

P.O. Box 17215
Baltimore, Maryland 21297-1215

4515 Painters Mill Road
Owings Mills, Maryland 21117-4903

**RE: 403(b) MCPS Tax Sheltered Savings Plan
Participant Maintenance Letter of Instruction**

Dear Participant:

In response to your request for a name or address change from the Plan, enclosed are the following items:

- Participant Maintenance Form
- Courtesy reply envelope (addressed to T. Rowe Price)

Please complete the form and return it to:

Regular Mail

T. Rowe Price Retirement Plan Services
Special Attn.: Forms Enclosed
P.O. Box 17215
Baltimore, Maryland 21297-1215

Overnight/Express Mail

T. Rowe Price Retirement Plan Services
Mail Code: 17215
4515 Painters Mill Road
Owings Mills, Maryland 21117-4903

Note: If you are an active employee, or if it has been 12 months or less since your date of termination, any name/address changes must also be provided to Montgomery County Public Schools through the Employee and Retiree Service Center by calling 301-517-8100 or online at ERSC@mcpsmd.org.

If you have any questions, please contact T. Rowe Price at 1-800-922-9945. Representatives are available Monday through Friday between 7 a.m. and 10 p.m. eastern time. For TDD access, call 1-800-521-0325. You may also access your account by visiting the T. Rowe Price *my*RetirementPlan Web site at rps.troweprice.com, available 24 hours a day.

Sincerely,

T. Rowe Price Retirement Plan Services



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403(b) MCPS Tax Sheltered Savings Plan
Participant Maintenance Form

Current Participant Information

(Please print clearly)

Name Social Security Number

Daytime Phone Number Evening Phone Number Date of Birth

Previous Address

Street Address

City, State, ZIP Code

New Name

Name

New Address

Street Address

City, State, ZIP Code

New Telephone Number

Daytime Phone Number Evening Phone Number

Participant Signature

Date

Participant's Signature

Return Form

Please return this completed form to:

Regular Mail

T. Rowe Price Retirement Plan Services
Special Attn.: Forms Enclosed
P.O. Box 17215
Baltimore, Maryland 21297-1215

Overnight Mail

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Mail Code: 17215
4515 Painters Mill Road
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