

## Summary of Material Modifications

for the

### RR Donnelley Savings Plan

Plan Sponsor Name (and FEIN): R. R. Donnelley & Sons Company (36-1004130)

May 2015

This Summary of Material Modifications (“SMM”) describes changes to the Summary Plan Description (“SPD”) previously distributed to you for the RR Donnelley Savings Plan (Plan Number 003 of R. R. Donnelley & Sons Company) (the “Plan”), and all other prior communications related to the subject matter of this SMM, to the extent inconsistent with this SMM. If you need another copy of the Summary Plan Description, copies can be reviewed or obtained at the [www.retireonline.com/rrd](http://www.retireonline.com/rrd) website or by calling Empower Retirement at 1-800-345-2345. If you have any questions about the changes described in this summary, please call Empower Retirement. When calling Empower Retirement, you will need your password. This Summary of Material Modifications does not discuss every change to the plan but focuses on certain material modifications that may affect you.

#### **Changes to the Summary Plan Description**

- (1) In the “INTRODUCTION” section, the fourth paragraph is revised to read as follows:

For more detailed information about the Plan or to make transactions, contact the Plan recordkeeper online or by phone as provided in the “Administrative and Contact Information” section of this Summary Plan Description (“SPD”). Information is also available through HR Xpress on the RR Donnelley intranet site.

- (2) Other references throughout the SPD to “J.P. Morgan” are revised as “the recordkeeper”.

- (3) In the “ENROLLING IN THE PLAN” section, “THE ENROLLMENT PROCESS FOR NEWLY HIRED OR REHIRED EMPLOYEES” subsection, the second sentence in the second paragraph is revised to read as follows:

If you are automatically enrolled, 3% of your pay will be contributed to the Plan on a pre-tax basis beginning as soon as administratively practicable following the 30<sup>th</sup> day after the later of (a) your date of hire and (b) the date on which you became an eligible employee.

- (4) In the “ENROLLING IN THE PLAN” section, “THE ENROLLMENT PROCESS FOR NEWLY HIRED OR REHIRED EMPLOYEES” subsection, the following sentence is added at the end thereof:

If you become an eligible employee within 30 days following your prior termination of employment with the Company, then your prior elections (or deemed elections) will be given effect upon your reemployment unless and until you change such elections, subject to the Plan’s administrative rules.

(5) In the “ADMINISTRATIVE AND CONTACT INFORMATION” section, the section entitled “J.P. MORGAN RETIREMENT PLAN SERVICES (J.P. MORGAN)”, is revised to read as follows:

#### **RECORDKEEPER’S CONTACT INFORMATION**

Empower Retirement™ provides administrative support at the following address and phone number and is referred to herein as “the recordkeeper”:

Empower Retirement™  
P.O. Box 419784  
Kansas City, MO 64141-6784  
(800) 345-2345 (direct access)

Website: [www.retireonline.com/rrd](http://www.retireonline.com/rrd) (You can also access this site through HR Xpress on the RR Donnelley intranet.)

Empower Retirement™ has the authority and control over the operation and administration of certain Plan functions specified in its contract with the Plan. These include:

- Implementing participant investment directions; and
- Maintaining participant recordkeeping accounts.