Points o News about The B	f Intere	St Group Retirement	Series <sup>sm</sup>			
Administration/Processi	ng Compliance	Contracts/Proposals	Fund News	Products/Services	Systems	March 26, 2004
Announcing Fas	tPay <b>—Our N</b> ew	Web-Based Payro	oll Processi	ng Option		
Introduction	In our business important daily developed a we to present <b>Fast</b> payroll process	, processing payrol function but as we b-based payroll pr <b>Pay</b> —another solu ing needs.	ll informatio e all know— ocessing opt tion to accor	n and submitting it's time-consum ion to help with t nmodate you and	contributio ing! Fortun the task. W l your plan	ons is an nately, we've 'e're pleased sponsors'
What's New?	Our FastPay ap following web The Pensic The Intern While FastPay you and your p contribution in is only availab	oplication will be av sites: on Administration S et Service Center ( does not replace o plan sponsors an ea oformation to Natio le for participant a	vailable on N Services (PA ISC) Web si our in-depth asy way to pronwide <sup>®</sup> <b>usin</b> ccounting ca	March 29, 2004 and S) Web site for H te for plan spons PAYCHECK app roduce and submit g the Internet. H asses (not for invest	nd is locate PPAs and p ors blication, it it basic pay Please note stment only	ed on the blan sponsors does give roll and that FastPay y cases).
FastPay Benefits	<ul> <li>FastPay stream</li> <li>Plan spons informatio</li> <li>FastPay fer processing</li> <li>FastPay re ACH).</li> <li>Plan spons</li> </ul>	lines the payroll proof or can easily created or from a previously atures built-in check for both you and y adily accommodated or can now procest	rocess and or te new payfi y submitted eks and balan your plan spo es all payme ss Debit AC	ffers the followin les for new pay p payfile. nces allowing for onsors. nt methods (e.g.; H contribution pa	g benefits: periods by o error-free wires, che ayments di	copying payroll cks and Debit rectly from

- Plan sponsors can now process Debit ACH contribution payments directly from FastPay. All of the necessary contribution information entered into FastPay will automatically transfer and populate the appropriate Debit ACH fields—making Debit ACH submission quick and easy. By using Debit ACH, your plan sponsors can:
  - Eliminate check and postage costs associated with sending paper checks, and
  - Expedite case deposits.

## Announcing FastPay—Our New Web-Based Payroll Processing Option, continued

FastPay
Reports

FastPay provides two types of reports.

**Deposit Confirmation:** A confirmation is produced within the FastPay application and serves two purposes.

- 1) It serves as a confirmation to ensure the accuracy of the payroll information entered and,
- It serves as the Case Deposit Form that plan sponsors will print and send to Nationwide<sup>®</sup> for all check and wire contributions (not required for Debit ACH contributions).

For plan sponsors, the Deposit Confirmation is also available in the Internet Service Center Web site within the *View Reports* tab. <u>**Transaction Detail Report</u>:** A Transaction Detail Report is produced for the most current payfile and includes detailed participant contribution information.</u>

For PPAs, this report is available in the Pension Administrator Services Web site within the *Available Reports* menu option. For plan sponsors, this report is available in the Internet Service Center Web site within the *View Reports* tab.

nstructions;	If not submit confirmation	ing Debet ACH electronically, please with payment to Nation wide.	ternit a copy of the deposit
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Sample Transaction Detail Report

Sample Deposit Confirmation

# Announcing FastPay-Our New Web-Based Payroll Processing Option, continued

Set-Up Debit ACH	So that you and your plan sponsors can take full advantage of the value and benefits of FastPay, we encourage you to establish Debit ACH for your plan sponsors today. You can give your plan sponsors access by setting the appropriate web flags in the Pension Administrator Servic es Web site. For further instructions, please refer to the Debit ACH instructions located in The BEST of AMERICA® Training and Reference Manual in the <i>Contributions</i> chapter.
Set-Up FastPay	You can give your plan sponsors access to FastPay by setting the appropriate web flags in the Pension Administrator Services Web site. The web flags will initially default to "No" which you can change to "Yes" at both a <b>PPA Level</b> and <b>Case Level</b> .
User's Guide	After you follow the set-up instructions above, please feel free to share the attached <i>User's Guide</i> with your plan sponsors. <b>Please note that this <i>User's Guide</i> is also available online, to view and print, through the FastPay application.</b>
Additional Information	If you have any questions concerning the information contained in this <i>Points of Interest</i> , please contact your account manager or case administrator.

Nationwide is a federally registered service mark of Nationwide Mutual Insurance Company. The BEST of AMERICA is a federally registered service mark of Nationwide Life Insurance Company.

The BEST of AMERICA Group Retirement Series includes unregistered group fixed and variable annuities and trust programs. The annuities are issued by Nationwide Life Insurance Company.

# Nationwide<sup>®</sup> FastPay User's Guide

This document provides guidelines for using Nationwide<sup>®'</sup>s web-based payroll processing application. These guidelines include:

### > Getting Started

- Introduction
- Plan Sponsor Login
- FastPay Application Tab
- > Create A New Payfile
  - Payfile Summary Screen
  - Participant Detail Screen
  - Add New Participant(s) Screen
  - Debit ACH Screen
  - Review Information Screen
  - Deposit Confirmation Screen
- > Modify A Current Payfile
  - Modify Current Payfile Screen
- > Copy A Previous Payfile
  - Copy a Previous Payfile Screen
- > Submit Contribution
  - Check or Wire
  - Debit ACH
- > Reporting
  - Deposit Confirmation
  - Transaction Detail Report

Nationwide is a federally registered service mark of Nationwide Mutual Insurance Company. The BEST of AMERICA is a federally registered service mark of Nationwide Life Insurance Company.

The BEST of AMERICA Group Retirement Series includes unregistered group fixed and variable annuities and trust programs. The annuities are issued by Nationwide Life Insurance Company.

# **Getting Started**

Introduction	FastPay is a web-based application that's available via The Internet Service Center Web site and is used to produce and submit contribution information to Nationwide <sup>®</sup> . <b>Please note that this</b> <i>User's Guide</i> <b>is also available online, to view and print, through the FastPay application.</b>
Plan Sponsor Login	Go to <u>www.bestofamerica.com</u> and choose the <i>Plan Sponsor</i> link. Login using your normal ID and password.

**FastPay Tab** Click on the FastPay tab to enter the application and choose an option as follows:



Important Notes: First-time users will only see the Create a new payfile option.

Payfile SummaryTo create a new payfile, complete the information in the *Payfile Summary* screen and<br/>click *Next*.

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FastPay		
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		March

- You may enter up to 30 characters as a *Payfile Description* in order to differentiate between payfiles. For example, if you have two payfiles for the same period, you can type an identifier in the description field.
- When sending more than one check to Nationwide<sup>®</sup>, you can click on Sending Multiple Checks? button which will open a window for inputting additional check information.
- Clicking the *Next* button will save this information and take you to the *Participant Detail* screen (see the following page). You also have the ability to choose how participants should be displayed on the *Participant Detail* screen by selecting the status of either "all" or "active-only" participants.

#### Participant Detail Screen

Participant names and Social Security Numbers will be pre-populated on this screen. The list of participants and options displayed on this screen are based upon selections made from the *Payfile Summary* screen (ie.; participant status and type of payfile such as contribution, loan repayment and/or loan interest. Enter the contribution amounts for each participant as applicable.

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- Clicking the *Add Participant* button allows you to add new participants as needed (see the following page).
- While you cannot proceed further if the *Payfile Total* does not match the *Grand Total*, you **can** click on the *Save Progress* button to save the information on this screen.
- Clicking the *Next* button will save this information and take you to either the *Debit ACH* screen or to the *Deposit Confirmation* screen depending upon the payment method selected.

Add New	Provide new participant information on this screen.
Participant(s)	
Screen	

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### Important Notes:

- You can enter up to ten new participants at one time on this screen.
- In order for a deposit to be applied to a new participant, Nationwide<sup>®</sup> must already have a valid investment mix on file.

Continued on next page

Debit ACH Screen If you choose Debit ACH as your payment method, you'll automatically be linked to the *Debit ACH* screen. This screen will be pre-populated with the all of the necessary contribution information that you entered, so far, in FastPay.

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"You are responsible for the validity of all bank information entered via this webs	ite.
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information in this transaction.	
Debit ACH	
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Bank account number: B87654321	
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View/Mode/ Participant Data	i Next
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- For first-time users, you must enter your bank information on this screen. Once entered, the information will be saved for future use.
- It's important to note that many banks do not permit Debit ACH withdrawals from a **savings** account. Before selecting a *Debit Account* type, please check with your bank.
- Debit ACH cannot be used with Expense Credits.
- Please verify the Debit ACH information displayed on screen. If you're in agreement, click on the *Next* button that will take you to the *Review Information* screen (see the following page).

Review Information Screen FastPay gives you the opportunity to review your payfile information before submitting to Nationwide<sup>®</sup>.

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#### **Important Notes:**

- Clicking the *View/Modify Participant Detail* will allow you to make a change to your payfile information.
- Clicking the *Submit* button will take you to the *Deposit Confirmation* screen (see the following page).

Continued on next page

DepositThis screen completes your payroll processing and acts as your confirmation.ConfirmationScreen

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Case Number:		065-05483
Pay period end date:		03/02/2004
Payfile description:		Test file
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- Select *Print This* in order to print a hardcopy confirmation to be used as the *Deposit Form* that should accompany all checks and wires sent to Nationwide<sup>®</sup>. Please note that Debit ACH contributions do not require any type of hardcopy deposit form.
- For future reference, a copy of this confirmation, along with a *Transaction Detail Report*, is available within the *View Reports* tab.

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When using this web site to manage your account, technical problems may occur that are beyond Nationvide's control. If you do not receive a confirmation of a requested transaction, please contact Nationvide at 1-368-067-3175. Nationvide cannot assume reaponativity for any system failure. Please read the additional legal terms for more information.	This is a nebs/ Life and Annuit @1990-2003 N	e created, maintained and our y Insurance Company, ationwide Pinancial Services, In	ned by Netional 19. All Nights Re	de Life Insurance : served Additional I	Company and Netionvide Legal Terms WEB-0300

- If you choose to edit the payfile, you will be taken to the *Payfile Summary* screen (continue to follow the guidelines for the *Payfile Summary* screen).
- Only **one** payfile can be saved at any given time.

#### Copy Previous File Screen

Several of your previously submitted payfiles and descriptions are displayed on this screen. By selecting the payfile that you would like to copy, you'll eliminate the need to re-enter the payroll information that remains constant from one pay period to another.

asss       , Profile       , Contact Us       , Lagetf         View       , Participant       , Neas       , Planning         Balance       , Trans History, Unit Values       , Flast Rates       , View Reports       , Statements       , Neastments         Balance       , Trans History, Unit Values       , Flast Rate       , View Reports       , Statements       , Neastments         Balance       , Trans History, Unit Values       , Flast Rate       , View Reports       , Statements       , Neastments         Balance       , DDS TEST CASE 1       .       .       .       .       .       .         set Number:       DGS TEST CASE 1       .		Wednesday, March 3rd, 2004
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- You may only copy **one** payfile at a time.
- Clicking the *Copy Payfile* button will take you to the *Payfile Summary* screen (continue to follow the guidelines for the Payfile Summary screen).
- The participant's contribution and source information is the only information that is copied to the new pay period.

# **Submit Contribution**

**Check or Wire** Please be sure to print the *Deposit Confirmation (Deposit Form)* from FastPay to include with your check or wire and send to Nationwide<sup>®</sup> using the following directions.

	Nationwide Life Bank Account	Nationwide Trust Bank Account
	Cases <i>Not</i> Using Nationwide <sup>®</sup> Trust or Custodial Services	Cases Using Nationwide <sup>®</sup> Trust or Custodial Services
	Send checks or wires (with a case number reference) for plans when Nationwide <sup>®</sup> is <i>not</i> the plan trustee or custodian	Send checks or wires (with a case number reference) for plans when Nationwide <sup>®</sup> is the plan trustee or custodian
Checks and	Nationwide Life Insurance Company	Nationwide Trust Company, FSB
Deposit Forms	Department 0890 Columbus, OH 43271-0890	Columbus, OH 43271-3217
Wires	Bank One Columbus, Ohio 43215 ABA#: 044000037 Account#: 981762760 Case Number: xxx-xxxxx	Bank One, NA Columbus, Ohio 43215 ABA#: 044000037 Nationwide Trust Company, FSB Account #: 615843653 Case Number: xxx-7xxxx (Include in OBI field) [For custodial cases, use xxx-8xxxx]
Express Mail	LCO/PPA Service Center (03-24-R5) Nationwide Life Insurance Company One Nationwide Plaza Columbus, OH 43215	LCO/PPA Service Center (03-24-R5) Nationwide Life Insurance Company One Nationwide Pla za Columbus, OH 43215

**Debit ACH** Debit ACH contributions, with deposit detail, are automatically processed via our FastPay application. Simply remember to print the *Deposit Confirmation* from FastPay for your records.

# Reporting

FastPay
Reports

FastPay provides two types of reports.

**Deposit Confirmation:** A confirmation is produced within the FastPay application and serves two purposes.

- 1) It serves as a confirmation to ensure the accuracy of the payroll information entered and,
- It serves as the Case Deposit Form that you will print and send to Nationwide<sup>®</sup> for all check and wire contributions (not required for Debit ACH contributions).

The Deposit Confirmation is also available in the Internet Service Center Web site within the *View Reports* tab.

<u>**Transaction Detail Report</u>:** A Transaction Detail Report is produced for the most current payfile and includes detailed participant contribution information.</u>

The Transaction Detail Report report is available in the Internet Service Center Web site within the *View Reports* tab.

nstructions;	If not submit confirmation You are reap Nationaide s whether com domoges, ke	thing Debt/ACH electronically pleases terms a capy of this deposit is with payment to Nationwide. pormshis for the weaking of all intermation-entered via this website, is not responsible for the data or information in this tearwaction rest or incorrect. Nationwide will not be liable for losses, oblines, addition, or expenses, which arise out of or are based on.			
	Nationalizes	relative on the carbon monthation	IT INS FORMULAN.		
Confirmation Nu	mber:	12			
Submit date and	time:	03/03/2004 at 04:49 PM			
Case Name:		DOS TEST CASE 1			
Casso Narmber:		062-05483			
Pay perioclend date:		03/02/2004			
Payfile description:		Text file			
Payment method:		DebitIACH			
Deposit Amount:		\$1200.00			
Payfile Type:		Contribution by source-			
		Lean Repayment by source			
		Loen Interest by source			
Contribution by source	e	EMPLOYER DISCRETIONARY	\$1200.00		
Total allocation amore	ntüncluding leiture Account,	\$1200.00	Ĩ		

Transaction Detail Report Confirmation Number: 12 Case Norie: B.A. Sample Case Case Number: 095-09989 Desc Test file Pay Paried: 00/02/2001 SSN Name Transaction Type Amount 600.06.0540 QURNS, FRANK 8100.30 Tetal \$100.30 OF-EMPLOYER DISCHE TOWARY Conetouelos 90 WINCHESTER, CRARLES DI-EMPLOYER DISCHE TOMARY Constrution \$100.00 Total \$100.00 \$99-95-9999 OFFELLY, PALAR OF-EMPLOYER DISCRETIONARY Constitution \$100.30 Total \$100.30 699 HONEYOUTT, B.J. 01-EMPLOYER DISCHE TOMARY Constaution \$100.00 Total \$100.00 999-99-9989 POTTER, SHERMAN CI-EMPLOYER DISCRETIONARY Contribution \$100.00 Tetal \$100.00 PHOLOSON, JIMMY DI-EMPLOYER DISCRETIONARY Conido.dor \$100.00 Total \$100.00 9989 WILSON, WILSON 01-EMPLOYER DISCRETIONARY Contribution \$100.00 Tetal \$100.30 99 CLINGER, MAX OF-EMPLOYER DISCRETIONARY Controlling \$100.30 Total \$100.00 099-09-0999 TAFLOR #1 OF-EMPLOYER DISCHE TOMARY \$100.00 Contraction Total \$100.00 999-99-9999 PIERCE, HAWKEYE OF-EMPLOYER DISCRETIONARY Contraction \$100.00 Tetal \$100.30 223-05-2519 @CRLAND: AL DI-EMPLOYER DISCRETIONARY \$100.00 Total \$100.30 999.09-9999 BLANE, HENRY \$100.00 CH. EMPLOYER DISCRETIONARY Contraction and Tella \$100.00 Grand Total: \$1200.00 This report is not complete unless all juspes are instacled Rage 1of1

Sample Transaction Detail Report

Sample Deposit Confirmation