

FORMER PARTICIPANT ROLLOVER FORM

This Former Participant Rollover Form is **ONLY** for Class Members who are **Former Participants** of the RR Donnelley Savings Plan, or the beneficiaries or alternate payees of Former Participants (all of whom will be treated as Former Participants). A Former Participant is a Settlement Class Member who does not or will not have a Plan account with a positive balance as of the date of the distribution of the Distributable Settlement Amount.

Former Participants that would like to elect to receive their settlement payment through a rollover to a qualified retirement account must complete, sign, and mail this form with a postmark on or before May 13, 2024. Please review the instructions below carefully. **Former Participants who do not complete and timely return this form will receive their settlement payment by a check made directly to them.** If you have questions regarding this form, you may contact the Settlement Administrator as indicated below:

WWW.SAVINGSPLANSETTLEMENT.COM OR CALL 833-632-6111

PART 1: INSTRUCTIONS FOR COMPLETING FORMER PARTICIPANT ROLLOVER FORM

1. If you would like to receive your settlement payment through a rollover to a qualified retirement account, complete this rollover form. You should also keep a copy of all pages of your Former Participant Rollover Form, including the first page with the address label, for your records.
2. **Mail your completed Former Participant Rollover Form postmarked on or before May 13, 2024 to the Settlement Administrator at the following address:**

RR Donnelley Savings Plan Settlement Administrator
P.O. Box 2010
Chanhassen, MN 55317-2010

It is your responsibility to ensure the Settlement Administrator has timely received your Former Participant Rollover Form.

3. Other Reminders:
 - You must provide date of birth, signature, and a completed Substitute IRS Form W-9, which is included as part 5 to this form.
 - If you desire to do a rollover and you fail to complete all of the rollover information in Part 4, below, payment will be made to you by check.
 - If you change your address after sending in your Former Participant Rollover Form, please provide your new address to the Settlement Administrator.
 - **Timing Of Payments To Eligible Class Members.** The timing of the distribution of the Settlement payments are conditioned on several matters, including the Court's final approval of the Settlement and any approval becoming final and no longer subject to any appeals in any court. An appeal of the final approval order may take many months or even years. If the Settlement is approved by the Court, and there are no appeals, the Settlement distribution likely will occur within six months of the Court's Final Approval Order.
4. **Questions?** If you have any questions about this Former Participant Rollover Form, please call the Settlement Administrator at 833-632-6111. The Settlement Administrator will provide advice only regarding completing this form and will not provide financial, tax or other advice concerning the Settlement or the rollover. You therefore may want to consult with your financial or tax advisor. Information about the status of the approval of the Settlement and the Settlement administration is available on the settlement website, www.SavingsPlanSettlement.com.

[FORMER PARTICIPANT ROLLOVER FORM CONTINUES ON THE NEXT PAGE]

You may be eligible to receive a payment from a class action settlement. The Court has preliminarily approved the class settlement of *Tolomeo et al. v. R.R. Donnelley & Sons, Inc.*, No. 20-cv-7158 (N.D. Ill.). That Settlement provides allocation of monies to the individual accounts of certain persons who participated in the RR Donnelley Savings Plan ("Plan") at any time between December 3, 2014 and December 31, 2023 ("Class Members"). Class Members who do not have a Plan account with a positive balance as of the date of distribution of the Distributable Settlement amount ("Former Participants") and who are entitled to a distribution will receive their allocations in the form of a check unless they mail a valid Rollover Form postmarked on or before May 13, 2024, to the Settlement Administrator with the required information. For more information about the Settlement, please see the Notice of Class Action Settlement, visit www.SavingsPlanSettlement.com, or call 833-632-6111.

Because the Plan's records reflect that you are a Former Participant in the Plan, you may be entitled to a distribution. You must decide whether you want any potential payment (1) sent payable to you directly by check or (2) to be rolled over into another eligible retirement plan or into an individual retirement account ("IRA"). To elect a rollover, please complete and mail this Rollover Form postmarked on or before **May 13, 2024** to the Settlement Administrator. If you do not return this form, your payment will be sent to you directly by check.

PART 2: PARTICIPANT INFORMATION

First Name

M.I.

Last Name

Mailing Address

City

State

Zip Code

Home Phone

Work Phone or Cell Phone

Participant's Social Security Number

Participant's Date of Birth

Email Address

M M D D Y Y Y Y

PART 3: BENEFICIARY OR ALTERNATE PAYEE INFORMATION (IF APPLICABLE)

☐ Check here if you are the surviving spouse or other beneficiary for the Former Participant and the Former Participant is deceased. **Documentation must be provided showing current authority of the representative to file on behalf of the deceased.** Please complete the information below and then continue on to Parts 4 and 5 on the next page.

☐ Check here if you are an alternate payee under a qualified domestic relations order (QDRO). The Settlement Administrator may contact you with further instructions. Please complete the information below and then continue on to Parts 4 and 5 on the next page.

Your First Name

Middle Last Name

Your Social Security Number or Tax ID Number

Your Date of Birth

M M D D Y Y Y Y

Your Mailing Address

City

State

Zip Code

[FORMER PARTICIPANT ROLLOVER FORM CONTINUES ON THE NEXT PAGE]

PART 4: PAYMENT ELECTION

☐ **Direct Rollover to an Eligible Plan** – Check only one box below and complete Rollover Information Section Below:

☐ Government 457(b)☐ 401(a)/401(k)

403(b)

☐ Direct Rollover to a Traditional IRA☐ Direct Rollover to a Roth IRA (subject to ordinary income tax)**Rollover Information:**

Company or Trustee's Name (to whom the check should be made payable)

[illegible]

Company or Trustee's Mailing Address 1

[illegible]

Company or Trustee's Mailing Address 2

[illegible]

Company or Trustee's City

State

Zip Code

[illegible]

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Your Account Number

Company or Trustee's Phone Number

[illegible]

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PART 5: SIGNATURE, CONSENT, AND SUBSTITUTE IRS FORM W-9

UNDER PENALTIES OF PERJURY UNDER THE LAWS OF THE UNITED STATES OF AMERICA, I CERTIFY THAT ALL OF THE INFORMATION PROVIDED ON THIS ROLLOVER FORM IS TRUE, CORRECT, AND COMPLETE AND THAT I SIGNED THIS ROLLOVER FORM.

1. The Social Security number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to back up withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. person (including a U.S. resident alien).

M	M	D	D	Y	Y	Y	Y

Participant Signature

Date Signed (Required)

Note: If you are subject to backup withholding, you must cross out item 2 above. The IRS does not require your consent to any provision of this document other than this Form W-9 certification to avoid backup withholding.

QUESTIONS? VISIT: WWW.SAVINGSPLANSETTLEMENT.COM, OR CALL 833-632-6111