

Your worksite employer has elected to adopt the ADP TotalSource® Retirement Savings Plan (the "Retirement Savings Plan") and merge its existing 401(k) plan into the Retirement Savings Plan. We recognize that as a current or former participant in the 401(k) plan, you may have questions regarding how the merger will occur and what role you play in moving your existing 401(k) plan account balance into the Retirement Savings Plan. The purpose of this document is to provide you with answers to the most frequently asked questions.

1. What is a plan merger?

A plan merger is generally the combining of two or more plans into a single plan. The plan account balances are moved from the original plan into the surviving plan. After the merger, your Retirement Savings Plan account balance will reflect that Plan's balance (if you made contributions and had any related earnings) PLUS any new contributions you may have made to the new plan prior to the plan merger.

2. How long does the merger take?

The merger process takes approximately 60-90 days to complete. This means for a short time, you will have two retirement plan accounts; your plan account with the Retirement Savings Plan which will accept all contributions as of the effective date of your worksite employer's adoption of the Retirement Savings Plan (provided that you are an active employee), and your worksite employer's original 401(k) plan, which will continue to retain your past contributions. Although you will no longer be permitted to make contributions to your worksite employer's original 401(k) plan, you will continue to be able to direct the investment of your account up to the date that the blackout period begins (which is described in the transition timeline notification (blackout notice) in further detail).

3. How long does a blackout period typically last?

The blackout period typically lasts between 10 and 30 days.

4. Can I keep my existing investment funds?

Your worksite employer's new plan with ADP TotalSource may offer different investment options than your worksite employer's original 401(k) plan. You will be required to choose from the investment options offered by the Retirement Savings Plan for your future contributions. The investment options available under the Retirement Savings Plan are listed in the Plan Education Kit that has been forwarded to you and Fund Fact Sheets can be found at <https://adptotalsource.voya.com>. Your existing balance in the original plan, however, will be "mapped" to the Retirement Savings Plan as noted on the transition timeline notification (blackout notice).

5. I have my own brokerage account; can I transfer those accounts in kind?

No. All brokerage accounts must be liquidated and converted to cash, then transferred to the Retirement Savings Plan. If eligible, you can then open a Self-Directed Brokerage Account (SBDA) (fees & commissions apply), the Retirement Savings Plan's brokerage feature, and invest in individual stocks (NYSE, AMEX, NASDAQ), mutual funds, and most government & corporate bonds. More information on the SDBA can be found on the Retirement Savings Plan website under Plan Information and Forms.

6. Do I have to participate in this merger and/or can I roll my money into an IRA?

You must participate in the merger as your worksite employer's original 401(k) plan will no longer exist following the effective date of the plan merger. Even if you choose to not participate in the new plan on a go-forward basis, your existing 401(k) account balance will be transferred to the Retirement Savings Plan.

The Internal Revenue Service has specific regulations regarding when you can access your money and roll your 401(k) account funds into an IRA or other tax qualified plan. If you believe that you may be eligible and wish to receive a distribution from the original plan, we suggest contacting that plan provider. Unless you meet the plan's requirements to receive a distribution/rollover and request such a distribution, then as described above, your 401(k) account will be transferred to the Retirement Savings Plan.

7. Do I need to complete a rollover form in order for my original 401(k) plan account to be merged into the Retirement Savings Plan?

No. As described above, because your worksite employer has decided to merge its original 401(k) plan into the Retirement Savings Plan, the account that you have in your worksite employer's original 401(k) plan will automatically transfer to the Retirement Savings Plan. A rollover form is used only if you have retirement plan monies in a former employer's retirement plan that are eligible for distribution and you choose to take the distribution and "roll" that distribution into the Retirement Savings Plan.

8. Can I tell you where to invest my transferred assets?

The ADP TotalSource Investment Committee, as plan fiduciary for the Retirement Savings Plan, has retained the services of an independent Registered Investment Advisor that will "map" the original plan's investment options and your account to similar investment options available within the Retirement Savings Plan. In the event that you have monies invested in an option for which there is no similar investment option available through the Retirement Savings Plan, those funds will be defaulted into the fund that the Plan has designated as its Qualified Default Investment Alternative. Once the merger is complete and the blackout period has ended, you will have the ability to transfer your balance to any of the investment options within the Retirement Savings Plan. Please refer to the transition timeline notification (blackout notice) for the fund mapping.

9. Will I be notified when the merger is complete and when I can transfer my mapped funds?

You can go to the Retirement Savings Plan website or call the ADP TotalSource Service Center any time after the blackout period has ended to determine if the merger is complete. In addition, your employer will be directly notified once the merger is complete.

10. What if I have a 401(k) loan?

During the plan merger process, you must continue to make any 401(k) loan payment(s) which are due, which will be placed in a holding account to prevent your loan from becoming delinquent or going into default (assuming that your loan is not already delinquent or pending default). Once we receive your full loan disclosure information, such as interest rate, date of the loan, maturity date etc., we will apply the payments that are being kept in the holding account and all future payments to your 401(k) loan.

Loans which are determined to be delinquent at the conclusion of the plan merger process will go through a process to bring them up to date. If the next scheduled repayment date for the loan is no earlier than the first day of the previous quarter, the loan timeframe will be extended and your repayment will remain the same. If, however, that extension results in the loan not being fully repaid within five years from the original loan date, the loan will need to be re-amortized which will result in an increase in the amount owed from each paycheck. Confirmation will be sent for any re-amortized loan reflecting the new payment amount. Loans which are delinquent to a timeframe older than the first of the previous quarter will be defaulted.

Please Note: If you took a loan recently, it may not be on file; therefore, it is important that you inform your worksite employer or ADP TotalSource of this loan if you notice that no loan payments are being deducted from your paycheck.

11. What happens if my loan is nearing maturity during the time of the merger?

We will continue to take loan payments during the merger process. Once the plan merger is completed and if it is determined that we have received excess payments in error towards your loan, we will return these payments to you.

12. Do I have to enroll in the new plan?

The need to actively enroll will depend upon whether ADP TotalSource was your payroll provider when your worksite employer sponsored the original 401(k) plan.

If your elective contribution percentage from your worksite employer's original 401(k) plan is currently reflected on our payroll file, that elective contribution percentage will be applied to the Retirement Savings Plan on the effective date of the new plan.

For example, if you are currently an active worksite employee receiving paychecks through ADP TotalSource and you have been contributing 4% to your worksite employer's original plan, that same election will be carried over to the Retirement Savings Plan.

As a result, you do not need to enroll in order to begin participating in the Retirement Savings Plan. However, you do need to select your investment options and list your beneficiaries. If you do not make an election as to where you want your contributions invested, your contributions will be defaulted into a Voya Target Solution Trust fund option based upon your date of birth and your projected retirement age of 65.

If your new plan with ADP TotalSource has an **automatic enrollment** feature and you do not take any action, your contribution percentage and investment option will be chosen for you.

If your elective contribution percentage is not on file or if you previously contributed a flat dollar amount, you **must** enroll in the Retirement Savings Plan with a percentage amount in order to continue to make elective contributions.

You can access your account:

Web - There are two ways to access your Plan account online.

- Visit the Associate Portal and log in with your username and password. Then click the Myself tab and select Retirement Plan under Benefits.
- Or log in to the Plan website at <https://adptotalsource.voya.com>

Mobile - Search ADP Mobile App or Voya Retire in your preferred mobile app store.

Information Line - Call the Plan Service Center at **(855) 646-7549** and press 0 to speak with a Customer Service Associate. They are available from 8:00 a.m. to 8:00 p.m. Eastern Time, Monday through Friday (excluding New York Stock Exchange holidays).

13. I prefer to invest a fixed dollar amount as a 401(k) contribution, can I do this?

No. The Retirement Savings Plan requires that your elective deferrals be defined as a percentage of your pay. Therefore, if you choose to participate in the Retirement Savings Plan, you must elect a percentage of your pay to be deferred.

14. What is the default fund?

If, during the enrollment process, you do not select one or more investment options, your contributions will automatically be allocated to one of the Voya Target Solution Trust funds based on your date of birth and your projected retirement age of 65.

15. Will there also be a blackout period for my new contributions to the Retirement Savings Plan?

No. Only the account balance being transferred from your worksite employer's original 401(k) plan is affected by the blackout period.

16. Are there tools available to assist me in determining which investment options to choose?

Yes. Voya provides education through their interactive website as well as phone-based services that help you determine an appropriate savings and investment strategy relative to your retirement income needs. These are detailed in the Plan Education Kit you should have received from Voya. You can also find more information through the Plan website.

17. I did not receive a Voya issued password to access my account, how do I get a new password?

You can access your Retirement Savings Plan account by going to <https://adptotalsource.voya.com>

- Click the "Register Now" option and follow the step-by-step prompts to receive a Personal Identification Number (PIN) and register your account.
- You will need to create your Username, which can be an email address, or a name you can remember and needs to be a minimum of 6 characters. It cannot be your SSN (or include 9 numeric characters).
- You will then be asked to create a new Password. Type the password exactly the same in both boxes that appear. Please note, this password must be a minimum of eight characters and must contain upper and lowercase letters, numbers and special characters (!@#\$%...)
- To ensure the security of your account, you will be asked to provide your mobile number or an alternate email address. We will use this for the future recovery of your Username or Password, as needed, or if you login using a computer or device that is not recognized.
- If you plan on logging in from the same computer or device you are currently using, and wish to skip the verification code on future log-ins, check the box to register your computer or device. You should NOT use this option if you are logging in on a public computer or shared device.
- To complete your registration, you will be asked to provide your email address, mobile phone number, and change document delivery section which tells Voya Financial® how you wish to receive information. After reading through the terms and conditions, check the box to accept and click on submit to complete your registration.

18. Where can I go if I have any additional questions?

If you have questions regarding the new 401(k) plan please contact the ADP TotalSource Service Center at (855) 646-7549, and press "0" to speak to a Customer Service Associate (available weekdays 8:00 a.m. to 8:00 p.m. (excluding New York Stock Exchange holidays). If you have questions regarding the original 401(k) plan or the plan merger, please contact that provider as you normally would or your employer.