Instructions for Completing the SIMPLE IRA Adoption Agreement

Schwab.com 1-800-435-4000 (inside the U.S.) **1-415-667-5009** (outside the U.S.)

These instructions are designed to help you, the Employer, along with your attorney and/or tax advisor, complete the Adoption Agreement for the Schwab SIMPLE IRA. The instructions are to be used only as a general guide and are not intended as a substitute for qualified legal and tax advice. We recommend that you obtain the advice of your legal or tax advisor before you sign the Adoption Agreement.

Employer Information

Fill in the requested information. The "Adopting Employer's Federal Tax Identification Number" is the tax identification number assigned to your business. Do not use your Social Security Number. If your business does not have a federal tax identification number, you or your tax advisor may obtain one immediately online or by telephone; the instructions for IRS Form SS-4 (available on the IRS website at www.irs.gov) explain how to proceed. If you have filed IRS Form SS-4 to request a number but have not received it, print "Applied for" on the "Adopting Employer's Federal Tax Identification Number" line. After you receive a tax identification number, be sure to let us know what that number is.

1. Establishment and Purpose of Plan

There are no elections required for Section 1. Refer to the Basic Plan Document for information regarding this section.

2. Effective Dates

This SIMPLE IRA Plan is either a new Plan (an initial adoption) or a restatement of an existing SIMPLE IRA Plan.

Option A. New Plan Effective Date

If this is a new SIMPLE IRA Plan, fill in the Effective Date. The Effective Date is usually the first day of the Plan Year in which this Adoption Agreement is signed. For example, if an Employer maintains a Plan on a calendar-year basis and this Adoption Agreement is signed on September 23, 2004, the Effective Date would be January 1, 2004. However,

- The Plan may not become effective during the period from October 1 through December 31 unless the Employer comes into existence after October 1 and establishes the Plan as soon as possible thereafter.
- If the Employer had a previous SIMPLE IRA Plan, it may adopt a new SIMPLE IRA Plan only with a January 1 effective date.

Option B. Amendment and Restatement Date

If the reason you are adopting this Plan is to amend and replace an existing SIMPLE IRA Plan, complete this section. The existing SIMPLE IRA Plan to be replaced is called a "Prior Plan." You will need to know the Effective Date of the Prior Plan. The best way to determine its Effective Date is to refer to the Prior Plan Adoption Agreement. The Effective Date of this amendment and restatement is January 1 of the calendar year in which the new Adoption Agreement is signed.

3. Eligibility and Participation Requirements

Note: Section 3 should be completed even if you do not have Employees.

Within limits, you as the Employer may restrict participation by requiring a certain amount of Compensation in prior years or the current year or both. Note that the eligibility requirements, which you set up for the Plan, also apply to you.

Suppose, for example, you establish a service requirement requiring Employees to earn at least $5,000 in Compensation from you during any two preceding years and require the Employee to be expected to earn at least $5,000 during the current year. Only those Employees (including yourself) would be eligible to participate in the Plan.

Part A. Service Requirement

If you want all Employees to be eligible to participate in the Plan, check Option 1.

If you want to limit participation, check Option 2 and fill in the amount of annual Compensation required for participation. In addition, provide the number of preceding years (0, 1, or 2) Participants are required to satisfy the minimum Compensation requirement.

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Part B. Exclusion of Certain Classes of Employees

All Employees will be eligible to become Participants when they meet the service requirement unless indicated otherwise in the Adoption Agreement. To exclude a particular class of Employee, select the boxes under the class of Employees you wish to exclude from participating in this Plan. The following classes of Employees may be excluded:

1. Employees covered by the terms of a collective bargaining agreement (e.g., a union agreement) as described in Section 3.02(A) of the Plan, where retirement benefits were the subject of good faith bargaining.
2. Employees who are non-resident aliens with no U.S. income.
3. New Employees as a result of an acquisition or similar transaction (during a transition period).

Part C. Election Periods

Specify a period or periods of time, in addition to the Election Period (November 1 to December 31) when all Participants may make or modify a salary reduction (Elective Deferral) agreement.

4. Contributions

Elective Deferrals may be made by participants on a pre-tax basis under the plan. In addition, effective January 1, 2026, employers may allow employee Elective Deferral contributions to be made as Roth Contributions to an employee's Roth SIMPLE IRA account.

Part A. Catch-Up Contributions

If the Plan will allow Participants who attain age 50 by the end of the year to make an additional Catch-Up Contribution, check Option 1. If not, check Option 2.

Part B. Employer Contributions

Each year you must make Matching or Nonelective Contributions to the SIMPLE IRAs of the Participants in accordance with the Basic Plan Document. Fill in the amount of annual Compensation required for Participants to be eligible to receive Nonelective Contributions, should they be made. This amount may not be greater than the amount of annual Compensation required for participation, as chosen in Section 3, Part A, Option 2.

Part C. Use of Designated Financial Institution

There are no elections required for Section 4, Part C. In adopting the Schwab SIMPLE IRA Plan, the Employer elects to allow each eligible Participant to select the financial institution for his or her SIMPLE IRA.

5. Amendment or Termination of Plan

There are no elections for Section 5. Refer to the Basic Plan Document for information regarding this section.

6. Employer Signature

An authorized representative of the Employer must sign and date the Adoption Agreement.

7. Prototype Sponsor

Charles Schwab & Co., Inc. is the entity that makes this prototype Plan available to employers for adoption.

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SIMPLE IRA Adoption Agreement

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- Complete all sections of this form.
- Make a copy for your Plan records and return the original, along with your Schwab IRA Account Application, to Schwab.

Employer Information

Photobiz, LLC
Business Name of Adopting Employer

34-2003068
Employer's Federal Tax ID Number *(EIN)*

201 S Elm Street
Business Street Address *(no P.O. boxes)*

Greensboro
City

NC
State

27401
Zip Code

(336)209-5678
Business Telephone Number

12/31
Income Tax Year-End *(mm/dd)*

401k@photobiz.com
Business Email Address

1. Establishment and Purpose of Plan

There are no elections required for Section 1. Refer to the Basic Plan Document for information regarding this section.

2. Effective Dates (Complete Option A or B.)

Option A: ☑ **This is the initial adoption of a SIMPLE IRA Plan by the Employer.**

The Effective Date of this Plan is 01/01/2027.

Note: The Effective Date may be any date between January 1 and October 1.

Option B: ☐ **This is an amendment and restatement of an existing SIMPLE IRA Plan** (*a Prior Plan*).

The Prior Plan was initially effective on _____.

The Effective Date of this amendment and restatement is January 1, _____.

3. Eligibility and Participation Requirements (Complete Parts A through C.)

Part A. Service Requirement

Option 1: ☐ **Full Eligibility.** All Employees are eligible.

Option 2: ☑ **Limited Eligibility.** Eligibility is limited to each Employee who satisfies the requirements in both (a) and (b) below.

(a) Prior Year Compensation. An Employee who has received at least $5,000, or $ _____, if lesser, in Compensation during any 2 or 1 (*specify 0 or 1*), if less, preceding Years (*need not be consecutive*); and

(b) Current Year Compensation. An Employee who is reasonably expected to receive at least $5,000, or $ _____, if lesser, in Compensation during the current Year.

Note: If no option is selected, Option 1 shall be deemed to be selected.

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Part B. Exclusion of Certain Classes of Employees

All Employees will be eligible to become Participants in the Plan except the following. Select any that apply.

1. ☐ **Collective bargaining unit Employees as described in Section 3.02(A) of the Plan. If not selected, this box will be deemed to be selected if the exclusive Plan requirement as described in Section 1.03 of the Plan applies.**
2. ☑ **Non-resident aliens as described in Section 3.02(B) of the Plan.**
3. ☑ **Acquired Employees as described in Section 3.02(C) of the Plan. If not selected, this box will be deemed to be selected if there is a failure to meet the exclusive Plan requirement due to an acquisition or similar transaction as described in Section 1.03(A) of the Plan.**

Part C. Election Periods (*Select one.*)

In addition to the 60-day Election Period described in Section 3.04 of the Plan, a Participant may make or modify a Salary Reduction Agreement during the following Election Periods: Monthly

(*Specify a period or periods [e.g., semi-annually, quarterly, monthly or daily] that will apply uniformly to all Participants.*)

4. Contributions (Review and complete, where applicable, Parts A through C.)

Part A. Catch-Up Contributions.

Will Catch-Up Contributions, as described in Section 4.01 of the Plan, be permitted under this Plan? (*Select one.*)

Option 1: ☑ **Yes**

Option 2: ☐ **No**

Note: If no option is selected, Option 1 will be deemed to be selected.

Part B. Employer Contributions (*Complete only if Section 3, Part A, Option 2 is selected.*)

Each Year, the Employer shall make either Matching Contributions or Nonelective Contributions to the SIMPLE IRAs of Participants in accordance with the rules described in Section 4.02 of the Plan. For any Year the Employer makes Nonelective Contributions, such contributions will be made on behalf of each Participant who has at least $ 5,000.00 (enter a dollar amount no less than the amount entered in Section 3, Part A, Option 2 above, if applicable, and no greater than $5,000) of Compensation for such Year.

Part C. Use of Designated Financial Institution. In adopting the Schwab SIMPLE IRA Plan, the Employer elects to allow each eligible Employee to choose the financial institution to receive each eligible Employer's contributions. To receive contributions, each eligible Employee must establish a SIMPLE IRA account at the financial institution that he or she selects.

5. Amendment or Termination of Plan

There are no elections required for Section 5. Refer to the Basic Plan Document for information regarding this section.

6. Employer Signature

I acknowledge that I have relied upon my own advisors regarding the completion of this Adoption Agreement and the legal and tax implications of adopting this Plan. I understand that my failure to properly complete this Adoption Agreement may result in adverse tax consequences.

Signature and Date Required

X [signature] 9-16-2026

Signature: Employer **Today's Date** (*mm/dd/yyyy*)

Lauren Marx-Ascencios — **Print Name**

CMO — **Title**

7. Prototype Sponsor

Charles Schwab & Co., Inc.	1-800-435-4000
Name of Prototype Sponsor	**Telephone Number**

3000 Schwab Way	Westlake	TX	76262
Address	**City**	**State**	**Zip Code**

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