**Communication to Your Employees**   
  
You may use this template communication to inform your employees that your company is facilitating CalSavers.

Add your company name in the text highlighted in yellow.

Attention Team:

As you may have heard, the State of California has enacted a program to help employees save for retirement: the CalSavers Retirement Savings Program. Through this program, you will be able to contribute a portion of your salary into an Individual Retirement Account (IRA) that belongs to you. As we are required to do, [Company Name] is now registered with [CalSavers](http://www.calsavers.com/).

Shortly, you will receive a communication informing you of your opportunity to begin participating in CalSavers. The communication will be sent to the email or mailing address you have on file with us from a company called Ascensus (e-mail: [clientservices@calsavers.com](mailto:clientservices@calsavers.com)), which is working with the State of California to administer the program.

The program is completely voluntary for you but is set up as automatic enrollment, so if you choose to not participate, you need to follow the instructions on the information you will receive from CalSavers to opt-out. If you choose not to opt out, you will be enrolled into the program automatically and we will begin deducting 5% of your paycheck to deposit in to your CalSavers account (set up as a Roth IRA by default). Once enrolled, you can log into your account at any time at calsavers.com and change your contribution amount, investment options, or choose to opt out (you can opt back in at any time). Contributions to your Roth IRA can be recharacterized to traditional contributions.

**If you have any questions regarding the program, go to** [**www.calsavers.com**](http://www.calsavers.com)**, sign up for a free, educational webinar hosted by CalSavers (see the schedule at calsavers.com/webinar) or call 855-650-6918, 8am-8pm PT Monday-Friday. Multilingual support is available.**

**Please note**: [Company Name] does not sponsor or maintain CalSavers. [Company Name]’s involvement in CalSavers is limited to processing your payroll withholding contributions to the program and remitting them to CalSavers. We do not promise any particular investment return on your savings under CalSavers. In accordance with federal government regulations, [Company Name] does not endorse CalSavers. If you would like tax, investment, or financial advice, you should contact a financial advisor. [Company name] is not in a position to provide financial advice.