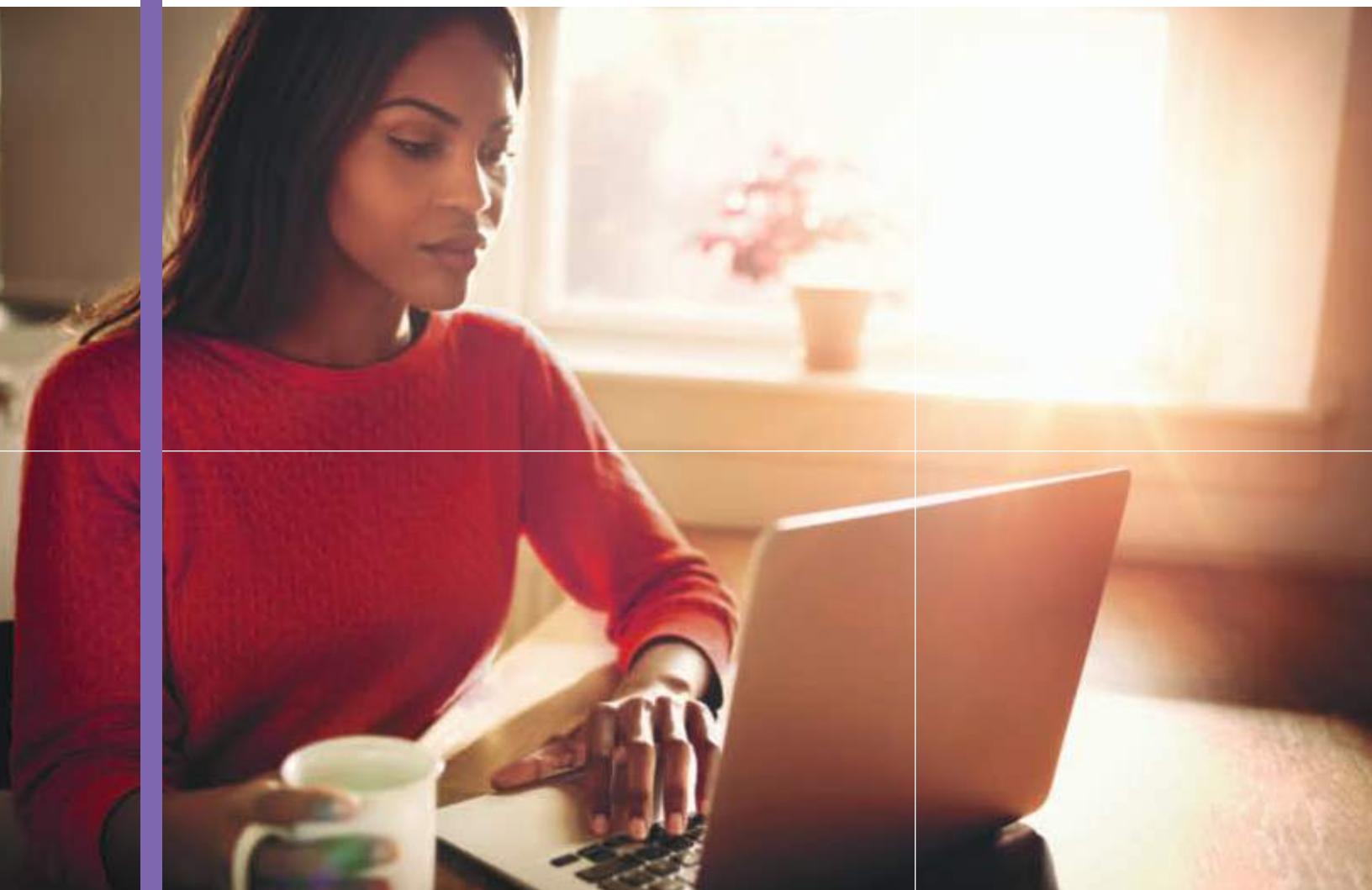




Invest in yourself
YOUR JOURNEY BEGINS HERE



READY TO ENROLL?

Text **Enroll 401k** to **72408**

House Works LLC 401(k) Plan
683119



The first step of any journey is the most important.

IT GIVES YOU A SENSE OF DIRECTION AND STARTS YOU TOWARD A DESTINATION.



The same is true of your journey to retirement. By taking part in your employer's retirement plan, you're taking an important first step.

Whatever your retirement destination, you are one step closer to reaching your goal when you enroll in the Plan.



ADP, Inc. owns and operates the ADP.com website and ADP Mobile Solutions App.

Review the fees and expenses you pay, including any charges associated with transferring your account, to see if rolling over into an IRA or consolidating your accounts could help reduce your costs. Employer-sponsored retirement plans may have features that you may find beneficial such as access to institutional funds, fiduciary-selected investments, and other ERISA protections not afforded other investors. In deciding whether to do a transfer from a retirement plan, be sure to consider whether the asset transfer changes any features or benefits that may be important to you.

Get connected with the ADP Mobile Solutions App

The ADP Mobile Solutions App is where your retirement journey begins. The app allows you to quickly access and manage your retirement plan account. Download now in the [Apple App Store](#) or on [Google Play](#) for quick and easy access to:

- Enroll and make account changes
- Check account balances
- Research plan investments and request investment changes
- Receive important notifications about your retirement plan



ADP makes rollovers easy

Do you have a retirement account from a previous employer? If so, consider rolling it over to your new retirement plan so you can save time, easily track your progress and more!

FOR ADDITIONAL RETIREMENT PLANNING TOOLS AND RESOURCES VISIT:
<http://bit.ly/RolloverResourcePage>

Take time to plan for your own financial journey.

HERE'S WHY.

To live comfortably in retirement, many financial professionals estimate you will need between 70% and 80% of your pre-retirement income. Social Security may replace 27% of your pre-retirement income at age 67.¹ The rest of the income you will need in retirement will come from **you**.

Invest in yourself and save for retirement

Your company's retirement plan is one of the few programs designed to help bridge the gap between what Social Security will provide and what you will need at retirement. The contributions to your retirement plan will come out of each paycheck automatically..so you do not even need to think about it.

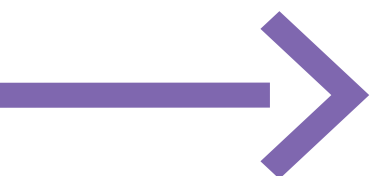


Make the most of your contributions

You can choose to contribute to the Plan with before-tax contributions, and/or Roth 401(k) contributions. The chart below outlines the differences between the two types of contributions. For more information on additional contribution types and limits, please review the **Contribution** section in Your Plan's Highlights.




BEFORE-TAX CONTRIBUTIONS		ROTH 401(K) CONTRIBUTIONS
Employee contributions	Made before taxes are deducted from your paycheck.	Made after taxes are deducted from your paycheck.
Account growth (earnings)	Tax-deferred until distribution.	Tax-free at distribution if the distribution is qualified.
Federal Income Tax	Reduces current taxable income by contribution amount. Taxes are paid at withdrawal on both contributions and earnings.	Contribution is taxable in current year. No taxes are paid on qualified distributions.
Distributions	Available according to Plan rules.	Tax-free provided you had your Roth 401(k) account for at least five years and you are at least 59½ or are disabled or deceased.

1 Source: Social Security Administration; Retirement Benefits Publication EN-05-10035, January 2022.



High cost of inflation




As shown below, it doesn't matter your age or generation, inflation has already impacted the cost of popular items.

			
	Concert ticket ²	Cell phone ³	House ⁴
2000s	\$50	\$600	\$119,600
Today	\$90+	\$999	\$293,349

What it means to your wallet

An inflation rate of 4% might not seem to be worth a second thought — until you consider the impact it can have on the purchasing power of your money over the long-term. For example, in just 20 years, 4% inflation annually would drive the value of a dollar down to \$0.46.

You can also look at it another way. By 2045, the price you would pay for your concert ticket, new cell phone or house would be significantly more. The chart below shows what these projected costs could look like with a 4% rate of inflation eating away at your money.

			
	Concert ticket ²	Cell phone ³	House ⁴
2045 ⁵	\$222	\$2,462	\$723,022

² Concert ticket data obtained from aarp.com.

³ Cell phone data obtained from ooma.com and apple.com.

⁴ New home data obtained from CNBC.com and fool.com.

⁵ Projection is for illustrative purposes only and based on a 4% rate of inflation. Actual rate of inflation may vary which would impact the cost of the goods and services displayed.

Make saving for retirement a priority

Each generation defines retirement differently. Whatever your definition, when thinking about retirement, each generation thinks they will have a harder time achieving financial security in retirement than their parents.

The chart to the right shows the average individual retirement plan savings contribution percentage by generation.

SAVING BY GENERATION⁶

9% Baby Boomers (1944-1964)

8% Generation X (1965-1979)

7% Millennial (1980-1994)

4% Generation Z (1995-2015)

⁶ Source: ADP Retirement Services, April 14, 2022.



Even \$5 a day can have an impact

Did you know that 41% of Americans today are spending more on coffee than they are saving for the future?⁷

Let's take a look at what happens if you saved \$5 a day or \$35 a week...

in 40 years, you could have \$304,171 in savings.



\$35 SAVED PER WEEK⁸

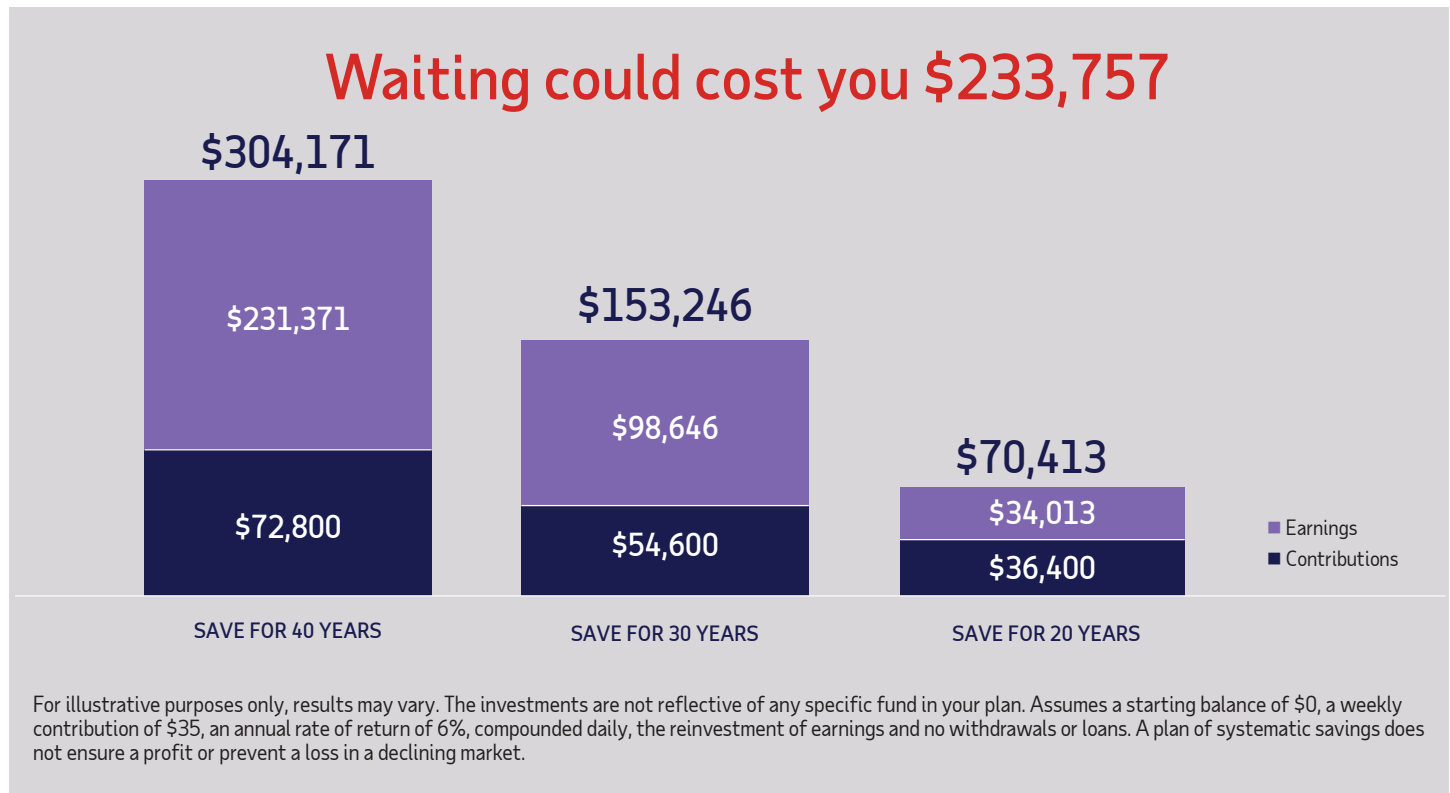


⁷ Source: Acorns. Money Matters Report™.

⁸ You should evaluate your ability to continue saving in the event of a prolonged market decline, unexpected expenses, or an unforeseeable emergency. For illustrative purposes only. Assumes a starting balance of \$0, a weekly contribution of \$35, an annual rate of return of 6%, compounded daily, the reinvestment of earnings and no withdrawals or loans. Results are not meant to represent past or future performance of any specific investment vehicle. Investment return and principal value will fluctuate and when redeemed the investment may be worth more or less than its original cost.

Waiting could cost you time and money

STILL NOT CONVINCED YOU NEED TO SAVE FOR RETIREMENT NOW?



Choose a path to complete your financial journey

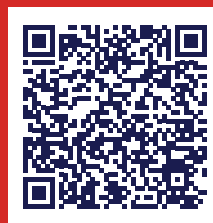
Several roads may lead to the same destination. The one you choose depends on what feels right for you. Planning for your retirement is much the same — you are investing toward a goal.

Your investment decisions will be based on:

- Lifestyle and personality
- Risk tolerance
- Health considerations
- Age you want to retire

You can use the Personal Investor Profile questionnaire as a guideline to help you determine your investor profile and risk tolerance.

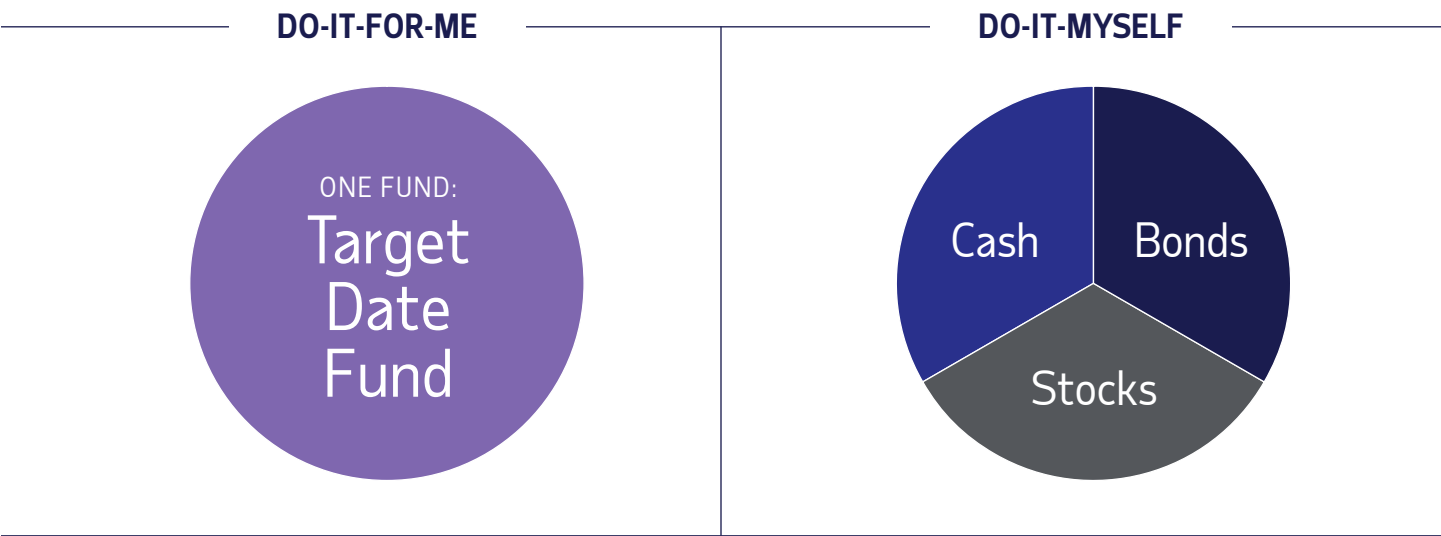
To view and take the questionnaire scan the QR code from your camera or QR code reader or [click here](#).



[VIEW QUESTIONNAIRE](#)

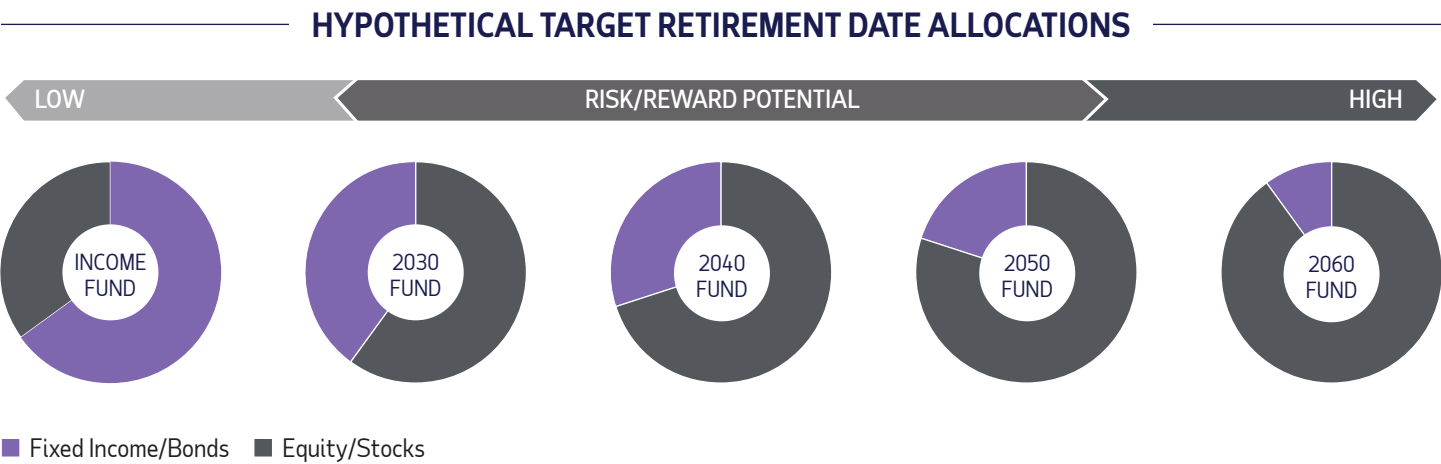
Your financial journey

As part of your path, you can choose to invest in the target date fund based on the date you want to retire or you can choose to create and manage your own retirement portfolio yourself using the investments in the Plan.

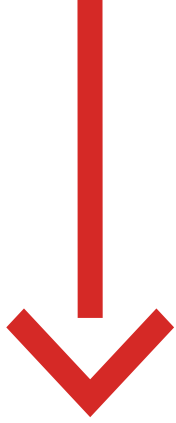


Target Date Funds

Each target date fund is managed to a specific retirement year identified in the fund name. Each fund is made up of a mixed asset allocation of stocks and bonds. As shown in the chart below, the mix will be automatically reallocated over time as the fund approaches the target retirement date and will continue to shift asset classes even after the fund retirement date.



Sample asset allocations are for illustrative purposes only. Target Date Funds (also called Retirement Date Funds, or Lifestyle Funds) are designed to target a year in which an investor may withdraw funds for retirement or other purposes. Investments in target date funds are subject to the risks of their underlying funds, and asset allocations are subject to change over time in accordance with each fund's prospectus. An investment in or retirement income from a target date portfolio is not guaranteed at any time, including on or after the target date. An investment in a target date portfolio does not eliminate the need for investors to decide — before investing and periodically thereafter — whether the portfolio fits their financial situation. For more information, please refer to the prospectus.



Ready to begin your retirement journey?

START INVESTING IN YOURSELF...AND YOUR FUTURE
BY FOLLOWING THE STEPS BELOW.

1

Get to know your Plan

Review your Plan's highlights to learn more about the features and other important retirement planning information.

2

Make saving a priority

Contribute as much as you can to your retirement plan account. Most of the income you will need in retirement will come from you.

3

Choose investments that work for you

Your investment selection will be based on your lifestyle, personality, risk tolerance and certain financial considerations, such as when to retire.

4

Enroll in the Plan

Your company's retirement plan is one of the best ways you can save for retirement.
Text **Enroll 401k** to **72408**

5

Download the ADP Mobile Solutions App

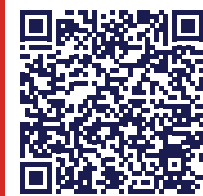


The app provides access to your retirement plan account and allows you to track your progress. Visit <https://mobile.adp.com> or scan the QR code from your camera or QR code reader.



You can use the Personal Investor Profile questionnaire as a guideline to help you determine your investor profile and risk tolerance.

To view and take the questionnaire scan the QR code from your camera or QR code reader or [click here](#).



[VIEW QUESTIONNAIRE](#)

House Works LLC

HOUSE WORKS LLC 401(K) PLAN 683119



Your Plan's Highlights

READY TO ENROLL?

Text Enroll 401k to 72408

Eligibility

Invest in yourself and take advantage of your retirement savings plan benefit.

- You are immediately eligible to participate in the Plan on the next plan entry date

Contributions

You can take an active part in your financial wellness by contributing as much as you can to your retirement account. Your contribution option(s) are listed below:

- **Before-tax:** 1% to 90%
- **Roth 401(k):** 1% to 90%
- The total maximum amount you may contribute to the Plan is 90%.
- If you are considered a Highly Compensated Employee, the total maximum amount you may contribute to the Plan may be limited.
- The total dollar amount you may contribute to the Plan is \$22,500.
- **Catch-up Contributions:** If you're 50 years of age or older, you may also make a catch-up contribution in excess of Internal Revenue Code or Plan Limits. This year, you can save an additional \$7,500.

Consolidate retirement accounts with a rollover

Savings from your previous qualified retirement plan(s) or a Rollover Individual Retirement Account (IRA) are accepted into the Plan, even if you have not yet met the Plan's age and service requirements. Consolidating retirement accounts can be beneficial to your long-term retirement planning. Access to your savings in one place can save time and make it easier to track your progress. If you ever have a financial need, you will have access to these assets as part of your overall account balance.

To get started, click on the **Consolidate Accounts** tile, once you have logged into your account or in your ADP Mobile Solutions App. You will be guided through each step of the process. You can also utilize the included **Rollover Form**.

Your Plan's Highlights

For additional information, please visit our Rollover Resource Page
<http://bit.ly/RolloverResourcePage>

Employer contributions

- Your company may make a profit-sharing contribution each year.
- There may be special requirements for you to receive your company contributions.

Vesting

- Your contributions and any amounts you rolled into the Plan, adjusted for gains and losses, are always 100% yours.

Distribution options

Planning for your retirement is a long-term commitment and the money you have saved should be considered “untouchable” and used only as income in retirement. In the event of a financial need, you have the following distribution options available to you:

Loans

- Number of outstanding loans allowed at any one time: 1.
- Minimum loan amount: \$500
- Maximum repayment period: Generally, 5 years, unless for the purchase of a primary residence
- Interest rate: Prime + 2%
- A fee may apply if you take a loan from your retirement plan account. Fee information can be obtained by logging into your account > Plan Information > Participant Fee Disclosure > Individual Expenses

Withdrawals while employed

- Rollover
- Age 59½
- Hardship

Withdrawals after employment

You may receive a distribution of the vested portion of some or all of your retirement account balances in the Plan for the following reasons:

- Termination of employment
- Normal retirement
- Disability
- Death

Special rules exist for each type of withdrawal. You may be subject to a 10% penalty in addition to federal and state taxes if you withdraw money before age 59½. For more information, review the **Special Tax Notice** located in the retirement plan website.

ACCOUNT RESOURCES

You can access your retirement savings account anytime¹, make changes and perform transaction through:

- ADP Mobile Solutions App
- My.ADP.com
- 1-800-695-7526

→ **QUESTIONS?** Representatives are available Monday through Friday,
8am – 9pm, Eastern Time.

The ADP Mobile Solutions App and the website allow you to:

- Check account balances
- Enroll and make account changes
- Research plan investments and request investment changes
- Access retirement planning tools and calculators
- Get prospectuses

Quarterly Account Statement

Stay informed about your progress. Your statement has details about your account, investment performance, and account activity for the period and is located in the My Account section once you have logged into your account.



Beneficiary Designation

Naming a beneficiary for your retirement account is important. In the event of your death, your account will be passed to the person(s) you name.

If you are single or married and want to name your spouse as your sole primary beneficiary, you can designate your beneficiary online.

If you are married and want to designate someone other than your spouse or significant other you must print the form available online and follow the instructions to complete it.

You will need the names and birth dates of your beneficiary(ies) and each Social Security Number. If you do not have all of this information, you can always log into your account and add it later.

¹ Except during scheduled maintenance.



CONGRATULATIONS ON TAKING THE FIRST STEP TO INVEST IN YOURSELF AND YOUR RETIREMENT. ONCE ENROLLED IN THE PLAN, BE SURE TO TAKE ADVANTAGE OF SEVERAL FEATURES, SUCH AS:

Save Smart®

This is a plan feature that allows you to automatically increase your retirement plan contribution percentage. You can elect a 1%, 2% or 3% increase to your before-tax contribution. The increase will go into effect each year, on the date you choose.

You should evaluate your ability to continue saving in the event of a prolonged market decline, unexpected expenses, or an unforeseeable emergency.

Automatic Account Rebalancing

This is an account tool that allows you to keep your current investment mix (balance by investment fund) consistent with your current investment strategy for new contributions. Once you have made an investment allocation election for new contributions, Automatic Account Rebalancing will rebalance your account based on your preference: quarterly, semi-annually, or annually.

Keep in mind that rebalancing your funds, switching out of an investment, when the market is doing poorly means locking in the loss.

ADP RETIREMENT SERVICES 71 Hanover Road Florham Park, NJ 07932

Descriptions of Plan features and benefits are subject to the Plan document. The Plan document will govern in the event of any inconsistencies. ADP, Inc. owns and operates the ADP participant websites and ADP Mobile Solutions App. You may transact business in English or Spanish via the VRS.

Investment options are available through the applicable entity(ies) for each retirement product. Investment options in the "ADP Direct Products" are available through either ADP Broker-Dealer, Inc. (ADP BD), Member FINRA, an affiliate of ADP, Inc., One ADP Blvd, Roseland, NJ or (in the case of certain investments) ADP, Inc. Only licensed representatives of ADP BD may offer and sell ADP retirement products and services or speak to retirement plan features and/or investment options available in any ADP retirement products. Customer Service Center representatives are registered representatives of ADP Broker-Dealer, Inc. One ADP Blvd., Roseland, NJ; an affiliate of ADP, Inc., member FINRA. Registered representatives of ADP Broker-Dealer, Inc. do not offer investment, tax or legal advice to individuals. Please consult with your own advisors for such advice.

ADP, Inc. is a retirement plan record keeper and is not associated with your employer. By delivering this material, ADP, Inc., its affiliates and their employees ("ADP") are merely providing an educational service to your company in accordance with the terms of ADP's contract with your employer.

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for People™**



House Works LLC 401(k) Plan
683119

Your Plan's Investments

Below is a listing of the investment options available in the Plan.

FUND NAME	INCEPTION DATE	MORNINGSTAR CATEGORY*	TICKER OR CUSIP**	QTR END***	AVERAGE ANNUAL TOTAL RETURNS(NAV)					EXPENSE RATIO	
					1 YR	3 YR	5 YRS	10 YRS	SINCE INCEPTION	GROSS	NET
INCOME											
T. Rowe Price U.S. Treasury Money Fund - Investor Class	06/1982	N/A	PRTXX	0.86%	2.11%	0.72%	1.12%	0.63%	—	0.31%	0.31%
Lord Abbett Short Duration Income Fund - Class R3	07/2009	Short-Term Bond	LDLRX	0.93%	-3.11%	-0.75%	1.00%	1.28%	—	0.88%	0.88%
Invesco Core Plus Bond Fund - Class R	06/2009	Intermediate Core-Plus Bond	CPBRX	3.05%	-9.61%	-3.20%	0.52%	1.61%	—	1.07%	1.01%
Hartford Strategic Income Fund - Class R3	09/2011	Multisector Bond	HSNRX	3.99%	-6.55%	-0.83%	1.63%	2.38%	—	1.26%	1.26%
Lord Abbett High Yield Fund - Class R3	09/2007	High Yield Bond	LHYRX	3.42%	-8.75%	-0.73%	0.94%	3.39%	—	1.18%	1.18%
GROWTH & INCOME											
T. Rowe Price Retirement 2010 Fund - Class R	10/2003	Target-Date 2000-2010	RRTAX	4.77%	-8.07%	2.71%	3.23%	4.48%	—	0.99%	0.99%
T. Rowe Price Retirement 2015 Fund - Class R	05/2007	Target-Date 2015	RRTMX	5.17%	-7.99%	3.32%	3.54%	5.16%	—	1.01%	1.01%
T. Rowe Price Retirement 2020 Fund - Class R	10/2003	Target-Date 2020	RRTBX	5.32%	-8.13%	3.95%	3.84%	5.84%	—	1.03%	1.03%
T. Rowe Price Retirement 2025 Fund - Class R	05/2007	Target-Date 2025	RRTNX	5.84%	-8.46%	4.79%	4.25%	6.51%	—	1.05%	1.05%
T. Rowe Price Retirement 2030 Fund - Class R	10/2003	Target-Date 2030	RRTCX	6.62%	-8.87%	5.55%	4.59%	7.09%	—	1.08%	1.08%
T. Rowe Price Retirement 2035 Fund - Class R	05/2007	Target-Date 2035	R RTPX	7.46%	-9.14%	6.26%	4.90%	7.54%	—	1.09%	1.09%
T. Rowe Price Retirement 2040 Fund - Class R	10/2003	Target-Date 2040	RRTDX	8.18%	-9.35%	6.89%	5.20%	7.90%	—	1.10%	1.10%
T. Rowe Price Retirement 2045 Fund - Class R	05/2007	Target-Date 2045	RRTRX	8.47%	-9.25%	7.45%	5.45%	8.09%	—	1.12%	1.12%
T. Rowe Price Retirement 2050 Fund - Class R	12/2006	Target-Date 2050	RRTFX	8.72%	-9.12%	7.50%	5.47%	8.11%	—	1.13%	1.13%
T. Rowe Price Retirement 2055 Fund - Class R	05/2007	Target-Date 2055	RRTVX	8.66%	-9.26%	7.44%	5.42%	8.07%	—	1.14%	1.14%
Invesco Equity and Income Fund - Class R	10/2002	Allocation--70% to 85% Equity	ACESX	8.49%	-5.73%	9.46%	5.42%	7.47%	—	1.04%	1.04%
Janus Henderson Balanced Fund - Class R	07/2009	Allocation--50% to 70% Equity	JDBRX	5.33%	-9.25%	5.18%	6.07%	7.52%	—	1.32%	1.32%

All registered investment options are available by prospectus only. Since Collective Investment Trust funds (CITs) are exempt from SEC registration, a prospectus is not available. All investments involve risk, including loss of principal, and there is no guarantee of profits. Investors should carefully consider their objectives, risk tolerance, and time horizon before investing. To access a fund's prospectus and for more information please use the Investment link at My.ADP.com or call 1-800-695-7526 There is no assurance that any fund will meet its stated objective.



House Works LLC 401(k) Plan
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Your Plan's Investments

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					1 YR	3 YR	5 YRS	10 YRS	SINCE INCEPTION	GROSS	NET
GROWTH											
Putnam Large Cap Value Fund - Class R	01/2003	Large Value	PEQRX	11.91%	1.39%	14.19%	9.40%	10.80%	—	1.14%	1.14%
State Street S&P 500 Index Securities Lending Series Fund - Class IX	06/2012	Large Blend	N/A	7.42%	-8.17%	11.55%	9.22%	11.55%	—	0.52%	0.52%
T. Rowe Price Growth Stock Fund - Class R	09/2002	Large Growth	RRGSX	-2.39%	-23.90%	2.75%	4.54%	10.97%	—	1.17%	1.17%
Victory Sycamore Established Value Fund - Class R	08/1983	Mid-Cap Value	GETGX	12.83%	3.74%	17.54%	10.51%	12.14%	—	1.11%	1.11%
State Street S&P MidCap Index Non Lending Series Fund - Class J	06/2012	Mid-Cap Blend	N/A	10.61%	-1.19%	13.82%	7.95%	9.96%	—	0.56%	0.56%
JPMorgan Mid Cap Growth Fund - Class R2	06/2009	Mid-Cap Growth	JMGZX	5.86%	-11.34%	8.95%	9.67%	12.16%	—	1.54%	1.45%
AGGRESSIVE GROWTH											
Fidelity Advisor Small Cap Value Fund - Class M	11/2004	Small Value	FCVTX	10.56%	-5.20%	17.35%	8.26%	9.57%	—	1.50%	1.50%
Delaware Small Cap Core Fund - Class R	08/2005	Small Blend	DCCRZ	7.09%	-4.62%	12.14%	7.17%	10.12%	—	1.31%	1.31%
Delaware Ivy Small Cap Growth Fund - Class R	12/2005	Small Growth	WSGRX	0.68%	-11.37%	6.02%	5.38%	9.39%	—	1.61%	1.39%
Franklin International Growth Fund - Class R	06/2008	Foreign Large Growth	FNGRX	15.19%	-12.00%	1.31%	2.39%	5.19%	—	1.40%	1.36%
American Funds New Perspective Fund - Class R2E	08/2014	Global Large-Stock Growth	RPEBX	8.28%	-10.60%	9.08%	7.23%	—	8.51%	1.21%	1.21%

All registered investment options are available by prospectus only. Since Collective Investment Trust funds (CITs) are exempt from SEC registration, a prospectus is not available. All investments involve risk, including loss of principal, and there is no guarantee of profits. Investors should carefully consider their objectives, risk tolerance, and time horizon before investing. To access a fund's prospectus and for more information please use the Investment link at My.ADP.com or call 1-800-695-7526 There is no assurance that any fund will meet its stated objective.

*The Morningstar Category classifies a fund based on its investment style as measured by underlying portfolio holdings (portfolio statistics and compositions over the past three years). If the fund is new and has no portfolio, Morningstar estimates where it will fall before assigning a more permanent category. When necessary, Morningstar may change a category assignment based on current information. Morningstar Associates, LLC has designated the Specific Fund Category for each mutual fund. The Specific Fund Category for any non-mutual fund has been obtained from the fund or one of its affiliates (if they have provided one). The Specific Fund Category identifies Funds based on their actual investment styles as measured by their underlying portfolio holdings (portfolio statistics and compositions over the past three years). Investments that do not provide a category to Morningstar will display N/A (or not applicable). CITs are not tracked in the Morningstar database and are non-publicly traded mutual funds. They are a vehicle in which assets of qualified plans, generally sponsored by unrelated employers, are pooled for investment purposes. These funds are typically managed by trust departments of banking institutions.

** Investment options that are not mutual funds will have an N/A (not applicable) because such funds do not have tickers

*** QTR End or Quarter-end returns are for the most recent quarter-end performance. The periods are 3/31, 6/30, 9/30 and 12/31.

+ An expense ratio is a fund's annual operating expenses expressed as a percentage of average net assets and includes management fees, administrative fees, and any marketing and distribution fees. Waivers or reimbursements, if any, are contractual and the fee represents the fund's annualized aggregate asset charges based on the fund's investment in underlying funds as disclosed in the current prospectus. Expense ratios directly reduce returns to investors. The expense ratio typically includes the following types of fees: accounting, administrator, advisor, auditor, board of directors, custodial, distribution (12b-1), legal, organizational, professional, registration, shareholder reporting, sub-advisor, and transfer agency. The expense ratio does not reflect the fund's brokerage costs or any investor sales charges. For publicly traded mutual funds, the net prospectus expense ratio is collected from the fund's most recent prospectus and provided by Morningstar. This is the percentage of fund assets paid for operating expenses and management fees. In contrast to the net expense ratio, the gross expense ratio does not reflect any fee waivers in effect during the time period. Morningstar pulls the prospectus gross expense ratio from the fund's most recent prospectus. CITs expense ratios are provided by the investment managers.



Investment Risks

All investments involve risk. For more complete information about the specific risks associated with the investments in the Plan, please refer to the fund's prospectus or the CITs information statement.

Fixed Income Funds: Bonds and other debt obligations are affected by changes in interest rates and the creditworthiness of their issuers. High-yield, low rated (junk) bonds generally have greater price swings and greater default risks.

Money Market/Stable Value Funds: You could lose money by investing in the Money Market/Stable Value fund. Although the fund seeks to preserve the value of your investment at \$1.00 per share, it cannot guarantee it will do so. The fund may impose a fee upon sale of the shares or may temporarily suspend your ability to sell the shares if the fund's liquidity falls below required minimums because of market conditions or other factors. An investment in the fund is not insured or guaranteed by the Federal Deposit Insurance Corporation (FDIC) or any other government agency. The fund's sponsor has no legal obligation to provide financial support to the fund, and you should not expect that the sponsor will provide financial support to the fund at any time.

Bond Funds: The value of bonds changes in response to changes in economic conditions, interest rates, and the creditworthiness of individual issuers. Bonds can lose value as interest rates rise, and an investor can lose principal. Bonds and other debt obligations are affected by changes in interest rates and the creditworthiness of their issuers. High-yield, low rated (junk) bonds generally have greater price swings and greater default risks.

Growth Funds: Growth Style Risk- over time, a growth investing style may go in and out of favor causing the fund to sometimes underperform other equity funds that use different investing styles.

Value Funds: Value Style Risk- value investing style may go in and out of favor causing the fund to sometimes underperform other equity funds that use different investing styles.

Mid and Small Cap Funds: Mid Cap risk-stocks of mid-cap companies may be more volatile and less liquid than larger company stocks. Investing in micro and small companies involves greater risks not associated with investing in more established companies, such as business risk, significant stock price fluctuations and illiquidity.

Target Date Funds: Target Date Funds (also called Retirement Date Funds, or Lifestyle Funds) are designed to target a year in which an investor could begin to withdraw funds for retirement or other purposes. Investments in target date funds are subject to the risks of their underlying funds, and asset allocations are subject to change over time in accordance with each fund's prospectus. An investment in or retirement income from a target date portfolio is not guaranteed at any time, including on or after the target date. An investment in a target date portfolio does not eliminate the need for investors to decide — before investing and periodically thereafter — whether the portfolio fits their financial situation. For more information, please refer to the prospectus, Declaration of Trust or other disclosure information.

Foreign/World Funds: Foreign investments involve greater risks and potential rewards than US investments, and investment return and principal value of the fund will fluctuate with market conditions, currencies, and economic, social and political climates of the countries where the fund invests. Emerging markets involve heightened risks related to the same factors, in addition to those associated with their relatively small size and lesser liquidity.

Sector Funds: Sector investment options may be more susceptible to factors affecting their sector and more volatile than those that invest in many different sectors. The S&P 500 Index is an unmanaged index containing common stocks of 500 industrial, transportation, utility and financial companies, regarded as generally representative of the U.S. stock market. Although it is not possible to invest in an index, sector funds are designed to track a given index that may be available to an investor.

Please keep in mind that mutual fund shares are not insured by the FDIC. Not deposits or obligations of the institution and are not guaranteed by the institution. Subject to investment risks, including possible loss of the principal amount invested. **All investments involve risk, including loss of principal, and there is no guarantee of profits. Investors should carefully consider their objectives, risk tolerance, and time horizon before investing. There is no assurance that any fund will meet its stated objective.**

ADP RETIREMENT SERVICES 71 Hanover Road Florham Park, NJ 07932

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T. Rowe Price U.S. Treasury Money Fund - Investor Class

STRATEGY: The fund seeks maximum preservation of capital and liquidity and, consistent with these goals, the highest possible current income.

The fund invests at least 80% of its net assets in U.S. Treasury securities, which are backed by the full faith and credit of the federal government, and repurchase agreements on such securities. The remainder is invested in other securities backed by the full faith and credit of the U.S. government. The fund will not purchase any security with a maturity of more than 13 months, and its weighted average maturity will not exceed 90 days.

Lord Abbett Short Duration Income Fund - Class R3

STRATEGY: The investment seeks a high level of income consistent with preservation of capital. The fund invests in various types of short duration debt (or fixed income) securities. It invests at least 65% of its net assets in investment grade debt securities including corporate debt securities of U.S. issuers; corporate debt securities of non-U.S. (including emerging market) issuers that are denominated in U.S. dollars; mortgage backed, mortgage-related, and other asset-backed securities; and securities issued or guaranteed by the U.S. government, its agencies and instrumentalities; and inflation-linked investments.

Invesco Core Plus Bond Fund - Class R

STRATEGY: The investment seeks total return, comprised of current income and capital appreciation. The fund invests, under normal circumstances, at least 80% of its net assets (plus any borrowings for investment purposes) in fixed income securities and in derivatives and other instruments that have economic characteristics similar to such securities. It invests primarily in investment grade fixed-income securities generally represented by the Bloomberg U.S. Aggregate Bond Index (the benchmark index). The fund may invest up to 30% of its net assets in foreign debt securities.

Hartford Strategic Income Fund - Class R3

STRATEGY: The investment seeks current income and long-term total return. The fund seeks to achieve its investment objective by investing primarily in domestic and foreign debt securities that the sub-adviser considers to be attractive from a yield perspective while considering total return. It normally invests in non-investment grade debt securities (also known as "junk bonds") and highly rated securities.

Lord Abbett High Yield Fund - Class R3

STRATEGY: The investment seeks a high current income and the opportunity for capital appreciation to produce a high total return. The fund normally pursues its investment objective by investing at least 80% of its net assets, plus the amount of any borrowings for investment purposes, in lower-rated debt securities, including corporate debt securities and securities that are convertible into common stock or have warrants to purchase common stock. It may invest up to 20% of its net assets in foreign securities (including emerging market securities and American Depositary Receipts ("ADRs")). The fund may invest up to 20% of its net assets in municipal securities.

T. Rowe Price Retirement 2010 Fund - Class R

STRATEGY: The investment seeks the highest total return over time consistent with an emphasis on both capital growth and income. The fund invests in a diversified portfolio of other T. Rowe Price stock and bond mutual funds that represent various asset classes and sectors. Its allocation among T. Rowe Price mutual funds will change over time in relation to its target retirement date. The fund is managed based on the specific retirement year (target date 2010) included in its name and assumes a retirement age of 65.

T. Rowe Price Retirement 2015 Fund - Class R

STRATEGY: The investment seeks the highest total return over time consistent with an emphasis on both capital growth and income. The fund invests in a diversified portfolio of other T. Rowe Price stock and bond mutual funds that represent various asset classes and sectors. Its allocation among T. Rowe Price mutual funds will change over time in relation to its target retirement date. The fund is managed based on the specific retirement year (target date 2015) included in its name and assumes a retirement age of 65.

T. Rowe Price Retirement 2020 Fund - Class R

STRATEGY: The investment seeks the highest total return over time consistent with an emphasis on both capital growth and income. The fund invests in a diversified portfolio of other T. Rowe Price stock and bond funds that represent various asset classes and sectors. Its allocation among T. Rowe Price mutual funds will change over time in relation to its target retirement date. The fund is managed based on the specific retirement year (target date 2020) included in its name and assumes a retirement age of 65.

T. Rowe Price Retirement 2025 Fund - Class R

STRATEGY: The investment seeks the highest total return over time consistent with an emphasis on both capital growth and income. The fund invests in a diversified portfolio of other T. Rowe Price stock and bond funds that represent various asset classes and sectors. Its allocation among T. Rowe Price mutual funds will change over time in relation to its target retirement date. The fund is managed based on the specific retirement year (target date 2025) included in its name and assumes a retirement age of 65.

T. Rowe Price Retirement 2030 Fund - Class R

STRATEGY: The investment seeks the highest total return over time consistent with an emphasis on both capital growth and income. The fund invests in a diversified portfolio of other T. Rowe Price stock and bond mutual funds that represent various asset classes and sectors. Its allocation among T. Rowe Price mutual funds will change over time in relation to its target retirement date. The fund is managed based on the specific retirement year (target date 2030) included in its name and assumes a retirement age of 65.

T. Rowe Price Retirement 2035 Fund - Class R

STRATEGY: The investment seeks the highest total return over time consistent with an emphasis on both capital growth and income. The fund invests in a diversified portfolio of other T. Rowe Price stock and bond mutual funds that represent various asset classes and sectors. Its allocation among T. Rowe Price mutual funds will change over time in relation to its target retirement date. The fund is managed based on the specific retirement year (target date 2035) included in its name and assumes a retirement age of 65.

T. Rowe Price Retirement 2040 Fund - Class R

STRATEGY: The investment seeks the highest total return over time consistent with an emphasis on both capital growth and income. The fund invests in a diversified portfolio of other T. Rowe Price stock and bond mutual funds that represent various asset classes and sectors. Its allocation among T. Rowe Price mutual funds will change over time in relation to its target retirement date. The fund is managed based on the specific retirement year (target date 2040) included in its name and assumes a retirement age of 65.

All registered investment options are available by prospectus only. Since Collective Investment Trust funds (CITs) are exempt from SEC registration, a prospectus is not available. All investments involve risk, including loss of principal, and there is no guarantee of profits. Investors should carefully consider their objectives, risk tolerance, and time horizon before investing. To access a fund's prospectus and for more information please use the Investment link at My.ADP.com or call 1-800-695-7526 There is no assurance that any fund will meet its stated objective.

T. Rowe Price Retirement 2045 Fund - Class R

STRATEGY: The investment seeks the highest total return over time consistent with an emphasis on both capital growth and income. The fund invests in a diversified portfolio of other T. Rowe Price stock and bond mutual funds that represent various asset classes and sectors. Its allocation among T. Rowe Price mutual funds will change over time in relation to its target retirement date. The fund is managed based on the specific retirement year (target date 2045) included in its name and assumes a retirement age of 65.

T. Rowe Price Retirement 2050 Fund - Class R

STRATEGY: The investment seeks the highest total return over time consistent with an emphasis on both capital growth and income. The fund invests in a diversified portfolio of other T. Rowe Price stock and bond mutual funds that represent various asset classes and sectors. Its allocation among T. Rowe Price mutual funds will change over time in relation to its target retirement date. The fund is managed based on the specific retirement year (target date 2050) included in its name and assumes a retirement age of 65.

T. Rowe Price Retirement 2055 Fund - Class R

STRATEGY: The investment seeks the highest total return over time consistent with an emphasis on both capital growth and income. The fund invests in a diversified portfolio of other T. Rowe Price stock and bond mutual funds that represent various asset classes and sectors. Its allocation among T. Rowe Price mutual funds will change over time in relation to its target retirement date. The fund is managed based on the specific retirement year (target date 2055) included in its name and assumes a retirement age of 65.

Invesco Equity and Income Fund - Class R

STRATEGY: The investment seeks current income and, secondarily, capital appreciation. The fund invests, under normal circumstances, at least 80% of its net assets (plus any borrowings for investment purposes) in equity and income securities, and in derivatives and other instruments that have economic characteristics similar to such securities. It invests, under normal circumstances, at least 65% of its net assets in income-producing equity investments. The fund may invest up to 25% of its net assets in securities of foreign issuers.

Janus Henderson Balanced Fund - Class R

STRATEGY: The investment seeks long-term capital growth, consistent with preservation of capital and balanced by current income. The fund pursues its investment objective by normally investing 35-65% of its assets in equity securities and the remaining assets in fixed-income securities and cash equivalents. It normally invests at least 25% of its assets in fixed-income senior securities. The fund may also invest in money market instruments. It may invest in fixed and floating rate obligations with varying durations. The fund will limit its investments in high-yield/high-risk bonds to 35% of the fixed-income portion of its net assets.

Putnam Large Cap Value Fund - Class R

STRATEGY: The investment seeks capital growth and current income. The fund invests mainly in common stocks of U.S. companies, with a focus on value stocks that offer the potential for capital growth, current income, or both. Value stocks are issued by companies that the adviser believes are currently undervalued by the market. The adviser may consider, among other factors, a company's valuation, financial strength, growth potential, competitive position in its industry, projected future earnings, cash flows and dividends when deciding whether to buy or sell investments.

State Street S&P 500 Index Securities Lending Series Fund - Class IX

STRATEGY: The SSgA S&P 500 Index Fund (the "Fund") seeks an investment return that approximates as closely as practicable, before expenses, the performance of the S&P 500® (the "Index") over the long term. The Fund is managed using a "passive" or "indexing" investment approach, by which SSgA attempts to match, before expenses, the performance of the Index. SSgA will typically attempt to invest in the securities comprising the Index in the same proportions as they are represented in the Index. In some cases, it may not be possible or practicable to purchase all of the securities comprising the Index, or to hold them in the same weightings as they represent in the Index. In those circumstances, SSgA may employ a sampling or optimization technique to construct the portfolio in question. The Fund's returns may vary from the returns of the Index. From time to time SSgA may purchase securities that are not yet represented in the Index or sell securities that have not yet been removed from the Index.

T. Rowe Price Growth Stock Fund - Class R

STRATEGY: The investment seeks long-term capital growth through investments in stocks. The fund will normally invest at least 80% of its net assets (including any borrowings for investment purposes) in the common stocks of a diversified group of growth companies. While most assets will typically be invested in U.S. common stocks, the fund may invest in foreign stocks in keeping with the fund's objective. The fund is non-diversified.

Victory Sycamore Established Value Fund - Class R

STRATEGY: The investment seeks to provide long-term capital growth by investing primarily in common stocks. Under normal circumstances, at least 80% of the fund's assets will be invested in equity securities of companies with market capitalizations, at the time of purchase, within the range of companies comprising the Russell MidCap Value Index. It may invest a portion of its assets in equity securities of foreign companies traded in the U.S., including American Depositary Receipts and Global Depositary Receipts ("ADRs" and "GDRs").

State Street S&P MidCap Index Non Lending Series Fund - Class J

STRATEGY: The State Street S&P MidCap® Index Fund (the "Fund") seeks an investment return that approximates as closely as practicable, before expenses, the performance of the S&P MidCap 400 Index® (the "Index") over the long term.

The Fund is managed using a "passive" or "indexing" investment approach, by which SSgA attempts to match, before expenses, the performance of the Index. SSgA will typically attempt to invest in the equity securities comprising the Index, in approximately the same proportions as they are represented in the Index. Equity securities may include common stocks, preferred stocks, depository receipts, or other securities convertible into common stock. The Fund may purchase securities in their initial public offerings ("IPOs"). In some cases, it may not be possible or practicable to purchase all of the securities comprising the Index, or to hold them in the same weightings as they represent in the Index. In those circumstances, SSgA may employ a sampling or optimization technique to construct the portfolio in question.

From time to time securities are added to or removed from the Index. SSgA may sell securities that are represented in the Index, or purchase securities that are not yet represented in the Index, prior to or after their removal or addition to the Index.

The Fund may at times purchase or sell index futures contracts, or options on those futures, or engage in other transactions involving the use of derivatives, in lieu of investment directly in the securities making up the Index or to enhance the Fund's replication of the Index return. The Fund's return may not match the return of the Index.

All registered investment options are available by prospectus only. Since Collective Investment Trust funds (CITs) are exempt from SEC registration, a prospectus is not available. All investments involve risk, including loss of principal, and there is no guarantee of profits. Investors should carefully consider their objectives, risk tolerance, and time horizon before investing. To access a fund's prospectus and for more information please use the Investment link at My.ADP.com or call 1-800-695-7526 There is no assurance that any fund will meet its stated objective.

JPMorgan Mid Cap Growth Fund - Class R2

STRATEGY: The investment seeks growth of capital. Under normal circumstances, at least 80% of the fund's assets will be invested in equity securities of mid cap companies, including common stocks and debt securities and preferred securities that are convertible to common stocks. "Assets" means net assets, plus the amount of borrowings for investment purposes. The fund invests primarily in common stocks of mid cap companies which the fund's adviser believes are capable of achieving sustained growth.

Fidelity Advisor Small Cap Value Fund - Class M

STRATEGY: The investment seeks capital appreciation. The fund invests primarily in common stocks. It invests at least 80% of assets in securities of companies with small market capitalizations. The fund invests in securities of companies that Fidelity Management & Research Company LLC (FMR) believes are undervalued in the marketplace in relation to factors such as assets, sales, earnings, growth potential, or cash flow, or in relation to securities of other companies in the same industry (stocks of these companies are often called "value" stocks). It invests in domestic and foreign issuers.

Delaware Small Cap Core Fund - Class R

STRATEGY: The investment seeks long-term capital appreciation. The fund invests primarily in stocks of small companies that its investment manager believes have a combination of attractive valuations, growth prospects, and strong cash flows. Under normal circumstances, at least 80% of the fund's net assets, plus the amount of any borrowings for investment purposes, will be in investments of small-capitalization companies (80% policy). The fund's manager considers small-capitalization companies to be companies within the market capitalization range of the Russell 2000 Index at the time of purchase.

Delaware Ivy Small Cap Growth Fund - Class R

STRATEGY: The investment seeks to provide growth of capital. The fund seeks to achieve its objective by investing, under normal circumstances, at least 80% of its net assets in common stocks of small-capitalization companies. For purposes of this fund, small-capitalization companies typically are companies with market capitalizations similar to those of issuers included in the Russell 2000 Growth Index over the last 13 months at the time of acquisition.

Franklin International Growth Fund - Class R

STRATEGY: The investment seeks long-term capital appreciation. The fund invests predominantly in equity securities, primarily common stock, of mid- and large-capitalization companies located outside the U.S., including developing or emerging market countries. The fund may invest up to 20% of its net assets in emerging market countries. Mid- and large-capitalization companies are generally companies with market capitalizations of greater than \$2 billion.

American Funds New Perspective Fund - Class R2E

STRATEGY: The investment seeks long-term growth of capital. The fund seeks to take advantage of investment opportunities generated by changes in international trade patterns and economic and political relationships by investing in common stocks of companies located around the world. In pursuing its investment objective, it invests primarily in common stocks that the investment adviser believes have the potential for growth.

ADDITIONAL DISCLOSURES

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Expressed in percentage terms, Morningstar's calculation of total return is determined each month by taking the change in monthly net asset value, reinvesting all income and capital - gains distributions during that month, and dividing by the starting NAV. Reinvestments are made using the actual reinvestment NAV, and daily payoffs are reinvested monthly.

The Investment Strategy is provided by Morningstar® for all publicly traded mutual funds. Investment Strategy information for money market funds and certain other types of funds are provided by the respective fund manager.

Investment Type Definitions:

The investment types are four broad investment categories; each fund is categorized based on where the fund is listed in Morningstar, Inc.'s investment category. Income: money market, stable value, and fixed income investment funds. Growth and Income: balanced and lifestyle investment funds. Growth: large and mid capitalization investment funds. Aggressive Growth: small capitalization, specialty, foreign stock and world stock investment funds.

The Morningstar Category identifies funds based on their actual investment styles as measured by their underlying portfolio holdings (portfolio statistics and compositions over the past three years). If the fund is new and has no portfolio, Morningstar estimates where it will fall before assigning a more permanent category. When necessary, Morningstar may change a category assignment based on current information.



Notes

[illegible]

Social Security #: - -

Phone #: - -

Employee Name:

Last, First, Middle

Address:

Street

City

State

Zip Code

Apt. # / PO Box #

Birth Date: - -

Month Day Year

Hire Date: - -

Month Day Year

I ROLLOVER INSTRUCTIONS

This form is used to invest prior plan money into your current retirement plan. Generally, you can roll over assets from these types of plans: Qualified Plans (Including 401(k) Plans), SIMPLE IRAs in existence for at least 2 years, Conduit and Traditional IRAs (taxable non-Roth distributions only), 457(b) plans, and 403(b) tax sheltered annuity contracts.

Please note: if available, your existing Investment Allocations will be used. Otherwise monies will be invested in the Plan's Default Fund.

STEP 1. Check (✓) the appropriate box to identify the source of this Rollover.

STEP 2. Request a certified or bank check for your rollover mailed to your home address. **Please include the last four digits of your Social Security Number and Plan Number on the check made payable to Reliance Trust Company.** Personal checks will be returned.

STEP 3. Gather Required Rollover Documentation

All rollovers must be from an eligible retirement plan source. Attach **one** of the following in support of this:

- Statement of distribution
- Most recent account statement

STEP 4. Read the acknowledgment, and then sign and date the form.

Note: If you have not previously enrolled in the Plan, you must complete a Beneficiary Form and give it to your Plan Administrator. **Do not send to ADP.**

II ROLLOVER AMOUNT/SOURCE

A. This rollover is a distribution from one of the following eligible rollover sources: (Select one type of plan or account.)

- ☐ Prior Employer Plan
- ☐ Individual Retirement Account (IRA)

If Qualified Plan, is this rollover from a related employer? (Most rollovers are from plans maintained by an *unrelated employer*.)

- ☐ an Unrelated Employer ☐ a Related Employer

Note: If you do not check a box, we will understand you have certified that the rollover is from an unrelated employer.

B. Select rollover type:

☐ Before-Tax \$

TOTAL ROLLOVER AMOUNT

☐ Roth 401(k) \$

TOTAL ROLLOVER AMOUNT

= \$

Contributions

+ \$

Earnings

Year Roth 401(k) contributions began: (if not provided, ADP will use the year this rollover contribution is received) 20__

NOTE: Rollovers of Roth 401(k) monies may only be made via direct rollover and may not be rolled over from an IRA. Please refer to the distribution statement provided by your prior 401(k) provider for this information.

III PARTICIPANT ACKNOWLEDGMENT, ROLLOVER INVESTMENT DIRECTION AND SIGNATURE

I have read and understand the Summary Plan Description, agree to the Plan provisions, received the Fee Disclosure Statement and reviewed and understand the fund prospectuses/descriptions, including the funds' objectives, risks, expenses and charges. By signing this form, I certify that:

- I am rolling over these funds within 60 days of the date I received them from an eligible employer plan or IRA (not applicable to direct rollovers).
- The rollover is from the source indicated and has not been combined with any money that would disqualify it.
- No portion of this rollover contribution represents amounts received as a hardship distribution, required minimum distribution or periodic payment from another employer plan.
- I have attached the required documentation.

How your money will be invested: I understand that if I do not have a plan account one will be established for my rollover contribution and invested in the plan default fund. Once my account has been established, I will be mailed my account access information and can make investment allocation changes through the plan website or Voice Response System. If I already have a plan account established, I direct that my rollover contribution be invested in accordance with my investment election on file.

Many investment companies have excessive trading and/or redemption fee policies for certain investments to eliminate or reduce the negative effects of short-term trading and market timing. When possible, ADP Retirement Services implements the investment company's market timing policy (as disclosed in the prospectus). However, in some circumstances ADP may impose a different policy than listed in the prospectus at the request or with the agreement of a fund company. Your plan investment options may be subject to these policies. See your plan website for your plan's fund policies and additional information.

Signature of Employee/Participant

Date

Forward form with check to:	<u>Regular Mail:</u>	<u>Overnight Mail:</u>
	ADP NJ CRS PO Box 13399 Newark, NJ 07101-3399	ADP C/O FIS Attention: Lockbox 13399 Lockbox Dept Suite E 100 Grove Road West Deptford, NJ 08066

Recordkeeping Plan #:	683119
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ADP Achieve Engagement Hub

The journey to retirement is often full of twists and turns. It's up to you to make financial choices that work for you, at different times of your life.

ADP Retirement Services provides you with informative resources for your retirement planning needs. Be sure to take some time to navigate through the wealth of information provided or simply view the content most appealing to you. You can access the site by clicking [here](#) or by scanning the QR code from your camera or QR code reader.



LIFE INSURANCE **FINANCIAL LITERACY** CHECKLISTS
SAVING FOR THE FUTURE 401(k)
INSURANCE **GOALS** **HOME AND FAMILY**
BONDS SOCIAL SECURITY **CASH** 529 SAVINGS
INVESTING **STARTING EARLY** **ENJOYING RETIREMENT**
ROLLOVER EMERGENCY FUND
INFLATION STOCKS BUDGETING



ADP makes
rollovers easy.

Do you have a retirement account from a previous employer?
If so, consider rolling it over to your new retirement plan
so you can save time, easily track your progress and more!

**TO GET STARTED, CLICK ON THE CONSOLIDATE
ACCOUNTS TILE FROM YOUR RETIREMENT HOME PAGE
OR FROM THE ADP MOBILE SOLUTIONS APP.**



Who is ADP Retirement Services?

ADP Retirement Services is the service provider or recordkeeper for your company's retirement plan. We are dedicated to providing you with retirement planning information and the tools and resources necessary for you to invest in yourself.

ADP Retirement Services is part of ADP, Inc., a comprehensive global provider of Human Capital Management (HCM) solutions that unite human resources, payroll, talent, time, tax and benefits administration, and is a leader in business outsourcing services, analytics and compliance expertise.

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Descriptions of plan features and benefits are subject to the plan document. The plan document will govern in the event of any inconsistencies.

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Always Designing
for People®

Beneficiary Designation Form - 205



Plan Name: _____

Social Security #: _____

Employee Name: (Last) _____ (First) _____ (Middle Initial) _____

Current Marital Status: ☐ Single ☐ Married ☐ Divorced ☐ Legally separated or abandoned (Must provide court order to Plan Administrator)**1 Beneficiary Instructions**

The Beneficiary Designation Form is used to designate the recipient of your account balance upon your death. This form must be completed by all employees when completing the Enrollment Form or Rollover Form (if not previously enrolled).

Section 2: A primary beneficiary must and a secondary beneficiary may be designated. If you are married, your spouse must be the sole primary beneficiary, unless your spouse approves otherwise and signs the waiver below. If the primary beneficiary(ies) predeceases you, the secondary beneficiary(ies) will receive the account balance. You must attach an additional beneficiary form(s), if you elect to designate more than two primary and/or more than two secondary beneficiaries. Please ensure all primary beneficiaries' benefit percentages total 100%.

Also, ensure all secondary beneficiaries' benefit percentages total 100%. Please note that a Joint Primary Beneficiary can be the same person named as the secondary beneficiary. Sign and date the form upon completion.

Section 3: If you are legally married and have chosen a primary beneficiary other than your spouse, Section 3 must be completed and notarized.

2 Beneficiary Designation**Primary Beneficiary**

SSN#: _____

Name: _____

Last, First, Middle

Address: _____

Street

Apt. # / PO Box #

City, State, Zip

Relationship: _____

Birth Date: _____ %

Month Day Year

SSN#: _____

Name: _____

Last, First, Middle

Address: _____

Street

Apt. # / PO Box #

City, State, Zip

Relationship: _____

Birth Date: _____ %

Month Day Year

Secondary Beneficiary

SSN#: _____

Name: _____

Last, First, Middle

Address: _____

Street

Apt. # / PO Box #

City, State, Zip

Relationship: _____

Birth Date: _____ %

Month Day Year

SSN#: _____

Name: _____

Last, First, Middle

Address: _____

Street

Apt. # / PO Box #

City, State, Zip

Relationship: _____

Birth Date: _____ %

Month Day Year

If none of my designated beneficiaries are living at the time of my death, or I have not designated a beneficiary, then any distribution of my plan accounts shall be payable to a default beneficiary or beneficiaries in accordance with the terms of the plan. If any primary or contingent beneficiary dies before me, his or her interest and the interest of his or her heirs shall terminate completely, and the percentage share of any remaining beneficiary(ies) shall be increased on a pro rata basis. If no primary beneficiary survives me, the contingent beneficiary(ies) shall acquire the designated share of my plan balance.

Signature of Employee/Participant

Date

3 Spousal Consent (Do not complete if your spouse is the sole beneficiary.)

I hereby consent to the above designation by my spouse of a beneficiary other than me under the Plan and I understand that my spouse's election is not valid unless I consent to it, and that my consent is irrevocable unless my spouse revokes the election. I have read the instructions above and understand that by consenting to the above designation, either (i) no benefit from the Plan will be payable to me upon my spouse's death or (ii) only a partial benefit from the Plan will be payable to me upon my spouse's death if a Joint Primary Beneficiary Designation was elected above.

Signature of Spouse

Date

Acknowledgment of Witness:

I hereby acknowledge that _____, to me known personally, appeared before me on the _____ day of _____ (mo), _____ (yr) and subscribed his/her name above and acknowledged to me that he/she did so as his free and voluntary act and deed for the uses and purposes set forth in this beneficiary designation form.

Notary Public for the State/Commonwealth of: _____ Affix Seal Here

My commission expires: _____ County of: _____

Recordkeeping Plan #:

Frequently Asked Questions you may have about 401(k) plans

Answers to any questions that you may have regarding your 401(k) account or getting access to the information in your account can be accomplished through the following ways:

Contacting ADP Participant Services by telephone:

Toll-Free: 800-695-7526 Operators are available
Monday – Friday, between the hours of 8 am to 9 pm EST

Accessing your account online:

ADP Retirement Services Participant Website: www.mykplan.com. A USER Id and Password is required to access this site. If you are currently a participant in your company's 401(k) plan, you can register for a USER Id and Password on the website.

Accessing your account on your smartphone:

The ADP Mobile App. You may download the App from the Apple App Store® and Google Play®¹

What is a 401(k) Plan?

A 401(k) plan is a qualified employer-sponsored retirement plan that eligible employees may enroll into to make salary-deferred contributions on a post-tax and/or pretax basis.

In the case of a pre-tax or traditional 401(k), earnings saved in the plan will accrue on a tax-free basis. Funds may be withdrawn from your account, without penalty, after you reach the age of 59½ (or upon your disability or death).

If a Roth 401(k) or post-tax salary-deferred feature is offered through your company's 401(k) plan, qualified distributions of these savings can be withdrawn tax-free after you retire — as long as you meet the following requirements:

1. A distribution from your Roth Account that occurs at least 5 years after you made your first Roth contribution to the plan, AND
2. After you attain the age of 59½ (or upon your disability or death).

Who is ADP?

For nearly 70 years, ADP has helped lead the way in defining the future of business solutions. ADP is proud to be named to FORTUNE Magazine's "World's Most Admired Companies®" list for 12 consecutive years.²

We are a comprehensive global provider of Human Capital Management (HCM) solutions that unite Human Resources, payroll, talent, time, tax and benefits administration, and a leader in business outsourcing services, analytics and compliance expertise.

ADP Retirement Services currently provides 401(k) plan services to over 85,000 clients and helps nearly 2 million participants save for their future retirement.³

ADP is likely to be your payroll provider, as well. If that is the case, your company provides your payroll information to ADP so your paycheck can be processed each pay period. ADP Retirement Services is also the record keeper for your company's 401(k) plan and has access to your payroll information so that the correct salary-deferred savings can be deposited to your retirement savings account each pay period.



Frequently Asked Questions you may have about 401(k) plans

How do I access my account?

You can log into the ADP Retirement Services Participant Website at www.mykplan.com (available in English only) or call ADP Participant Services at 800-695-7526, Monday – Friday, between the hours of 8 am to 9pm EST, for bilingual support. You can also download the ADP Mobile Solutions application from the Apple App Store® or Google Play Store® to your smart phone.. The application is free-to use and you can adjust the language settings within the App to your native language preference.⁴

Who can access my account?

Only YOU have the ability to make changes to your account. By accessing your account through the ADP Retirement Services Participant Website at www.mykplan.com, or through the ADP Mobile App, you have the ability to:

1. Make changes to the amount of contributions being deposited to your retirement savings account;
2. Determine how your funds are invested;
3. Take out a loan (if available through your plan); or
4. Close out your account.

No one else will have the ability to make these changes for you.

How do I change the amount I contribute to my retirement plan?

From the “Overview” page of the ADP Retirement Services Participant website at www.mykplan.com or the ADP Mobile App and follow these steps:

1. Click the “Contributions” navigation option on the desktop version of the website or select the “Contributions” tab drop down menu in the ADP Mobile App;
2. Choose “Change My Contribution Amount.”
3. Determine the new amount you wish to contribute, and then click the “Submit” button to record your transaction.
4. Changes to your contribution amounts will not be processed until you receive a confirmation number at the end of the transaction.
5. You will also receive a confirmation via email that your new contributions have been acknowledged.

It may take up to two payroll cycles for the new contribution amount to appear in your paycheck.

How do I decline the Auto Enrollment election of my company's 401k benefit?

If you are currently participating in your company's Automatic Enrollment feature and would like to decline this election, simply log into www.mykplan.com or access your account through the ADP Mobile App and follow these steps:

1. Click the “Home” link in the top navigation bar.
2. Click “Decline Enrollment.”
3. You can also request a paper enrollment form from your Human Resource manager and choose “Decline Enrollment” in Section III of the form.
4. Additionally, you can call the Participant Support Line at 800-695-7526, Monday – Friday, between the hours of 8 am to 9 pm EST, to decline enrollment, verbally, with a service representative.

Frequently Asked Questions you may have about 401(k) plans

Who receives the money in my Retirement Savings Account if I pass away?

It is up to you to determine the beneficiary for your retirement savings account. A beneficiary is a person or entity, which will be paid the proceeds from your account upon your death. You can identify this individual or other family members by completing a Beneficiary Designation form or walking through the steps to complete a request on the ADP Retirement Services Website at www.mykplan.com.

Definitions and rules around Beneficiaries

The term "Spouse" refers to a person of the opposite sex or the same sex to whom you are legally married.

If you are married, your beneficiary will be your surviving spouse at the time of your death. However, exceptions can be made to this rule. In order to do so, your spouse must consent to you designating another person or entity as the named beneficiary of your account. This must be done so in writing and properly witnessed by a notary public. Once this requirement has been met, the proceeds of your account will be paid to the beneficiary you have designated.

If you are unmarried and designate a non-spouse as beneficiary, such designation will automatically be revoked upon entering into a new marriage or remarriage.

Common Law Marriage refers to a person of the opposite sex with whom you live with for an extended period of time. The terms of Common Law Marriage are defined by the laws of your State. Some States will recognize a partner from Common Law Marriage as a beneficiary for your account. Please check with the laws of your State to see if you meet these requirements.

You can update beneficiary information through the ADP Retirement Services Participant Website at www.mykplan.com. Follow these simple steps:

1. From the Overview page, select the "My Account" navigation bar option,
2. Then choose the "Manage My Beneficiaries" options.
3. Walk through the on-screen questions to complete this process.
4. You can also complete a paper beneficiary form that you can obtain from your company's Human Resource manager or by calling ADP Retirement Services at 800-695-7526, Monday – Friday, between the hours of 8 am to 9 pm EST.

Can I designate someone who lives outside of the United States, or a person who does not have a Social Security Number, to be my beneficiary?

Yes, you can designate anyone that you choose to be a beneficiary to receive the savings from your account. You will need to provide detailed contact information of the individual so that the monies can be distributed to them properly upon your death. Savings withdrawn from this account are still subject to applicable to State and US Federal taxes.

Can I take a loan from my 401(k) account?

You may be able to take a loan out from your retirement savings account, if this feature is available under your company's 401(k) plan. There may be restrictions to the amount of savings that you can withdraw from the account. Please review the ADP Retirement Services Participant Website at www.mykplan.com for more information.

Frequently Asked Questions you may have about 401(k) plans

Additional details about 401(k) loans

If you take a loan from your 401(k), you are responsible for paying the entire proceeds from the loan back. Payments that are made to the loan are deposited back into your retirement savings account. These loan payments are made through an additional deduction each pay period and will be reflected in your paystub until the proceeds from the loan are paid off. Interest is also charged for the loan and that charge is also included in the payroll deduction. Essentially, when you take a loan from your 401(k), you pay the proceeds of the loan — plus the interest — back to yourself.

There is also a one-time processing fee associated with taking a loan from your retirement savings account. This will be deducted from your paystub.

If you fail to pay back the entire loan amount, the remaining balance of the withdrawal will be considered a cash out of your savings. If the withdrawal was made prior to age 59 ½, the funds are taxed as regular income — plus, you will be charged a 10% early withdrawal penalty. You can call ADP Participant Services for questions and assistance in processing a loan request at 800-695-7526, Monday – Friday, between the hours of 8 am to 9 pm EST, or you can visit the ADP Retirement Services Participant website at www.mykplan.com.

What happens to my money if I leave the company?

The money in your retirement savings account belongs to you and you have complete control of your money if ever you decide to leave your current employer. There are several distribution options available to you if you move onto another job:

1. You can leave your savings in the existing retirement savings account. Doing so avoids current taxes and withdrawal penalties while in the plan and continues tax-deferred growth opportunities. However, no additional contributions can be made to the account; investment options are limited to those within that Plan; and certain plans may not allow you to leave your account where it is — if the balance does not meet the plan's threshold requirements.
2. You may be able to roll the money from this savings account over to another company 401k plan. Doing so avoids current taxes and withdrawal penalties while in the plan; continues tax-deferred growth opportunities; and offers the ability to consolidate retirement funds. However, the new Plan Administrator will need to determine if a rollover into the new plan is possible.
3. You can the roll savings into an IRA. Doing so avoids current taxes and withdrawal penalties while in the plan; continues tax-deferred growth opportunities; and offers the ability to consolidate retirement funds. However, annual fees for the IRA may be higher and there is no ERISA protection against claims of creditors.
4. You cash out your balance. Withdrawing retirement savings provides immediate access to the funds within the account. However, withdrawn savings are subject to Federal and State taxes (if applicable) in addition to possible withdrawal penalties.

Please contact ADP Participant Services at 800-695-7526, Monday – Friday, between the hours of 8 am and 9 pm EST, for any additional questions you may have.

Am I taxed when the account is closed?

At some point, you will pay taxes to withdraw the money from your retirement savings account. Any funds withdrawn after age 59 ½ are taxed as regular income, based on your current tax rate at the time of the withdrawal. If you try to take money out of your 401(k) before you turn 59 1/2, the funds are taxed as regular income — plus, you will be charged a 10% early withdrawal penalty, unless the withdrawal meets the following criteria:

1. The withdrawal qualifies as a hardship;
2. The withdrawal is used for unreimbursed medical expenses;
3. The withdrawal is used to pay health insurance premiums while unemployed for at least 12 weeks;
4. The withdrawal is related to a total disability; or

Payments are being made from the withdrawn funds for qualifying higher education expenses.

Frequently Asked Questions you may have about 401(k) plans

What happens to my money if I leave the country?

If you're under age 59 ½, even though you're leaving the country, IRS tax rules will follow your plan wherever you go. Because penalties for early withdrawals are high, be sure to review your particular situation with your financial advisor prior to withdrawing any funds.

Any funds withdrawn after age 59 ½ are taxed as regular income, based on the current tax rate at the time of the withdrawal. Individuals who withdraw funds under age 59 1/2 will pay a 10% penalty on the withdrawn funds, unless the withdrawal meets the following criteria:

5. The withdrawal qualifies as a hardship;
6. The withdrawal is used for unreimbursed medical expenses;
7. The withdrawal is used to pay health insurance premiums while unemployed for at least 12 weeks;
8. The withdrawal is related to a total disability; or
9. Payments are being made from the withdrawn funds for qualifying higher education expenses.

Does enrolling in my company 401(k) plan affect participation in State or Federal assistance programs?

Participating in your company's 401(k) plan could affect your eligibility for State and Federal assistance programs. Please contact the office where you received benefits for more information to see if participating in your company's 401(k) plan will adversely affect these benefits.

Who can I contact with questions about my 401(k) account?

You can speak with an ADP Retirement Services Representative³ by calling 800-695-7526, Monday – Friday, between the hours of 8 am – 9 pm EST. Foreign language support is included in this service.

1. ADP Mobile App Minimum system requirements: The ADP Mobile App is available on the following devices: iPhone®, iPad®, iPod touch® iOS v7.0 or higher, Android™ v4.4 or higher.
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3. As of December 31, 2018.
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