

GUIDED BY GOOD 401(k) PLAN HIGHLIGHTS OF PLAN FEATURES

ELIGIBILITY AND ENTRY

You are eligible to join the 401(k) and Employer Matching portion of the Plan if you are at least age 21 and have completed three consecutive months of service. Once you meet the eligibility requirements, you may enter the Plan on the following January 1, April 1, July 1, or October 1.

EMPLOYEE 401(k) CONTRIBUTIONS

You can save for your retirement on a “pre-tax” basis, Traditional 401(k), on an “after-tax” basis, Roth 401(k), or by utilizing a combination of the two.

Your total contributions in 2023, Traditional and Roth contributions combined, may not be more than \$22,500. Your maximum contribution percentage and/or dollar amount may also be limited by IRS regulations. If you are age 50 or older, you may elect to contribute additional amounts to the plan. The maximum “catch-up contribution” you can make in 2023 is \$7,500.

Traditional 401(k). Your contributions are made pre-tax; therefore, your taxable income is reduced by the amount you contribute to the Plan. This lets you reduce your current income taxes. **Roth 401(k).** Your contributions are made after-tax; therefore, your taxable income is *not* reduced by the amount you contribute to the Plan. The tax advantage of Roth 401(k) contributions is at the time of distribution.

AUTOMATIC ENROLLMENT

If you do not affirmatively elect to have a specified amount contributed to the Plan, including zero (0%), the Employer will automatically withhold 3% of your compensation from your paycheck each payroll period and contribute that amount to the Plan on your behalf as a pre-tax salary deferral. Your contributions will be invested in the default investment option, the Moderate Portfolio. While you are a participant, the automatic deferral amount will increase by 1% per year up to a maximum of 6% of your compensation as of each anniversary of your date of hire.

YOUR PERSONAL ONLINE ACCOUNT - An online account has been set up for you on the 4A's Benefits website. To access your online account:

- Log on to www.AAAABenefits.com
- Got to the Member Retirement Log In box and click on the **Log In** button
- On the Welcome page, enter your default **User ID** and default **Password**
- Your default **User ID** is the first initial of your first name, capitalized, plus your eight-digit birthdate (mmddyyyy), no spaces - i.e. A11051980
- Your default **Password** is the last four digits of your Social Security Number
- Select “Participant” in the third box and click on LOGIN and then follow the instructions to authenticate your account through a One-Time PIN process.
- After entering your One-Time PIN, you will be required to create a new User ID and Password.
- Once you have created a new User ID and Password, follow the step-by-step instructions to complete the enrollment process.
- Any questions or assistance needed please contact 4A's Benefits customer service at 704-501-4411.

EMPLOYEE 401(k) CONTRIBUTIONS – CHANGES

You may modify your salary deferral election, change the type of contribution, or revoke your deferral election each pay period. Changes can be made by logging on to your personal online account. On your Dashboard, click on **CHANGE CONTRIBUTION RATE** to modify your deferral elections.

EMPLOYER CONTRIBUTIONS

The Employer will make a matching contribution to the Plan. Matching contributions will be allocated to all eligible employees making contributions to the Plan who are employed by the Employer on the last day of the Plan Year. Employee contributions exceeding 6% of eligible compensation are disregarded for matching purposes.

VESTING

You are always 100% vested in your Employee 401(k) contributions. The vesting schedule does not apply to these contributions. You are vested in Employer contributions based on years of service as shown below:

Years of service	1	2	3
Vesting Percentage	25%	50%	100%

INVESTMENTS

You may invest your contributions and Employer contributions in any or all of the investment funds available

INVESTMENT ELECTION CHANGES/TRANSFERS

You may change your investment elections and/or transfer between the investment funds at any time. Changes can be made by logging on to your personal online account. On your Dashboard, click on **MANAGE INVESTMENTS** to Change Elections, Move Money, Rebalance your account and/or Change Contribution Rates.

DISTRIBUTION OPTIONS FROM THE PLAN

The normal times to access your accounts are termination of employment, age 59½, retirement, death or disability; and you may take a distribution from your Rollover Account at any time.

In general, Traditional 401(k) balances and Employer contributions are taxable upon distribution; whereas Roth 401(k) balances are tax free when distributed from the Plan. See the Summary Plan Description for details. Distribution of pre-tax contributions may be rolled over to an IRA or another qualified plan. Distribution of Roth 401(k) contributions may be rolled over to a Roth IRA or another qualified plan which accepts Roth 401(k) contributions. The Plan also provides for you to be able to access your accounts if you incur a financial hardship. See the Summary Plan Description for details.

LOANS

Loans are available to plan participants. See the Summary Plan Description for Loan details. To model a loan, log on to your personal online account. From the menu bar at the top of the page, click on **Loans**.

ROLLOVERS

The Plan accepts rollovers (distributions) from other qualified employer Plans and Rollover IRA's. Roth or Education IRA's cannot be rolled into this Plan.

The above is a brief review of certain plan features. It is not complete and not intended as tax advice. It is important that you read the Summary Plan Description. It is also important that you read the investment fund prospectuses before making your investment decisions.