

***Administrative Fiduciary Services, Inc. 401(k) Plan***

**Eligibility:** If you are an employee who has completed at least 6 months of service, you are eligible to participate.

**Entry Date:** You may enter the Plan on the first payroll period after January 1<sup>st</sup>, April 1<sup>st</sup>, July 1<sup>st</sup> or October 1<sup>st</sup> once you have satisfied the eligibility requirements.

**Your**

**Contributions:** You may contribute 1 – 90% of your compensation, on a pre-tax or Roth after-tax basis, up to a maximum of \$19,500 if you are under 50 years of age, and \$26,000 if 50 or older at any time during 2020 (these limits are indexed annually by the IRS). You may increase or decrease the amount you are contributing at the beginning of each payroll period, and may rollover contributions from other pre-tax retirement plans, including 401(k) plans, IRAs, 403(b) Plans, and 457 plans.

**Employer**

**Contributions:** For 2020 the company will make a safe harbor matching contribution equal to 100% of the first 3% you choose to contribute plus an additional 50% of the next 2% you defer on a payroll-by-payroll basis. Each Plan year your Employer may make discretionary matching contributions of a percent, if any, to be determined annually based on a percentage of your Employee pretax contributions.

Your Employer may make annual discretionary profit sharing contributions in an amount to be determined at Plan Year end. You must be employed as of the last day of the Plan Year to be eligible for any profit sharing contributions that may be made for that Plan Year.

**Vesting:** Your employee and safe harbor matching contributions are always 100% vested. Employer contributions (match, profit sharing and discretionary) are subject to the following vesting schedule:

|         |     |         |      |
|---------|-----|---------|------|
| 1 year  | 20% | 4 years | 80%  |
| 2 year  | 40% | 5 years | 100% |
| 3 years | 60% |         |      |

**Loans:** You may borrow up to 50% of your vested balance. Two outstanding loans at a time are permitted with a minimum loan amount of \$1,000. The interest rate charged on your loan will be the prime interest rate plus 2% at the time the loan is taken.

**Withdrawals:** Your account may be withdrawn only in the event of:

- Retirement
- Death
- Disability
- Termination of Employment
- Financial Hardship; your employer must approve hardship withdrawals.

Distributions made prior to age 59½ may be subject to a 10% excise tax if not rolled into a new qualified plan or an IRA. In the event of death, your beneficiary will receive 100% of your investment account balance.

**Investment Options:** All money in your account can be directed to any of the investment options available under the Plan.

**Investment Changes:** Transfers between investment options and changes to future allocations instructions can be made through our toll-free interactive voice response system, at 1-800-395-1113 or through [www.jhpensions.com](http://www.jhpensions.com). Para ayuda en español, por favor marquee 1-800-363-0530.