COURT APPROVED NOTICE OF CLASS ACTION SETTLEMENT AND HEARING DATE FOR FINAL COURT APPROVAL

Suleyda Farias v. Shasta Beverages, Inc., et al., Los Angeles County Superior Court, Case No. 19STCV38350; and Jaime Garcia v. Shasta Beverages, Inc., et al., Los Angeles County Superior Court, Case No. 19STCV37651

The Superior Court for the State of California authorized this Notice. Read it carefully! It's not junk mail, spam, an advertisement, or solicitation by a lawyer. You are not being sued.

You may be eligible to receive money from employee class action lawsuits (the "Actions") against Defendants Shasta Beverages, Inc., National Beverage Corp., and National Bevpak (collectively "Defendants" or "Shasta") for alleged wage and hour violations. The Actions were filed by two former Shasta employees, Suleyada Farias and Jaime Garcia (together, "Plaintiffs") and seek payment of (1) back wages and other relief for a class of all non-unionized, non-exempt employees employed by Defendants in California at any time during the period from October 22, 2015 through August 17, 2023 ("Class" or "Class Members"); and (2) penalties under the California Private Attorney General Act ("PAGA") for all non-unionized, non-exempt employees employed by Defendants in California at any time during the period from October 22, 2018 through August 17, 2023 ("Aggrieved Employees"). The time period from October 22, 2015 through August 17, 2023, is referred to as the "Class Period" and the time period from October 22, 2018 through August 17, 2023 is referred to as the "PAGA Period."

The Settlement has two main parts: (1) the settlement and resolution of the Released Class Claims ("Class Settlement") requiring Defendants to fund Individual Class Payments, and (2) the settlement and resolution of the Released PAGA Claims ("PAGA Settlement") requiring Defendants to fund Individual PAGA Payments and pay penalties to the California Labor and Workforce Development Agency ("LWDA").

Based on Defendants' records, and the Parties' current assumptions, your Individual Class Payment is estimated to be \$<<estAmt>> (less taxes and withholding) and your Individual PAGA Payment is estimated to be \$<<PAGA_estAmt>>. The actual amount(s) you may receive likely will be different and will depend on a number of factors. (If no amount is stated for your Individual PAGA Payment, then according to Defendants' records you are not eligible for an Individual PAGA Payment under the Settlement because you did not work during the PAGA Period.)

The above estimates are based on Defendants' records showing that **you worked** <<**Class_WorkWeeks**>> **Workweeks** during the Class Period and **you worked** <<**PAGA_PayPeriods>> Pay Periods** during the PAGA Period. If you believe that you worked more Workweeks or Pay Periods during either period, you can submit a challenge by the deadline date. See Section 4 of this Notice.

The Court has already preliminarily approved the Settlement and approved this Notice. The Court has not yet decided whether to grant final approval. Your legal rights are affected whether you act or not act. Read this Notice carefully. You will be deemed to have carefully read and understood it. At the Final Approval Hearing, the Court will decide whether to finally approve the Settlement and how much of the Settlement will be paid to Plaintiffs and Plaintiffs' attorneys. The Court will also decide whether to enter a judgment that requires Defendants to make payments under the Settlement and requires Class Members and Aggrieved Employees to give up their rights to assert certain claims against Defendants.

If you worked for Defendants during the Class Period and/or the PAGA Period, you have three basic options under the Settlement:

(1) **Do Nothing**. You don't have to do anything to participate in the Settlement and be eligible for an Individual Class Payment and/or an Individual PAGA Payment. As a Class Member who does not submit a valid and timely Request for Exclusion from the Class Settlement ("Participating Class Member"), though, you will give up your right to assert Released Class Claims. If you are an

Aggrieved Employee, you will automatically be bound to the PAGA Settlement and issued your Individual PAGA Payment.

- (2) **Opt-Out of the Class Settlement**. You can exclude yourself from the Class Settlement (opt-out) by submitting a written Request for Exclusion or otherwise notifying the Administrator in writing. If you opt-out of the Class Settlement, you will not receive an Individual Settlement Payment. You will, however, preserve your right to personally pursue Released Class Claims against Defendants, and, if you are an Aggrieved Employee, remain eligible for an Individual PAGA Payment. You cannot opt-out of the PAGA Settlement.
- (3) **Object to the Class Settlement**. If you do not opt out of the Class Settlement, you may object to any aspect of the Class Settlement by submitting a written Objection or otherwise appearing at the Final Approval Hearing.

Defendants will not retaliate against you for any actions you take with respect to the Settlement.

SUMMARY OF YOUR LEGAL RIGHTS AND OPTIONS IN THIS SETTLEMENT

You Don't Have to Do Anything to Participate in the Settlement You Can Opt-out of the Class Settlement but not the PAGA Settlement	If you do nothing, you will be a Participating Class Member, eligible for an Individual Settlement Payment and an Individual PAGA Payment (if any). In exchange, you will give up your right to assert the Released Class Claims and Released PAGA Claims against Defendants that are covered by this Settlement (as defined below in Section 3). If you do not want to fully participate in the Class Settlement, you can opt-out of the Class Settlement by sending the Administrator a written Request for Exclusion. Once excluded, you will be a Non- Participating Class Member and no longer eligible for an
The Opt-out Deadline is January 5, 2024	Individual Class Payment. See Section 6 of this Notice. You cannot opt-out of the PAGA Settlement. Defendants must pay Individual PAGA Payments to all Aggrieved Employees and the Aggrieved Employees must give up their rights to pursue Released PAGA Claims (defined below in Section 3).
Participating Class Members Can Object to the Class Settlement but not the PAGA Settlement Written Objections Must be Submitted by January 5, 2024	All Participating Class Members can object to any aspect of the Class Settlement. The Court's decision whether to finally approve the Settlement will include a determination of how much will be paid to Class Counsel and Plaintiffs who pursued the Actions on behalf of the Class. You are not personally responsible for any payments to Class Counsel or Plaintiffs, but every dollar paid to Class Counsel and Plaintiffs reduces the overall amount paid to Participating Class Members. You can object to the amounts requested by Class Counsel or Plaintiffs if you think they are unreasonable. See Section 7 of this Notice.
You Can Participate in the <u>February 15, 2024</u> Final Approval Hearing	The Court's Final Approval Hearing is scheduled to take place on February 15, 2024. You do not have to attend but you do have the right to appear (or hire an attorney to appear on your behalf at your own cost), in person, by telephone, or by using the Court's virtual appearance platform. Participating Class Members can verbally object to the Class Settlement at the Final Approval Hearing. See Section 8 of this Notice.

You Can Challenge the	The amount of your Individual Class Payment depends on how many Workweeks you
Calculation of Your	worked during the Class Period and your Individual PAGA Payment (if any) depends on
Workweeks/Pay Periods	how many Pay Periods you worked during the PAGA Period. The number of
	Workweeks and Pay Periods you worked according to Defendants' records is stated on
Written Challenges	the first page of this Notice. If you disagree with either of these numbers, you must
Must be Submitted by	challenge it by January 5, 2024. See Section 4 of this Notice.
January 5, 2024	

1. WHAT ARE THE ACTIONS ABOUT?

Plaintiffs are former employees of Defendants. On October 22, 2019, Plaintiff Garcia filed a Class Action Complaint for Damages ("Garcia Operative Complaint") entitled *Jaime Garcia v. Shasta Beverages, Inc.*, et al., Case No. 19STCV37651 ("Garcia Action"). On October 25, 2019, Plaintiff Farias filed a Class Action Complaint entitled *Suleyda Farias v. Shasta Beverages, Inc.*, et al., Case No. 19STCV38350 ("Farias Action"), and thereafter, on February 10, 2020, filed a First Amended Class Action Complaint ("Farias Operative Complaint"). The Garcia Operative Complaint and Farias Operative Complaint collectively are referred to as the "Operative Complains"). The Actions allege that Defendants failed to properly pay minimum and overtime wages, failed to provide compliant meal and rest breaks and associated premiums, failed to timely pay wages during employment and upon termination of employment and associated waiting-time penalties, failed to provide compliant wage statements, failed to keep requisite payroll records, and failed to reimburse business expenses, and thereby engaged in unfair business practices in violation of California Business & Professions Code section 17200, et seq., and conduct that give rise to civil penalties under California Labor Code section 2698, et seq. ("PAGA"). Plaintiffs are represented by attorneys in the Actions: Aegis Law Firm, PC, and Lawyers for Justice, PC ("Class Counsel").

Defendants strongly deny violating any laws or failing to pay any wages and contend they complied with all applicable laws.

2. WHAT DOES IT MEAN THAT THE ACTIONS HAVE SETTLED?

So far, the Court has made no determination whether Defendants or Plaintiffs are correct on the merits. In the meantime, Plaintiffs and Defendants hired an experienced, neutral mediator in an effort to resolve the Actions by negotiating an end to the cases by agreement to settle the cases rather than continuing the expensive and time-consuming process of litigation. The negotiations were successful. By signing the Class Action and PAGA Settlement Agreement ("Settlement Agreement," "Settlement," or "Agreement") and agreeing to jointly ask the Court to enter a judgment ending the Actions and enforcing the Agreement, Plaintiffs and Defendants have negotiated the Settlement that is subject to the Court's Final Approval. Both sides agree the Settlement is a compromise of disputed claims. By agreeing to settle, Defendants do not admit any violations or concede the merit of any claims.

Plaintiff and Class Counsel strongly believe the Settlement is a good deal for you because they believe that: (1) Defendants have agreed to pay a fair, reasonable, and adequate amount considering the strength of the claims and the risks and uncertainties of continued litigation; and (2) the Settlement is in the best interests of the Class Members, Aggrieved Employees, and the State of California. The Court preliminarily approved the Settlement as fair, reasonable, and adequate, authorized this Notice, and scheduled a hearing to determine Final Approval.

3. WHAT ARE THE IMPORTANT TERMS OF THE PROPOSED SETTLEMENT?

 Defendants will Pay \$2,884,886.80 as the Gross Settlement Amount. Defendants have agreed to deposit the Gross Settlement Amount into an account controlled by the Administrator of the Settlement. The Administrator will use the Gross Settlement Amount to pay the Individual Class Payments, Individual PAGA Payments, Class Representatives Service Payments, Class Counsel Fees Payment, Class Counsel Litigation Expenses Payment, Administration Expenses Payment, and penalties to be paid to the LWDA.

Assuming the Court grants Final Approval, Defendants will fund the Gross Settlement Amount and Defendants' share of payroll taxes not more than 60 days after entry of the Court's Final Approval Order.

- 2. <u>Court Approved Deductions from Gross Settlement Amount.</u> At the Final Approval Hearing, Plaintiffs and/or Class Counsel will ask the Court to approve the following deductions from the Gross Settlement Amount, the amounts of which will be decided by the Court at the Final Approval Hearing:
 - A. Up to 35% of the Gross Settlement Amount to Class Counsel for attorneys' fees ("Class Counsel Fees Payment") and up to \$40,000.00 for their litigation costs and expenses ("Class Counsel Litigation Expenses Payment"). To date, Class Counsel have worked and incurred expenses on the Actions without payment. As Class Counsel have not reached a consensus on a fee split, Class Counsel will ask the Court to decide the appropriate attorney fee split as to any Class Counsel Fees Payment ultimately awarded by the Court, given each Parties' respective contribution to the case.
 - B. Up to \$10,000.00 to each (total, \$20,000.00) of the named Plaintiffs for prosecuting the Actions, working with Class Counsel, and representing the Class ("Class Representatives Service Payments"). The Class Representatives Service Payments will be the only monies Plaintiffs will receive other than Plaintiffs' Individual Settlement Payments and Individual PAGA Payments (if applicable).
 - C. Up to \$10,500.00 to the Administrator for services administering the Settlement ("Administration Expenses Payment").
 - D. Up to \$150,000.00 allocated for civil penalties under PAGA ("PAGA Penalties"), of which 75% (\$112,500.00) will be paid to the LWDA ("LWDA PAGA Payment") and 25% (\$37,500.00) will be paid to the Aggrieved Employees based on their Pay Periods ("Individual PAGA Payment").

Participating Class Members have the right to object to any of these deductions. The Court will consider all objections.

Wage Portions of the Individual Class Payments on IRS 1099 Forms.

- 3. <u>Net Settlement Distributed to Participating Class Members</u>. After making the above deductions in amounts approved by the Court, the Administrator will distribute the rest of the Gross Settlement Amount ("Net Settlement Amount") by issuing Individual Settlement Payments to Participating Class Members based on their Workweeks.
- 4. Taxes Owed on Payments to Participating Class Members and Aggrieved Employees.

 Plaintiffs and Defendants are asking the Court to approve an allocation of 60% of each Individual Class Payment to taxable wages ("Wage Portion") and 40% to interest, penalties, and non-wage damages ("Non-Wage Portion.). The Wage Portion is subject to withholdings and will be reported on IRS W-2 Forms. Defendants will separately pay employer payroll taxes they owe on the Wage Portion. The net payment of each Individual Class Payment, after reduction of the Wage Portion is referred to as "Individual Settlement Payment." The Individual PAGA Payments are counted as penalties rather than wages for tax purposes. The Administrator will report the Individual PAGA Payments and the Non-

Although Plaintiffs and Defendants have agreed to these allocations, neither side is giving you any advice on whether your payment(s) are taxable or how much you might owe in taxes. You are responsible for paying all taxes (including penalties and interest on back taxes) on any payment(s) received from the Settlement. You should consult a tax advisor if you have any questions about the tax consequences of the Settlement.

5. Need to Promptly Cash Payment Checks. The front of every check issued for Individual Settlement Payments and Individual PAGA Payments will show the date when the check expires (the void date). If you do not cash it by the void date, your check will be automatically cancelled, and the monies will be deposited with the California Controller's Unclaimed Property Fund in your name.

- If the monies represented by your check is sent to the California Controller's Unclaimed Property Fund, you should consult the rules of the Fund for instructions on how to retrieve your money.
- 6. The Proposed Settlement Will be Void if the Court Denies Final Approval. It is possible the Court will decline to grant Final Approval of the Settlement or decline to enter a Final Approval Order and Judgment. It is also possible the Court will enter a Final Approval Order and Judgment that is reversed on appeal. Plaintiffs and Defendants have agreed that, in either case, the Settlement will be void: Defendants will not pay any money, and Participating Class Members and Aggrieved Employees will not release any claims against Defendants.
- 7. <u>Administrator.</u> The Court has appointed a neutral company, CPT Group, Inc. (the "Administrator") to send this Notice, calculate and make payments, and process Requests for Exclusion, Objections, and challenges to Workweeks and/or Pay Periods. The Administrator will also mail and remail settlement checks and tax forms, and perform other tasks necessary to administer the Settlement. The Administrator's contact information is contained in Section 9 of this Notice.
- 8. Participating Class Members' Release of Released Class Claims. Effective on the date when Defendants fully fund the entire Gross Settlement Amount and all employer payroll taxes owed on the Wage Portion of the Individual Class Payments, all Participating Class Members, on behalf of themselves and their respective former and present representatives, agents, attorneys, heirs, administrators, successors, and assigns, are deemed to release the Released Parties from all claims, arising during the Class Period, under state, federal, or local law, whether statutory, common law, or administrative law, that were alleged, or reasonably could have been alleged, based on the facts stated in the Operative Complaints, including: failure to pay minimum wage; failure to pay overtime wages; failure to provide compliant rest periods and associated premium pay; failure to provide meal periods and associated premium pay; failure to pay bonuses or other remuneration; failure to timely pay wages during employment, failure to timely pay wages upon termination; failure to reimburse necessary business-related expenses; failure to maintain requisite payroll records; failure to provide compliant wage statements; conversion; breach of contract; waiting time penalties; unfair or unlawful business practices in violation of California Business and Professions Code section 17200, et seq. based on the aforementioned; declaratory relief; and all other claims and allegations made or which could have been made in the Operative Complaints arising during the Class Period. ("Released Class Claims"). release of the Released Class Claims, Participating Class Members do not release any other claims, including claims for vested benefits, wrongful termination, violation of the Fair Employment and Housing Act, unemployment insurance, disability, social security, workers' compensation, or claims based on facts occurring outside the Class Period.
- 9. Aggrieved Employees' Release of Released PAGA Claims. Effective on the date when Defendants fully fund the entire Gross Settlement Amount and all employer payroll taxes owed on the Wage Portion of the Individual Class Payments, the State of California with respect to the Aggrieved Employees and all Aggrieved Employees, on behalf of themselves and their respective former and present representatives, agents, attorneys, heirs, administrators, successors, and assigns, are deemed to release the Released Parties from all claims for civil penalties, arising during the PAGA Period, that were alleged, or reasonably could have been alleged, based on the facts stated in the PAGA Notices, to the extent alleged in the Operative Complaints, including: failure to pay minimum wages; failure to pay overtime wages; failure to provide compliant rest periods and associated premium pay; failure to provide meal periods and associated premium pay; failure to pay bonuses or other remuneration; failure to timely pay wages during employment; failure to pay timely wages upon termination; failure to

reimburse necessary business-related expenses; failure to maintain requisite payroll records; and failure to provide complaint wage statements ("Released PAGA Claims").

4. HOW WILL THE ADMINISTRATOR CALCULATE MY PAYMENT?

- 1. <u>Individual Class Payments.</u> The Administrator will calculate Individual Class Payments by (a) dividing the Net Settlement Amount by the total number of Workweeks worked by all Participating Class Member's during the Class Period, and (b) multiplying the result by each Participating Class Member's individual number of Workweeks worked during the Class Period.
- 2. <u>Individual PAGA Payments</u>. The Administrator will calculate Individual PAGA Payments by (a) dividing the amount of the Aggrieved Employees' 25% share of PAGA Penalties (\$37,500.00) by the total number of Pay Periods worked by all Aggrieved Employees during the PAGA Period and (b) multiplying the result by each Aggrieved Employee's individual number of Pay Periods worked during the PAGA Period.
- 3. Workweek/Pay Period Challenges. The number of Workweeks you worked during the Class Period and the number of Pay Periods you worked during the PAGA Period, as recorded in Defendants' records, are stated in the first page of this Notice. If you wish to challenge the number of Workweeks and/or Pay Periods credited to you, you must submit a written challenge that must: (a) contain the case name and number of one of the Actions (*Jaime Garcia v. Shasta Beverages, Inc.*, et al., Case No. 19STCV37651 or *Suleyda Farias v. Shasta Beverages, Inc.*, et al., Case No. 19STCV38350); (b) contain your full name, mailing address, signature, and last four digits of your Social Security number; (c) clearly state that you challenge the number of Workweeks and/or Pay Periods credited to you and what you contend is the correct number to be credited to you; (d) include information and/or attach documentation demonstrating that the number of Workweeks and/or Pay Periods that you contend should be credited to you are correct; and (d) be submitted by email or mail to the Administrator at the specified email address and/or mailing address specified in Section 9, emailed or postmarked on or before January 5, 2024.
 - A. You need to support your challenge by sending copies of pay stubs or other records. The Administrator will accept Defendants' calculation of Workweeks and/or Pay Periods based on Defendants' records as accurate unless you send copies of records containing contrary information. You should send copies rather than originals because the documents will not be returned to you. The Administrator will resolve Workweek and/or Pay Period challenges based on your submission and on input from Class Counsel (who will advocate on behalf of Class Members) and Defendants' counsel. The Administrator's decision is final. You cannot appeal or otherwise challenge its final decision.
 - B. "Workweek" means any week during which a Class Member worked for Defendants for at least one day, during the Class Period.
 - C. "Pay Period" means any pay period during which an Aggrieved Employee worked for Defendants for at least one day during the PAGA Period.

5. HOW WILL I GET PAID?

<u>Participating Class Members.</u> The Administrator will send, by U.S. mail, a single Individual Settlement Payment check to every Participating Class Member, including those who also qualify as Aggrieved Employees. The single check will combine the Individual Settlement Payment and the Individual PAGA Payment (if applicable).

<u>Aggrieved Employees.</u> The Administrator will send, by U.S. mail, a single Individual PAGA Payment check to every Aggrieved Employee. As noted above, an Individual Settlement Payment

and Individual PAGA Payment will be combined into one check.

Your check will be sent to the same address as this Notice. If you change your address, be sure to notify the Administrator as soon as possible. Section 9 of this Notice has the Administrator's contact information.

6. HOW DO I OPT-OUT OF THE CLASS SETTLEMENT?

Class Members who wish to exclude themselves from the Class Settlement, must submit a written request to be excluded ("Request for Exclusion"), which must (a) contain the case name and number of the one of the Actions (Jaime Garcia v. Shasta Beverages, Inc., et al., Case No. 19STCV37651 or Suleyda Farias v. Shasta Beverages, Inc., et al., Case No. 19STCV38350); (b) contain the full name, mailing address, signature, and last four digits of the Social Security number of the Class Member requesting exclusion; (c) clearly state that the Class Member does not wish to be included in the Class Settlement; and (d) be submitted by email or mail to the Administrator at the specified email address and/or mailing address in Section 9, emailed or postmarked on or before January 5, 2024.

If the Court grants Final Approval, any Class Member who submits a valid and timely Request for Exclusion will not be entitled to receive an Individual Settlement Payment, will not be bound by the release of Class Released Claims, and will not have any right to object to, appeal, or comment on the Settlement. Class Members who do not submit a valid and timely Request for Exclusion will be deemed Participating Class Members and will be bound by all terms of the Settlement, including those pertaining to the release of claims described in Section 3 above, as well as any judgment that may be entered by the Court based thereon. Aggrieved Employees will be bound by the PAGA Settlement and will still be issued an Individual PAGA Payment, irrespective of whether they submit a Request for Exclusion.

7. HOW DO I OBJECT TO THE SETTLEMENT?

Only Participating Class Members have the right to object to the Class Settlement. Participating Class Members may object to the Class Settlement by submitting a written objection ("Objection"), which must: (a) contain the case name and number of one of the Actions (*Jaime Garcia v. Shasta Beverages, Inc., et al.*, Case No. 19STCV37651 or *Suleyda Farias v. Shasta Beverages, Inc., et al.*, Case No. 19STCV38350); (b) contain the full name, mailing address, signature, and last four digits of the Social Security number of the objecting Participating Class Member; (c) contain a written statement of all grounds for the objection accompanied by any legal support for such objection; (d) contain copies of any papers, briefs, or other documents upon which the objection is based; and (e) be submitted by email or mail to the Administrator at the specified email address and/or mailing address, emailed or postmarked on or before January 5, 2024.

Alternatively, a Participating Class Member can object (or personally retain a lawyer to object at your own cost) by attending the Final Approval Hearing. You (or your attorney) should be ready to tell the Court what you object to, why you object, and any facts that support your objection. See Section 8 of this Notice (immediately below) for specifics regarding the Final Approval Hearing.

8. CAN I ATTEND THE FINAL APPROVAL HEARING?

You can, but do not have to, attend the Final Approval Hearing on February 15, 2024 at 9:00 A.M., in Department 17 of the Los Angeles Superior Court, located at 312 North Spring Street, Los Angeles, CA 90012. At the Final Approval Hearing, the judge will decide whether to grant Final Approval of the Settlement and how much of the Gross Settlement Amount will be paid to Class Counsel, Plaintiffs, and the Administrator. The Court will invite comment from objectors, Class Counsel, and Defense Counsel before making a decision. You can attend (or hire a lawyer to attend) either personally or virtually via LACourtConnect (https://www.lacourt.org/lacc/). Check the Court's website (https://www.lacourt.org/) for the most current information.

It's possible the Court will reschedule the Final Approval Hearing. You should check the Administrator's website https://www.cptgroupcaseinfo.com/ShastaSettlement beforehand to verify the date and time of the Final Approval Hearing.

9. HOW CAN I GET MORE INFORMATION?

The Agreement sets forth everything Defendants and Plaintiffs have promised to do under the Settlement. The easiest way to read the Agreement, Final Approval Order and Judgment, or any other Settlement documents is to go to the Administrator's website at https://www.cptgroupcaseinfo.com/ShastaSettlement. You can also contact Class Counsel or the Administrator using the contact information listed below, or consult the Superior Court website by going to (http://www.lacourt.org/casesummary/ui/index.aspx) and entering the Case Number for the one of the Actions, Case No. 19STCV37651 for the *Farias* Action and Case No. 19STCV38350 for the *Garcia* Action." You can also make an appointment to personally review court documents in the Clerk's Office at the Stanley Mosk Courthouse by calling (213) 830-0800.

DO NOT TELEPHONE THE SUPERIOR COURT TO OBTAIN INFORMATION ABOUT THE SETTLEMENT.

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10. WHAT IF I LOSE MY SETTLEMENT CHECK?

If you lose or misplace your settlement check before cashing it, the Administrator will replace it as long as you request a replacement before the void date on the face of the original check.

If your check is already void you should consult the California Controller's Unclaimed Property Fund for instructions on how to retrieve the funds.

11. WHAT IF I CHANGE MY ADDRESS?

To receive your check, you should immediately notify the Administrator if you move or otherwise change your mailing address.