!**

*Where do I send plan deposits and related instructions/forms?*

### ACH pull funding (also known as ACH debit)

To avoid a delay in ACH debits, notify your financial institution of the change in ACH debit originator, and provide them with Ascensus Trust's ACH Company ID: **4450404698**.

#### ACH push funding

Wells Fargo Bank, NA  
San Francisco, CA  
ABA# 091300010  
Credit to Ascensus Trust, Fargo, ND  
Account #2001165836  
*Reference your plan ID and plan name*

#### Wire instructions

Wells Fargo Bank, NA  
San Francisco, CA  
ABA# 121000248  
Credit to Ascensus Trust, Fargo, ND  
Account #2001165836  
*Reference your plan ID and plan name*

#### Check instructions

- Make payable to Ascensus Trust
- Include plan ID and plan name in memo line
- Send a copy of applicable supporting documentation with the check to ensure timely processing

#### Mailing address

Ascensus Trust  
P.O. Box 10399  
Fargo, ND 58106-0399

#### Overnight address

Ascensus Trust  
1655 43rd Street South, Suite 100  
Fargo, ND 58103  
Phone: 701-552-9068

## Contact information

### Client Services

Phone: 833-688-0086  
Monday through Friday  
9:00 a.m. to 7:00 p.m. ET