

The SunAmerica Individual 401(k)

Broker Fact Sheet



The Quick and Easy Way to Set Up the SunAmerica Individual 401(k).

For more information, please contact your SunAmerica wholesaler or contact our Sales Desk at 1-888-502-2900.

▶ Step 1: Establish a New Plan with PAi

The first step of the process is to establish the plan and execute a recordkeeping service agreement with PAi. PAi provides the plan document, recordkeeping and administrative services for your client's SunAmerica Individual 401(k).

Log in as a financial professional to:
www.sunamerica.com

- ❑ Click on the “**Products**” tab, select “**401(k)**”, then “**Individual 401(k) Home Page**” and then click on the blue box “**Want to set up a new SunAmerica Individual 401(k) Plan?**” to access PAi's plan establishment website
- ❑ First-time PAi users, click on: “**Create an Account**” as directed by the onscreen prompts
 - Returning PAi users: Log in to your previously established account
- ❑ Select “**Sign Up a Sold Plan**”
 - **Input Employer information as directed by the onscreen prompts**
Note: See reverse side for a list of required information
 - **Submit Employer information as directed by the onscreen prompts**
Immediately following submission, both you and the Employer will receive an email from PAi summarizing submitted plan information and informing the Employer of the next steps to establish his or her plan
 - **Employer executes next steps to establish his or her plan as directed in the confirmation email. The next steps include:**
 - Confirming accuracy of submitted plan information
 - Authorizing payment of plan fees to PAi
 - **Employer downloads and signs plan documents to establish plan**
Employer retains executed plan documents for his or her files

▶ Step 2: Fund the Plan

Once your client's SunAmerica Individual 401(k) plan has been established, the second step of the process is to fund the plan. Your client may elect to use any available SunAmerica Variable Annuity contract as his or her plan's investment vehicle. Your client may also elect any available optional contractual features.

To submit a paper annuity application, please:

- ❑ Complete applicable SunAmerica variable annuity application as follows
 - **Owner Information:** Provide the name of the plan as established with PAi and include “Individual 401(k) Plan” in the title. Ex: “Company Name Individual 401(k) Plan”
 - **Annuitant Information:** Provide the name of the individual plan participant
 - **Beneficiary Information:** Plan participant names beneficiary
 - **Contract/Certificate Type:** Under the Qualified Section select the “Other” option and indicate “Individual 401(k)” in the space provided
 - **Complete the balance of the application as appropriate for your client**
 - **Statement of Owner/Signature Section:**
Must be completed by the plan trustee (usually the business owner)
- ❑ Complete SunAmerica Individual 401(k) Disclosure and Acknowledgement Form SA2600NB
- ❑ Provide copies of the plan's Adoption Agreement title and signature pages (PAi will provide these to your client)
- ❑ Complete Request to Transfer / Exchange Form SA-2500RL if transferring assets from an eligible retirement plan to your client's Individual 401(k)
- ❑ Complete additional applicable forms as appropriate
- ❑ Submit all paperwork and contribution checks to SunAmerica through your standard new business process

To submit an annuity application electronically, please:

- Structure the contract as outlined for paper applications and submit to SunAmerica through your standard new business process
- Include a signed paper copy of the SunAmerica Individual 401(k) Disclosure and Acknowledgement Form SA2600NB and copies of the plan's Adoption Agreement title and signature pages

Note: In some circumstances, additional documentation may be required.

The following information will be required to establish a SunAmerica Individual 401(k) plan using PAI's web-based plan establishment process:

Company Information

- Name _____
- Address _____
- Telephone and Fax numbers _____
- PAI's start date _____
- Type of business entity (e.g., sole proprietorship, LLC, corporation, etc.) _____
- End month of tax year _____
- Tax ID _____
- Business commencement date _____
- 6-digit NAIC business code (if known) _____
- Banking information _____
 - Bank Name _____
 - Address _____
 - ABA Routing Number _____
 - Account Number _____
- Other than the owner(s) and their spouse(s), the company doesn't have any employees who work over 1000 hours a year YES NO
- The owner of the company doesn't own any other companies that have employees YES NO
- The employer is not part of a controlled or affiliated service group YES NO
- The employer doesn't have any leased employees YES NO

Business Owner Information

- Name _____
- Address _____
- Telephone and Fax numbers _____
- Email address _____
- Date of hire _____
- Date of birth _____
- Social Security number _____
- Percentage of ownership _____
- Are there additional owners? If yes, collect the same information requested above from them.

Spouse (if applicable) Information

- Name _____
- Address _____
- Date of birth _____
- Social Security number _____
- Hire date _____

Plan Information

- Is the availability of loans desired? YES NO
- End month of plan year _____
- Has the owner sponsored previous qualified plans? YES NO
 - If yes, provide:*
 - Plan type(s) and dates the plan(s) was effective _____
- Is this a takeover plan? YES NO
 - If yes, provide:*
 - Original plan start date _____
 - Original plan code _____
 - Current third-party administrator contact information _____

Company Bank Information

- Name on account _____
- Name of bank _____
- Account type (checking/savings) _____
- Telephone number _____
- Address _____
- Banking ABA routing number _____
- Bank account number _____

For more information or to obtain variable annuity product kits with prospectuses and applications, call our internal Sales Desk at 1-888-502-2900. With the SunAmerica Individual 401(k), you can quickly and easily set up an individual company retirement plan for your eligible clients!

Variable annuities are sold by prospectus only, which contains the investment objectives, risks, fees, charges, expenses and other information regarding the contract and underlying investment options, which should be considered carefully before investing. A prospectus is available by calling 1-800-445-7862. Clients should read the prospectus carefully before investing.

Annuities are designed for long-term retirement investing. Of course, tax-qualified contracts such as an IRA, 401(k), etc. are tax-deferred (and subject to required minimum distributions) regardless of whether or not they are funded with an annuity. However, annuities do provide other features and benefits, including but not limited to a guaranteed death benefit and income options, for which a mortality and expense risk fee is charged. Withdrawals of taxable amounts are subject to ordinary income tax and, if taken prior to age 59½, a 10% federal tax penalty may apply. Early withdrawals may be subject to withdrawal charges. An investment in a variable annuity involves investment risk, including possible loss of principal. The contract, when redeemed, may be worth more or less than the total amount invested.

Variable annuities are issued by SunAmerica Annuity and Life Assurance Company, except in New York, where they are issued by The United States Life Insurance Company in the City of New York (US Life). Products are marketed by SunAmerica, The Retirement Specialist. Products and features may not be available in all states. The purchase of a variable annuity is not required for, and is not a term of, the provision of any banking service or activity. Neither SunAmerica, US Life, nor its representatives provide tax or legal advice. Clients should contact their own tax advisor or attorney regarding their particular situation. **Distributed by SunAmerica Capital Services, Inc.**



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