



The SIMPLE IRA Employer Guide

A Retirement Plan Solution for Small Businesses

- SIMPLE IRA Overview
- Forms to Establish Your SIMPLE IRA
- IRS Form 5304-SIMPLE

Investment Products Offered

- Are Not FDIC Insured
- May Lose Value
- Are Not Bank Guaranteed

Do Retirement Plans Have to Be Complicated?

When you're busy running a business, setting up a retirement plan may seem like one more big and expensive task. A SIMPLE IRA can help.

Keep It Simple with an AllianceBernstein SIMPLE IRA Plan

A SIMPLE IRA plan is an easy, affordable retirement plan that was created to meet the needs of small business owners—busy professionals who typically don't have a lot of time to administer a retirement plan.

Like the popular 401(k) plan, the Savings Incentive Match Plan for Employees (SIMPLE) is funded primarily by employee contributions and is supplemented by employer contributions. Employees contribute on a pretax basis, through a convenient payroll deduction program. Employers can choose from various contribution options and make contributions regularly along with employee payroll deductions or once annually after year-end.

All contributions are deposited into individual employee SIMPLE IRA accounts where employees choose their own investments from among a predetermined list of options.

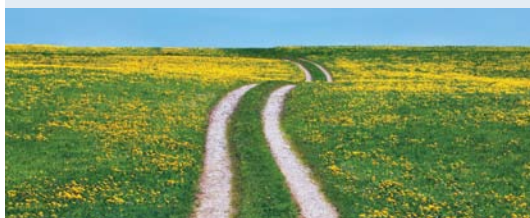
The SIMPLE IRA plan is an easy-to-administer retirement plan that helps you provide an important benefit to your employees: both you and your employees can have access to the advantages of pretax savings and tax deferral.

Which Employers Can Establish a SIMPLE IRA Plan?

A SIMPLE IRA plan can be established if your company:

- Had 100 or fewer employees in the prior calendar year—any employee earning at least \$5,000 counts toward this limit, regardless of years of service.¹
- Does not currently have another employer-sponsored retirement plan, such as a SEP IRA, Keogh or 401(k).

If your company already has another type of retirement plan, you can keep assets in that plan. But for any year you want to maintain a SIMPLE IRA plan, you cannot make any contributions to (or accrue benefits from) any other employer-sponsored retirement plan.



¹ If you have maintained a SIMPLE IRA plan in the past and your company surpasses the 100 employee limit, there is a special transitional rule. See General Instructions in the IRS Form 5304-SIMPLE.

SIMPLE IRA: Easy to Set Up...

1. Complete the enclosed SIMPLE IRA Employer Profile, the AllianceBernstein SIMPLE IRA Online Payroll Processing Authorization Form, IRS Form 5304-SIMPLE and SIMPLE IRA Employee Participation Notice. Photocopy all materials for your records and future use.
2. Contact your financial advisor or AllianceBernstein to obtain SIMPLE IRA Employee Kits for enrollment. Work with your financial advisor to determine the best enrollment process for your employees.
3. Distribute completed copies of your Employee Participation Notice and Form 5304-SIMPLE, along with a SIMPLE IRA Employee Kit, to each eligible employee.

The SIMPLE IRA Employee Kit includes a SIMPLE IRA Employee Application and a Salary Reduction Agreement Form that employees must complete and sign to begin contributing to the plan. You must provide this material prior to your 60-day enrollment period. See page 3 for IRS details about the 60-day enrollment period. Instruct employees to complete and return their SIMPLE IRA Applications and Salary Reduction Agreements to you.
4. Adjust your payroll records to accommodate each participating employee's payroll deduction contribution.²
5. Send the following items to AllianceBernstein to establish your SIMPLE IRA plan:
 - Completed and signed Employee SIMPLE IRA Applications (an application must be on file with AllianceBernstein for any employee making contributions);
 - Completed and signed SIMPLE IRA Employer Profile; and
 - Completed and signed AllianceBernstein SIMPLE IRA Online Payroll Processing Authorization Form.

Once we receive your AllianceBernstein SIMPLE IRA Online Payroll Processing Authorization Form, we'll establish your account and send you a confirmation letter that will include complete instructions for initializing your User Identification Number (UIN).^{*} After you have initialized your UIN, you may begin remitting SIMPLE IRA contributions online.

^{*}Please note: All SIMPLE IRA contributions must be submitted online. Paper based submissions will not be accepted.

Send all correspondence to:

AllianceBernstein Investor Services, Inc.
c/o Boston Financial Data Services/DCS
P.O. Box 8563, Boston, MA 02266-8563

For overnight delivery:

AllianceBernstein Investor Services, Inc.
c/o Boston Financial Data Services/DCS
30 Dan Road, Canton, MA 02021

² Note that participant contributions are not subject to federal income tax withholding, but are subject to Social Security, Medicare and federal unemployment tax withholding. If you have questions, consult your tax advisor.

...Easy to Manage

For Your Plan's First Year

1. Select a plan effective date. For your plan's first year, this date must fall between January 1 and October 1.
2. You must designate a 60-day employee enrollment period that begins no earlier than 60 days before the plan's effective date and ends no later than 60 days after the plan's effective date.
3. Follow the instructions on page 2 for timing and distribution of notices to employees.
4. If you select "Full Eligibility" as a plan feature on IRS Form 5304-SIMPLE, there are special timing requirements for providing information to new employees. Please refer to the General Instructions section of IRS Form 5304-SIMPLE for more information.

For Subsequent Years

1. After your plan's first year, the 60-day enrollment period always begins on November 2 and ends on December 31.
2. Be sure that your company is still eligible to offer a SIMPLE IRA plan based on IRS parameters. See page 1 for more information.
3. Allow eligible employees to elect to participate in the plan—or change an existing election—during the annual 60-day enrollment period from November 2 to December 31.
4. Prior to November 2, provide a completed copy of your new Employee Participation Notice and completed pages 1 and 2 of Form 5304-SIMPLE to your employees.



Make It Happen Today!

If you have any questions about establishing your SIMPLE IRA plan, call our Small Business Services group at 800.326.5089.

The AllianceBernstein SIMPLE IRA Advantage

Benefits of an AllianceBernstein SIMPLE IRA

An AllianceBernstein SIMPLE IRA gives you and your employees:

- Flexibility in investment choices from a wide array of AllianceBernstein mutual funds. These funds cover the spectrum of asset classes, from conservative fixed income through aggressive equity, including our Retirement Strategies target date funds and Wealth Strategies asset-allocation funds.
- Account and fund information access via the Internet and telephone.
- Customer service representatives available Monday through Friday from 8:30 am to 6:00 pm ET.

For more information on the AllianceBernstein SIMPLE IRA, please visit us at www.alliancebernstein.com or call 800.326.5089.

Participant Fee Schedule

The following fees, based on individual participant account balances, are effective for the AllianceBernstein SIMPLE IRA. One fourth of the annual fee will be deducted out of the participant's account on a quarterly basis.

Participant Account Balance	Annual Participant Fee
\$0–\$5,000	\$60
\$5,001–\$10,000	\$50
\$10,001–\$15,000	\$30
\$15,001 or more	\$0

When applying a particular asset allocation model for retirement investing, your participants should consider their other assets, income, and investments (e.g., equity in home, IRA investments, savings accounts, and interests in other qualified and non-qualified plans) in addition to any investment in your firm's retirement plan.

Investors should consider the investment objectives, risks, charges and expenses of the Fund/Portfolio carefully before investing. For copies of our prospectus or summary prospectus, which contain this and other information, visit us online at www.alliancebernstein.com or contact your AllianceBernstein Investments representative. Please read the prospectus and/or summary prospectus carefully before investing.

The AllianceBernstein SIMPLE IRA Employer Profile

- Please print clearly using blue or black ink. If any portion of this form is not completely filled in, processing delays could result.
- Send completed and signed Employer Profile, along with employees' individual applications and your SIMPLE IRA Online Payroll Processing Authorization Form to **AllianceBernstein Investor Services, Inc., c/o Boston Financial Data Services/DCS, P.O. Box 8563, Boston, MA 02266-8563**; for overnight delivery, send to **30 Dan Road, Canton, MA 02021**.
- For help filling out this application, please call Customer Service at 800.326.5089, 8:30 am to 6:00 pm (ET), Monday–Friday.

1. Employer Information

Employer Name			
Contact Person	Daytime Phone Number	Company Fax Number	
Mailing Address			
City	State	Zip Code	
Physical Address/Principal Place of Business (must provide if mailing address is a Post Office Box)			
City	State	Zip Code	
Effective Date of Plan	Tax Identification Number (used for tax reporting)		
Type of Entity:	<input type="checkbox"/> Corporation	<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Partnership
	<input type="checkbox"/> S-Corporation	<input type="checkbox"/> Nonprofit	<input type="checkbox"/> LLC
	<input type="checkbox"/> Other		

2. Financial Advisor Information

Please ask your Financial Advisor for this information.

Name of Firm	Name of Financial Advisor	
Branch Office Address	Authorized Signature	
Telephone Number	Branch Office Code	Financial Advisor Number

3. Signature

I am an authorized representative of the employer named above and I certify that the employer is eligible to establish this SIMPLE IRA plan. In addition, I certify that for the year this SIMPLE IRA plan is established and each year thereafter, the employer will furnish to employees a completed copy of the most recent version of IRS Form 5304-SIMPLE and the Employee Participation Notice on a timely basis.

AllianceBernstein is required by law to obtain, verify and record certain personal information from you or persons on your behalf in order to establish the account. Required information includes name, date of birth, permanent residential address and Social Security/taxpayer identification number. We may also ask to see other identifying documents. If you do not provide the information, AllianceBernstein may not be able to open your account. By signing the application, you agree to provide this information and confirm that this information is true and correct. If we are unable to verify your identity, or that of another person(s) authorized to act on your behalf, or if we believe we have identified potentially criminal activity, we reserve the right to take action as we deem appropriate, which may include closing your account.

Employer Signature

Date

The AllianceBernstein SIMPLE IRA Online Payroll Processing Authorization Form

AllianceBernstein's Group Retirement Plan Access Center will provide you with 24-hour-a-day, seven-day-a-week access to online payroll processing for your AllianceBernstein SIMPLE IRA plan. Online Payroll Processing provides you with many capabilities:

- View a Roster: View a list of all payrolls currently in a confirmed, held, pending or work-in-progress (draft) status
- Search for a Roster: Narrow your payroll list to search for a particular payroll roster
- Edit Roster: Change contribution amounts for any contribution type or add participants and/or contribution types to the payroll
- Model Roster: Create a new payroll by replicating a previous payroll. This feature allows you to add/remove participants from the roster and update the dollar amounts within each money type. You will find this function most useful for participants whose contribution amounts remain unchanged.
- Delete Roster: Permanently delete a specific roster
- New Roster: Establish new roster criteria

Please complete the information requested on this form and mail it back to: **AllianceBernstein Investor Services Inc., c/o Boston Financial Data Services/DCS, P.O. Box 8563, Boston, MA 02266-8563**; for overnight delivery, send to **30 Dan Road, Canton, MA 02021**. Once the completed form is received and processed, a confirmation letter will be mailed to you with your User Identification Number (UIN) and password for gaining access to your SIMPLE IRA plan.

Please note: All SIMPLE IRA contributions must be submitted online. Paper based submissions will not be accepted.

1. AllianceBernstein's Group Retirement Plan Access Center

Please complete the following:

Plan Name

Employer

Employer's Address

City

State

Zip Code

Telephone Number

Fax Number

E-mail Address

While the AllianceBernstein Online Group Retirement Plan Access Center is designed to be as secure as possible, the Internet can be an unpredictable environment. I understand that by using this system, I am assuming all risks of this system. I also agree that I am responsible for verifying any instructions that I provide and for ensuring the confidentiality of my UIN. I will contact AllianceBernstein immediately if I become aware of any discrepancies in the transactions I request or any unauthorized use of this system relating to my SIMPLE IRA plan.

I have read the above terms and conditions on the AllianceBernstein Simple IRA Online Payroll Processing Authorization Form carefully and understand the possible risks involved. By signing below, I certify that I am an authorized signer and am qualified to make this authorization on behalf of the Plan indicated on this form.

Employer Signature

Signature

Date

Please Print Name

2. Authorized Agreement for Automatic Payments—ACH Debits (Optional Service)

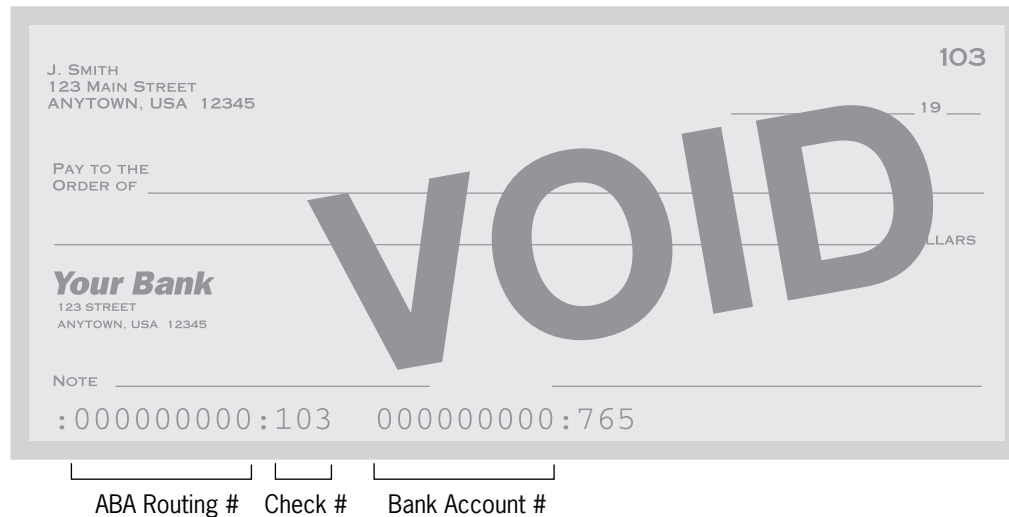
Financial Institution Name (bank)

Bank Account Number

Bank ABA Routing Number

Please Tape a Preprinted, Voided Check Here*

Please note that verifying a company's checking information takes approximately 14 days; therefore, payroll contributions sent to us during this time period must be funded by check or wire.



The undersigned hereby authorizes AllianceBernstein Investor Services, Inc. to initiate debit entries from the Company checking account at the financial institution named above in amounts to match individual contribution schedules, with respect to the Plan named above, as well as any applicable fees incurred due to insufficient funds at the depository. The undersigned has the authority to make this agreement. The undersigned is an authorized signer for the account named above. If more than one person is required to sign with respect to the account, all such persons have signed below. The undersigned, as an authorized plan sponsor, also expressly acknowledges responsibility for payments regardless of whether there are sufficient funds on deposit in such account. It is agreed that AllianceBernstein Investor Services, Inc.'s liability under this authorization agreement shall be limited exclusively to amounts that are negligently or intentionally debited by AllianceBernstein Investor Services, Inc. The undersigned acknowledges that if an ACH is rejected due to insufficient funds two (2) times, the third rejection will nullify this agreement for automatic payments (ACH debit agreement), and all future funding of payroll or other contributions from that point forward must be in check or wire format.

Authorized Bank Account Signer

Signature

Date

Please Print Name

This authority is to remain in effect until AllianceBernstein Investor Services has received written notification from the employer of its termination in such time and manner as to afford AllianceBernstein Investor Services and depository a reasonable opportunity to act on the instruction.

*Services cannot be established without a preprinted voided check. For ACH transactions, the fund requires signatures of bank account owners exactly as they appear on bank records. The registration at the bank must match that on the AllianceBernstein mutual fund accounts.

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

_____ establishes the following SIMPLE 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 \$230,000* 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 2008. 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 www.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 Withdrawal *(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** on page 5.)*

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 \$230,000*) 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 2008. 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 www.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 or August 2005 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* on page 5). 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 constitutes 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 \$10,500 for 2008. After 2008, the \$10,500 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 2008. After 2008, 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 \$230,000* 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 2008. 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 www.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* on page 3 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 Withdrawal*).

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:T:SP, 1111 Constitution Ave. NW, IR-6526, Washington, DC 20224. Do not send this form to this address. Instead, keep it with your records.

SIMPLE IRA Employee Participation Notice

This notice describes your employer's SIMPLE IRA program, including your employer's contribution made to your account. Your employer will provide this notice to all eligible employees on an annual basis. Should you have any questions, please speak with your employer.

1. 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.

2. 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.
- (3) A nonelective contribution equal to 2% of your compensation for the year (limited to \$250,000 in 2012)* 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.

3. Administrative Procedures

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

4. 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.

*This amount will be adjusted to reflect any cost-of-living increase announced by the IRS.

Note: This Employee Participation Notice uses the Model Form used by the Internal Revenue Service in Form 5304-SIMPLE.

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When applying a particular asset allocation model for retirement investing, your participants should consider their other assets, income, and investments (e.g., equity in home, IRA investments, savings accounts, and interests in other qualified and non-qualified plans) in addition to any investment in your firm's retirement plan.

Investors should consider the investment objectives, risks, charges and expenses of the Fund/Portfolio carefully before investing. For copies of our prospectus, or summary prospectus, which contains this and other information, visit us online at www.alliancebernstein.com or contact your AllianceBernstein Investments representative. Please read the prospectus and/or summary prospectus carefully before investing.

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