

Eligibility

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- You are eligible for the plan after attaining the following:
 - 3 Months of Employment
 - Age 18
- You will enter the plan on the January 1, April 1, July 1 or October 1 following completion of the above requirements.
- You must be a non-union employee to participate in the Plan

Enrollment

Creating an Online Account

- Create an account at myconradsiegel.com or through the Conrad Siegel app.

You may create your account 2 months prior to your entry date

To create your account, click the Create link under **NEW USER?** and enter the Plan ID. You will then be prompted to set up a personalized Username and Password

Plan ID: Brubacher

Automatic Enrollment

- If you do not make your own contribution election through online enrollment at myconradsiegel.com prior to entering the plan, you will be automatically enrolled at a 6% Traditional 401(k) contribution rate. Your contribution amount will be increased by 1% each year until you reach 8%.

Contributions

Changing Your Contribution Rate

- Log into your account at myconradsiegel.com or call (800) 577-3675
- Changes are allowed each quarter

Employer Matching Contributions

- Contributed each pay period
- Employer matching contributions will be taxable to you at the time of distribution regardless of which type of contributions you make - Traditional 401(k) and/or Roth 401(k).
- The match is 50% of what you contribute up to 4% of your compensation. If you contribute 4% or more of your compensation you will receive the maximum match of 2%.

Rollovers

- You can rollover existing retirement accounts into this plan after you have received your first paycheck. Visit myconradsiegel.com to get started.

Vesting

Traditional 401(k), Roth 401(k) & Rollover Accounts

- 100% vested from your first day of participation

Employer Match Accounts

Years of Service	Vesting Percentage
0-1	0%
2	20%
3	40%
4	60%
5	80%
6 or more	100%

Loans

- Interest: Prime Rate plus 1%, paid back to your account
- Fee: \$150 deducted from your account
- Maximum number of loans outstanding: 1

Distributions While Employed

- Allowed after age 59½ from 100% vested accounts

Hardship Distribution

- Allowed at any age from your Traditional 401(k) and Roth 401(k) accounts (subject to 10% penalty if you are under age 59½)
- Permitted for the following reasons:
 - Medical expenses
 - Purchase of your home
 - Post-secondary education expense
 - The need to prevent eviction from your home
 - Funeral or burial expenses
 - Expenses to repair damage to your home caused by a casualty or natural disaster.

Distributions Upon Retirement or Termination of Employment

- Taxable distribution to you, less 20% tax withholding on lump sum payment (subject to 10% penalty if you are under age 59½). Roth distributions are federal income tax free under the circumstances noted below.
- Penalty-free and tax-free rollover to Individual Retirement Account or to another qualified plan

What's the difference between Traditional 401(k) and Roth 401(k)?

Traditional 401(k) contributions are not subject to federal income taxes at the time they are deducted from your paycheck. Traditional 401(k) contributions offer the benefit of lower current taxable income. When you receive a distribution from your Traditional 401(k) contribution account, all monies (contributions and investment gains) are subject to federal income tax.

Roth 401(k) contributions are taxed before they are deposited into the Plan. They do not lower your current taxable income. The benefit of making Roth 401(k) contributions is realized when you receive a distribution from your Roth 401(k) account. If certain conditions are met, neither your contributions nor your investment gains will be subject to federal income tax. The distribution you take will provide tax-free income.

Summary of Federal Tax Treatment

	<u>Traditional 401(k)</u>	<u>Roth 401(k)</u>
Your contribution when made	Tax-deferred	Taxable
Accumulating investment gain	Tax-free	Tax-free
Your contribution when paid out	Taxable	Tax-exempt
Investment gain when paid out	Taxable	Tax-exempt*

* Provided your Roth 401(k) Account has been in existence for 5 years AND distribution follows attainment of age 59½, disability, or death.

As a general guide, Roth 401(k) contributions are beneficial to individuals who believe that their federal income tax rate will be higher in retirement than it is today. You should consult with your professional tax adviser to decide what option would be best for you.