

Don't Work Forever.

SAVINGS GROWTH FREEDOM BALANCE SECURITY ACCOUNTABILITY



Retirement Plan Enrollment Booklet



employeefiduciary.com | 877.401.5100



Congratulations

Your company offers a low cost retirement plan from Employee Fiduciary, LLC (“Employee Fiduciary”). Employee Fiduciary plans are one of the most cost-effective ways for you to save for retirement.

WHY SAVE FOR RETIREMENT?

Most of us know it is smart to save money for those big-ticket items we really want to buy - a new television or car or home. Yet you may not realize that probably the most expensive thing you will ever buy in your lifetime is your retirement.

Perhaps you’ve never thought of “buying” your retirement. Yet that is exactly what you do when you put money into a retirement nest egg. You are paying today for the cost of your retirement tomorrow.

The cost of those future years is getting more expensive for most Americans, for two reasons. First, we live longer after we retire - with many of us spending 15, 25, even 30 years in retirement - and we are more active. In short, paying for the retirement you truly desire is ultimately your responsibility. You must take charge. You are the architect of your financial future.

WHAT’S A 401(K)?

A 401(k) plan is a type of retirement benefit provided by an employer that allows employees to contribute a portion of their wages to an individual account. Elective salary deferrals made to a 401(k) plan are excluded from the employee’s taxable income (except for Roth (after-tax) deferrals). Employers can contribute to employees’ accounts. Distributions, including earnings, are generally includible in taxable income at retirement.





401(K) Plan Benefits

EMPLOYEE CONTRIBUTIONS CAN REDUCE CURRENT TAXABLE INCOME

Employee contributions can reduce current taxable income. When 401(k) contributions are made on a pre-tax basis, every dollar you contribute to a 401(k) plan is a dollar taken off the top of your taxable income. Lower taxable income means lower Federal and state income taxes.

Phil pays a total of 20% in Federal and state income taxes. He earns \$30,000 in taxable income each year. Phil contributes 10% (\$3,000) to his company's retirement plan. His taxes will be reduced \$600 each year.

Before joining the plan Phil's tax bill was
After joining the plan Phil's tax bill was
SAVINGS

$\$30,000 \times 20\% = \$6,000$
 $\$27,000 \times 20\% = \$5,400$
\$ 600

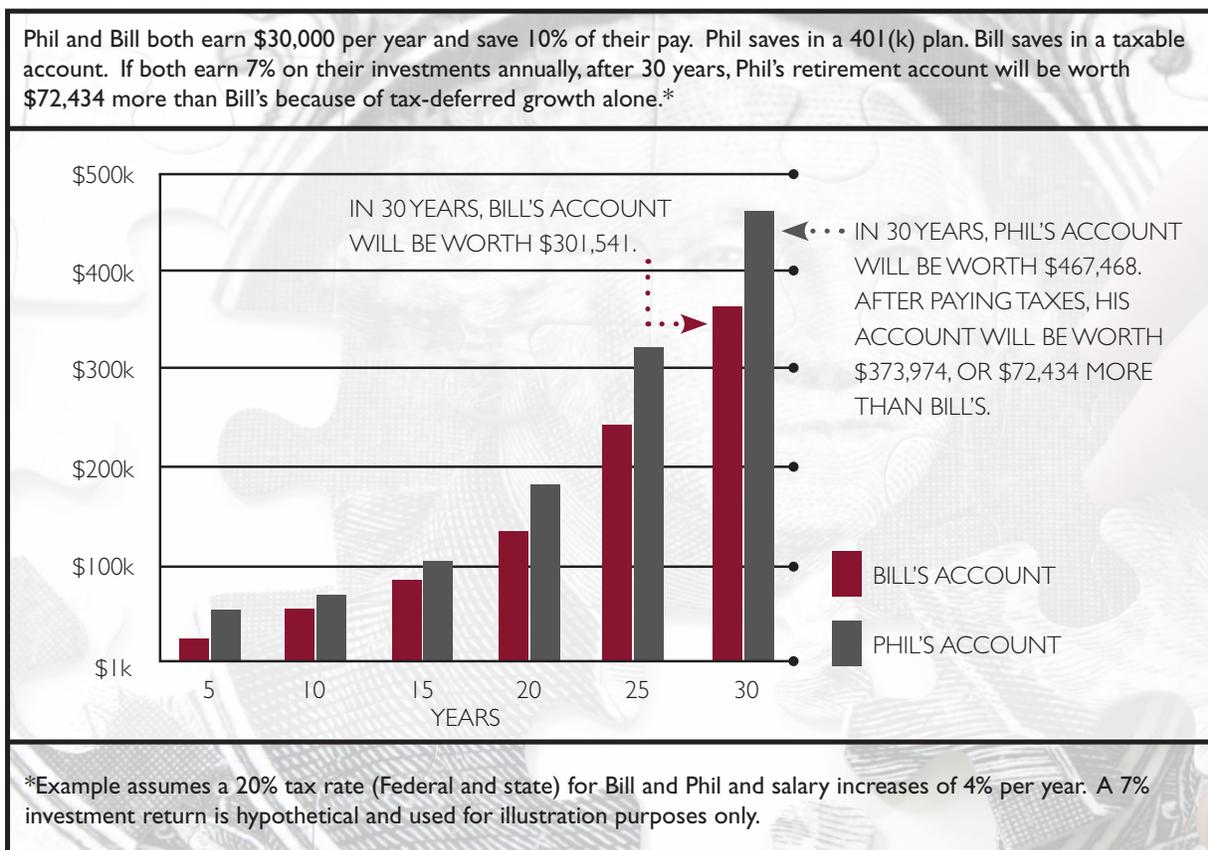


More than 47 million Americans participate in 401(k)s, or in their non-profit or governmental counterparts, called 403(b)s and 457s.

401(K) Plan Benefits *(continued)*

CONTRIBUTIONS AND INVESTMENT GAINS ARE NOT TAXED UNTIL DISTRIBUTED

401(k) money grows tax-free until it's withdrawn. You never pay taxes on contributions, dividends and capital gains within your 401(k) account. Because of compounding, this benefit can easily add thousands more to your account upon retirement.



CONTRIBUTIONS ARE EASY TO MAKE THROUGH PAYROLL DEDUCTIONS

There are no checks to mail. 401(k) contributions are automatically deducted from your paycheck.

401(k) PLANS ARE PORTABLE

401(k) accounts can be rolled into a new employer's retirement plan or a personal IRA account upon withdrawal.

A SPECIAL TAX CREDIT MAY BE AVAILABLE

Low- and moderate-income workers may be eligible for a Saver's Credit to help offset part of the first \$2,000 they voluntarily contribute to a 401(k) plan.



When Should I Start Saving?

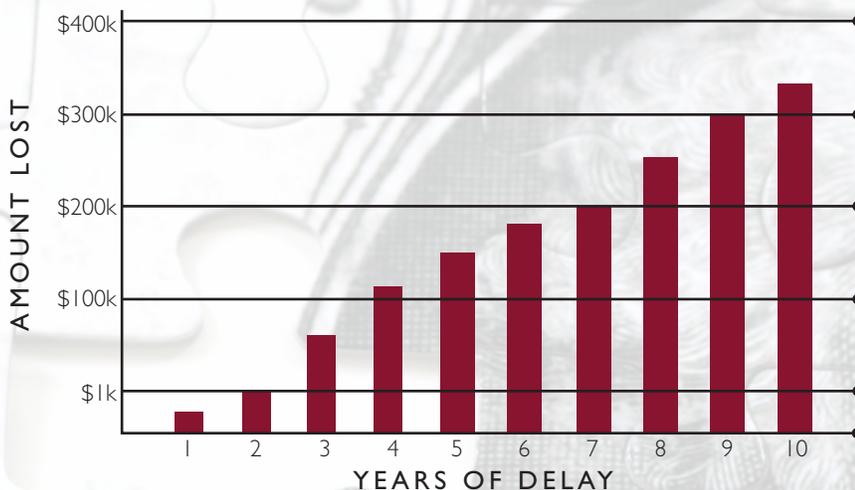
Today! The amount of your life spent in retirement is significant—too significant to ignore—and the sooner you start saving, the better off you’ll be in your golden years. If you think you have all the time in the world to save, you are wrong.

Saving \$100 today is not the same as saving \$100 two or 10 years from now. It means losing out on the potential earnings power of that money.

THE POWER OF COMPOUNDING

The money you save in your 401(k) plan earns interest or investment earnings. When you leave the money there, over time you also earn interest on your interest, or earnings on your earnings. Although this sounds like a slow process, when you start early it can result in some amazing growth in your money over the long haul.

The Cost of Delay



Phil decided to join the plan right away when he was 25 years old. Bill decided to wait until he was 35. Assuming both men contribute \$3,000 and earn 7% on their investments each year, Phil’s account would be worth about \$621,379 at age 65, while Bill’s would only be about \$294,016.

To catch-up for lost time, Bill would need to contribute \$5,283 each year for 30 years to retire with the same amount as Phil.

This chart displays how much Bill’s nest egg will shrink for every year he delays.



Preparing for Retirement

The two most important retirement questions 401(k) plan participants need to answer are “How much should I save?” and “How should I allocate my plan assets?” Since people have different incomes, personal assets, risk tolerances and retirement goals, there is no one-size-fits-all answer to these questions. But answer these two questions correctly for your circumstances and you are well on your way to a well-funded retirement.



HOW MUCH SHOULD I SAVE?

Many financial planners recommend you save at least 10% of your income for retirement, starting in your 20s. The older you start saving, the higher the percentage you will need to save in order to meet your retirement savings goal.

To help you choose an appropriate target savings rate, your online 401(k) account includes a retirement income calculator. This calculator estimates the income and savings you will have in retirement given your current savings.

The Department of Labor (DOL) offers worksheets to help individuals manage their financial life and begin a savings fitness plan. These can be found at <http://askebsa.dol.gov/SavingsFitness/Worksheets>. If you have a Mint.com account, you can link your Employee Fiduciary 401(k) to that account. At Mint.com, you can estimate the amount you will need to save to retire comfortably considering all potential sources of retirement income (401(k)s, IRAs, Social Security, brokerage accounts, etc).

Preparing for Retirement *(continued)*

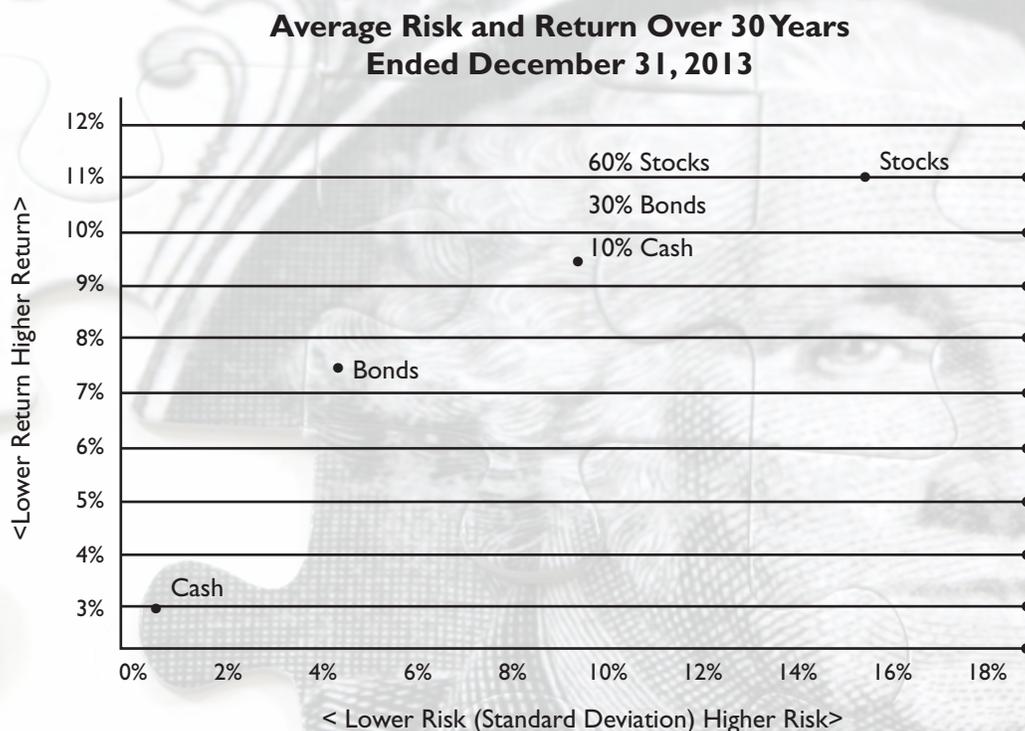
HOW SHOULD I ALLOCATE MY ASSETS?

Asset allocation is an investment strategy that attempts to balance risk versus reward by adjusting the percentage of each asset in an investment portfolio according to the investor's risk tolerance, goals and investment time frame.

To allocate 401(k) assets, you have three options – Choose a single Target Date Fund (TDF) based on your estimated retirement date, select an asset allocation mix themselves or let a personal financial advisor do it for you.

Determining an appropriate asset allocation does not need to be difficult. There are free online tools that can help. These include:

- CNNMoney offers an asset allocation calculator that determines a mix of different security types designed to meet an individual's retirement savings goals based on their risk profile and date of retirement. This calculator can be found at <http://cgi.money.cnn.com/tools/assetallocwizard/assetallocwizard.html?iid=EL>.
- Bankrate offers an Asset Allocation Calculator to help create a balanced portfolio of investments. Age, ability to tolerate risk, and several other factors are used to calculate a desirable mix of stocks, bonds and cash. <http://www.bankrate.com/calculators/retirement/asset-allocation.aspx>.





Additional Resources

RETIREMENT TOOLKIT

Developed by the Department of Labor, the Social Security Administration and the Centers for Medicare & Medicaid Services, this toolkit includes a list of publications and interactive tools to help in your planning, plus information on who to contact with specific questions. The toolkit can be found at <https://www.dol.gov/sites/default/files/ebsa/about-ebsa/our-activities/resource-center/publications/retirementtoolkit.pdf>.

INVESTMENT TERMS

Whether you're a new investor or a seasoned pro, it helps to have a solid glossary at your fingertips to provide quick clarification on a particular term or to expand your overall stock market vocabulary.

Below are some basic investment terms. For a more comprehensive glossary, go to <http://www.nasdaq.com/investing/glossary/#ixzz33VxbpR37>.

Bond Fund - A fund that invests primarily in bonds and other debt instruments. A debt security which represents the borrowing of money by a corporation, government, or other entity. The borrowing institution repays the amount of the loan plus a percentage as interest. Income funds generally invest in bonds.

Equity Fund - A fund that invests primarily in securities or investments representing ownership in a corporation, unlike a bond, which represents a loan to a borrower. The term "equity" is often used interchangeably with "stock."

Growth Fund - A fund that invests primarily in the stocks of companies with above-average risk in return for potentially above-average gains. These companies often pay small or no dividends and their stock prices tend to have the most ups and downs from day to day.

Index Fund - An investment fund that seeks to parallel the performance of a particular stock market or bond market index. Index funds are often referred to as passively managed investments

International Fund - A fund that invests primarily in the securities of companies located, or with revenues derived from, outside of the United States.

Large Cap Fund - A fund that invests primarily in stocks of companies with a large market capitalization. Large caps tend to be well-established companies, so their stocks typically entail less risk than smaller caps, but large-caps also offer less potential for dramatic growth.



Additional Resources *(continued)*

Mid Cap Fund - A fund that invests primarily in stocks of companies with a medium market capitalization. Mid caps are often considered to offer more growth potential than larger caps (but less than small caps) and less risk than small caps (but more than large caps).

Money Market Fund - A mutual fund that invests in short-term, high-grade fixed-income securities, and seeks the highest level of income consistent with preservation of capital (i.e., maintaining a stable share price).

Mutual Fund - An investment company registered with the SEC that buys a portfolio of securities selected by a professional investment adviser to meet a specified financial goal (investment objective). Mutual funds can have actively managed portfolios, where a professional investment adviser creates a unique mix of investments to meet a particular investment objective, or passively managed portfolios, in which the adviser seeks to parallel the performance of a selected benchmark or index.

Small Cap Fund - A fund that invests primarily in stocks of companies with a smaller market capitalization. Small caps are often considered to offer more growth potential than large caps and mid caps but with more risk.

Stable Value Fund - An investment fund that seeks to preserve principal, provide consistent returns and liquidity. Stable value funds include collective investment funds sponsored by banks or trust companies or contracts issued by insurance companies.

Target Date Fund - A fund designed to provide varying degrees of long-term appreciation and capital preservation based on an investor's age or target retirement date through a mix of asset classes. The mix changes over time to become less focused on growth and more focused on income. Also known as a "lifecycle fund."

U.S. Treasury Securities - Debt securities issued by the United States government and secured by its full faith and credit. Treasury securities are the debt financing instruments of the United States Federal government, and they are often referred to simply as Treasuries.

Value Fund - A fund that invests primarily in stocks that are believed to be undervalued at the current price. These companies often pay dividends and their stock prices tend to have fewer ups and downs from day to day.





EMPLOYEE FIDUCIARY

Designation of Beneficiary Form

Participant Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Social Security Number: _____ Birth date: _____

Sex: Male Female Marital Status: Married Single

Federal law requires a married person to name his or her spouse as SOLE primary beneficiary, unless the spouse consents in writing to another designation or additional beneficiaries, and this consent is witnessed by a Notary Public.

Plan Name: _____

Primary Beneficiary(ies)

| Name | Relationship | Birth Date | % Share of Proceeds |
|------|--------------|------------|---------------------|
| 1. | | | |
| 2. | | | |

Secondary Beneficiary(ies)

| Name | Relationship | Birth Date | % Share of Proceeds |
|------|--------------|------------|---------------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |

I reserve the right to revoke or change any beneficiary designation. I hereby revoke all prior designations (if any) or primary beneficiaries and secondary beneficiaries.

The trustee will pay all sums payable under the Plan by reason of my death to the primary beneficiary, if he or she survives me, and if no primary beneficiary survives me, then to the secondary beneficiary, and if no named beneficiary survives me, the then Trustee will pay all amounts in accordance with the Plan. I understand that, unless I have provided otherwise above, the Trustee will pay all sums payable to more than one beneficiary in each group equally to the living beneficiaries in the group.

Participant's Signature _____

Date _____

NOTE: If you are married, please complete required spousal consent form on page 2.

Designation of Beneficiary Form - Spousal Consent

If you are married, your spouse is automatically your SOLE primary beneficiary, unless you designate another beneficiary, and your spouse consents by signing below. If your plan provides that the death benefit be paid in the form of a joint and survivor annuity or a pre-retirement survivor annuity to your surviving spouse, then the designation of a primary beneficiary other than your spouse will be a waiver of this automatic annuity as well.

This section must be completed by your spouse if you are married and name a primary beneficiary other than, or in addition to, your spouse.

I hereby consent to the designation of the beneficiary(ies) listed on the previous page, and acknowledge that I understand (1) that the effect of such designation is to cause my spouse's death benefit, or a portion of it, to be paid to a beneficiary other than me; (2) that my consent is irrevocable unless my spouse revokes the beneficiary designation.

Signature of Participant's Spouse Date

NOTARY PUBLIC

STATE OF _____

COUNTY OF _____ ss

On this _____ day of _____, 20____, personally appeared before me _____, the spouse of _____.

Said Spouse:

is to me known and known to me to be the person described herein

or

was proved to me (on the basis of satisfactory evidence described herein) to be the person who executed the foregoing instrument and who acknowledged that he (or she) executed the same of his (or her) own free will.

IN WITNESS WHEREOF, I have signed my name and affixed my official notarial seal on this _____ day of _____, 20____.

(SEAL)

Notary Public

My commission expires: _____



EMPLOYEE FIDUCIARY

Wage Deferral Agreement

Participant Information

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Social Security Number: _____ Birth date: _____

Marital Status: Married Single

Contribution Information

Regular 401(k) contributions. You are hereby authorized to reduce my regular wages by ____% or \$_____ each pay period for contribution on a pre-tax basis to the 401(k) Plan.

Roth contributions. You are hereby authorized to deduct ____% or \$_____ each pay period from my regular wages for the purpose of making a Roth Contribution on an after tax basis to the 401(k) Plan.

No contributions. I do not wish to participate in wage deferrals to the Plan at this time.

1. I understand that I may elect to start, increase, or decrease my elections effective as of the dates established pursuant to Plan procedures. However, I may revoke my election at any time by so advising the Plan Administrator (Employer).
2. If I revoke my election, I may resume contributions only as of the participation dates specified in the Summary Plan Description (SPD).
3. I understand that I must give the Plan Administrator at least 15 days written notice of any change or revocation of an election.
4. I understand that the election indicated on this agreement will continue into succeeding Plan Years unless I revoke or change the election in accordance with the rules listed in the SPD.
5. I understand that this agreement supersedes and nullifies any prior wage deferral agreements under this Plan.
6. The election indicated on this form is effective for the first pay period beginning on or after _____, 201____.

Participant Signature: _____ Date: _____



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Annual Statement of Disclosures For Plan Year Ending 2018

General Plan Information

Federal law requires the plan sponsor to provide you with specific information about plan fees and investments to help you manage your retirement plan account.

This notice includes important information to help you compare the investment options in your retirement plan. Additional information about your investment options can be accessed at any time online by logging into the Plan's participant website, located at www.planlogin.com. If you do not know your login credentials, you can contact Employee Fiduciary Participant Services at (877) 401-5100 (option 3), 9 a.m. to 6 p.m. ET, Monday through Friday (excluding market holidays). Once logged in, you can find investment information under PERFORMANCE > INVESTMENT INFORMATION. A free paper copy of the information available on the website can be obtained by contacting the plan sponsor.

This notice also includes information regarding how you may direct investments in your plan account, any restrictions that may apply to that investment direction, designated investment managers, self-directed brokerage accounts, and whether you have voting rights associated with any plan investment.

Fees and expenses that may be deducted from your plan account can be found in the Administrative Expenses and Individual Expenses sections of this notice.

Comparative Chart

A separate document is also available that lists each designated investment alternative offered by the plan. This "comparative chart" includes past performance information as well as the fees and expenses you will pay for each investment option. This document can be accessed at any time online by logging into the Plan's participant website, located at www.planlogin.com. Once logged in, you can find this document under FORMS & REPORTS>REPORTS>REPORT GROUP:NONE. A free paper copy can be obtained by contacting the plan sponsor.

Quarterly Fee Statements

After the close of each calendar quarter, you receive a Participant quarterly statement that will include the dollar amount of expenses actually charged to your account during the quarter. Once available, these statements can be accessed at any time online by logging into the Plan's participant website, located at www.planlogin.com. Once logged in, you can find statements under FORMS & REPORTS>REPORTS>REPORT GROUP:PARTICIPANT STATEMENTS. A free paper copy can be obtained by contacting the plan sponsor.

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How to Direct your Plan Investments

Your plan gives you the right to direct some or all of your plan investments. You can direct your plan investments at any time online by logging into the plan's participant website, located at www.planlogin.com.

Your transaction will be based on the next-determined net asset value (NAV) of the investment's shares. If your transaction request is received by Employee Fiduciary on a business day before the close of regular trading on the New York Stock Exchange (NYSE) (generally 4 p.m., Eastern), you will receive that day's NAV and trade date.

If your transaction request is received while the NYSE is closed, you will receive the next business day's NAV and trade date. If your transaction involves one or more investments with an early cutoff time for processing or another trading restriction, your entire transaction will be subject to that cutoff time when the trade date for your transaction is determined.

You may not cancel any transaction request once processing has begun. Please be careful when placing a transaction request.

Limitations on your Ability to Direct Investments

Some plan investments impose market timing restrictions that prevent shareholders from moving in and out of the fund for purposes of timing the market. The market timing restrictions related to each plan investment (if any) can be found by logging into the Plan's participant website, located at www.planlogin.com. Once logged in, this information can be found under PERFORMANCE>INVESTMENT INFORMATION. Further details can be found in the fund's prospectus.

Note that your plan investments reserve the right to revise or terminate the exchange privilege (your ability to move money between investments), limit the amount of any exchange, or reject any exchange at any time, without notice.

Proxy Voting

The plan sponsor or other named fiduciary for the plan exercises voting, tender, and similar rights with respect to the mutual funds in the plan.

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Administrative Expenses

Plan administrative expenses include recordkeeping, investment management, legal, accounting, trustee, and other administrative fees associated with the maintenance and operation of the plan.

Plan administrative expenses may be reduced by revenue sharing payments that the plan receives from plan investment options. If revenue sharing payments are received, these payments will offset fees otherwise withdrawn from your account

Fees related to services not addressed in this section (e.g., legal, accounting, and other administrative services) will be withdrawn from participant accounts pro rata based on account balance to the extent they are charged to the plan.

Please review your quarterly fee statement for a detailed disclosure of the dollar amounts actually charged to your account and a description of the services to which these fees relate.

General Administrative Expenses

Plan expenses related to general administrative services (e.g., recordkeeping, Form 5500 preparation, nondiscrimination testing) are based on two factors, the number of eligible employees covered by the plan ("base fee"); and the value of assets ("asset fee"). An eligible employee is defined as an employee that has met the plan's eligibility requirements or a beneficiary with an account balance. The base fee is \$1,500 plus \$30 for each eligible employee in excess of 30 eligible employees per calendar year. The asset fee is .08% (\$0.80 per \$1,000.00) of the average total plan assets per year.

These fees will be withdrawn from participant accounts pro rata based on account balance to the extent they are charged to the plan.

For example, if you have a \$50,000 average account balance in a plan that averages \$1,000,000 in total assets and 31 eligible employees, your share of general administrative expenses would be \$116.50 ((\$1,530 base fee + \$800 asset fee) * (\$50,000/\$1,000,000)).

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Individual Expenses

Your account will be subject to fees if you utilize one of the following plan services. Please review your quarterly fee statement for a detailed disclosure of the dollar amounts actually charged to your account and a description of the services to which these fees relate.

Investments available in your plan may charge additional fees for investment administration and other investment transactions, such as fund administrative charges, commissions, sales loads, sales charges, deferred sales charges, redemption fees, surrender charges, exchange fees, account fees, or purchase fees. Please review the investment fee and performance information contained in the comparative chart to determine whether these fees may be assessed for an investment option.

Distribution Fee

A \$50 fee will be deducted from your account each time a distribution is taken from your account. If your account includes Roth contributions, an additional \$50 fee will be deducted to distribute the Roth portion of your account.

In-Service Withdrawals and Hardship Distributions

A \$50 fee will be deducted from your account each time an in-service withdrawal or hardship distribution is taken from your account.

QDRO Fee

There is a fee of \$150 charged for reviewing and processing of an account separation due to a qualified domestic relations order which is deducted from the participant's account balance.