



## Plan Sponsor Information

Plan Sponsor Name: \_\_\_\_\_

Employer Tax ID Number: \_\_\_\_\_

Plan Sponsor Number (Nationwide Assigned): \_\_\_\_\_

Do you have multiple payroll departments that submit payroll & census separately?  Yes  No

Address Line 1: \_\_\_\_\_

Address Line 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Is this an update to your existing address?  Yes  No

## PRIMARY AUTHORIZED Contact

The Plan can only have **one** Primary Authorized Company Representative of which is the recipient of Plan Statements and other Plan-related administrative messages. Updating the Primary Authorized Company Representative will supersede any previous Primary Authorized Company Representative.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Preferred Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

## Plan Sponsor Web Features

**FastPay:** A fully digital payroll and census submission system. Secure participant information, save time, improve accuracy, and eliminate manual entry when submitting your plan's payroll and census data.

**Task Center:** Payroll Change Notices and Employment Status Tasks will be generated as an action item in Task Center for a digital and streamlined processing experience. Email notifications will be generated daily at 12 p.m. Eastern for any outstanding tasks.

**Reporting:** Create and view plan and participant level reports.

## Primary Website User

This section is required to establish **one** person within the Plan Sponsor's office as the primary website user on the NRS website. The primary user will assign and administer all other website roles for the Plan's account, including any contacts noted below that are required for your Plan's online data submission.

New Primary User Access  Replace Existing Primary User

### Primary Website User Contact Information:

Same as Primary Authorized Contact

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Preferred Phone: \_\_\_\_\_ Email: \_\_\_\_\_

The primary website user will have access to all Plan Sponsor website functions and permissions.

## Secondary Website Users

Role Access Chart				
Online/Web Access:	Primary <sup>1</sup>	Manager	Payroll	Reporting
<b>FastPay</b>				
Process payroll	✓	✓	✓	
Enroll participants electronically	✓	✓	✓	
<b>Task Center<sup>2</sup></b>				
Verify Termination of Employment for Participant Withdrawal Requests	✓	✓		
View and complete payroll change notices	✓	✓	✓	
<b>Reporting</b>				
Create and view reports	✓	✓		✓
<b>Manage User Accounts</b>				
Create secondary users	✓	✓		

<sup>1</sup>We take protecting retirement plan account information very seriously at Nationwide. Therefore, the Primary website user is responsible for performing periodic audits to verify that the secondary website user accounts are being used by the original user for legitimate business purposes.

<sup>2</sup>Role accesses may be changed by the Primary user by clicking Administer Task Access on Task Center.

### Established Secondary Users

1. Name: \_\_\_\_\_ Title: \_\_\_\_\_

Preferred Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Please specify pay center number or name (if applicable): \_\_\_\_\_

Please select the role(s) for this user, given the accesses marked in the chart above:

Manager  Payroll  Reporting

2. Name: \_\_\_\_\_ Title: \_\_\_\_\_

Preferred Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Please specify pay center number or name (if applicable): \_\_\_\_\_

Please select the role(s) for this user, given the accesses marked in the chart above:

Manager  Payroll  Reporting

**I have additional payroll contacts.** If you want to add more than two contacts, you may attach a page with the additional contact information. Any time a new contact is added the above fields are required.

## Required Authorization

By signing below, you are authorizing the activation of online features which includes FastPay and Task Center. Users designated will be responsible for monitoring and processing ongoing administrative tasks.

### Primary Authorized Company Representative:

Name (print): \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Form Return Instructions

Email: nrscontr@nationwide.com

Fax: 877-677-4329