

# 401(k) Notice of Eligible Automatic Contribution Arrangement (EACA)

**IMPORTANT:** Carefully read and consider the following information before you decide whether to start making elective deferrals or decide to continue or change the amount of your employee 401(k) contributions.

## PLAN INFORMATION

Employer Name \_\_\_\_\_

Plan Name \_\_\_\_\_

Plan Sequence Number \_\_\_\_\_

Plan Year End (mm/dd/yyyy) \_\_\_\_\_

Plan ID Number \_\_\_\_\_

## GENERAL INFORMATION

Your retirement plan allows you to elect to have contributions (called deferrals) made on your behalf to the plan in lieu of receiving the amount as cash compensation. This type of plan is commonly referred to as a 401(k) plan. In order to make saving for retirement as easy as possible, your plan includes an Eligible Automatic Contribution Arrangement (EACA) so that you may be automatically enrolled when you become eligible. If you do not enroll in the plan by the date requested by your plan administrator, the percentage of compensation listed below will be withheld from each paycheck and contributed to the plan as a deferral. In addition, if you do not have investment elections on file, these dollars will be invested in the plan's default investment described below. If you have questions regarding this automatic enrollment feature please contact the plan administrator listed in this notice.

### Making A Deferral Election

You have the right to elect to have any amount permitted under the plan withheld from your paycheck, including no amount at all. If you do not make an election, the percentage of compensation listed below will be withheld from your paycheck each pay period until you complete a salary reduction agreement and submit it by following the procedures established by your plan administrator indicating that you do not wish to have amounts withheld or you wish to increase or decrease the amount of your deferral.

You may complete a salary reduction agreement to make or change your election by \_\_\_\_\_ (specify a date at least 30 days from the delivery date of this notice). This timeframe to make or modify your salary deferral election is in addition to any other election modification periods specified below.

You may change the amount you are deferring into the plan—or stop making deferrals altogether—at the times indicated below by notifying your Plan Administrator of your desire to change your deferral rate using the method approved by your plan administrator.

You may revoke a salary reduction agreement to stop making elective deferrals by giving proper notice to the plan administrator. Your deferral will stop the first day of the next (select one):

Plan Year;  Plan year or, if earlier, the first day of the seventh month of the plan year;  Quarter;  Month;

Other (specify): \_\_\_\_\_

You may resume your elective deferrals after revoking a salary reduction agreement. Your election will become effective the first day of the next (select one):

Plan Year;  Plan year or, if earlier, the first day of the seventh month of the plan year;  Quarter;  Month;

Other (specify): \_\_\_\_\_

You may modify your salary reduction agreement prospectively to increase or decrease elective deferrals. Your election will become effective the first day of the next (select one):

Plan Year;  Plan year or, if earlier, the first day of the seventh month of the plan year;  Quarter;  Month;

Other (specify): \_\_\_\_\_

## AUTOMATIC COMPENSATION REDUCTION

The amount that will be deferred from your paycheck and contributed to the plan is 3% of your compensation.

Automatic deferrals will be contributed to the plan as pre-tax deferrals.

You will be automatically enrolled if you are

- A newly hired employee.
- A current employee who has met the eligibility requirements and elected to deferral less automatic contribution percentage amount indicated above.

**EXAMPLE:** Your plan administrator automatically enrolls participants at a rate of 3% of their compensation into the plan. The automatic enrollment will apply to you if you satisfy the plan's eligibility requirements and do not enroll in the plan during the designated time period. You will automatically be enrolled in the plan and 3% of your compensation will be contributed to the plan rather than being paid to you as compensation.

**WITHDRAWALS UNDER AN EACA**

You will be permitted to withdraw (without penalty) that portion of your deferrals that has been automatically contributed to the plan under the EACA if you are automatically enrolled in the plan.

Your election to withdraw must be made within 30 days following the payroll date that your first deferral was deducted from your paycheck and automatically contributed to the plan.

If you choose to withdraw your deferrals, your withdrawal will also consist of any earnings attributable to those deferrals. Any matching contributions made by your employer that are related to those deferrals will be forfeited.

**INVESTMENT INFORMATION**

**Default Investment(s)**

You have the right to direct the investment of any contributions made under this arrangement. If you do not make investment elections, amounts contributed under the automatic enrollment feature of the plan will be invested in the default investment(s) listed below. The investment of any amounts contributed under the automatic enrollment feature will continue to be invested in the default fund(s) until you make an investment election. Your plan administrator will provide you with information on the plan's procedure(s) for making investment elections, including other investment alternatives available under the plan.

**PLAN ADMINISTRATOR INFORMATION**

If you wish to obtain additional information about the plan (including a copy of the Summary Plan Description), you may contact the plan administrator at the following address or telephone number.

Name of Plan Administrator: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Telephone Number: \_\_\_\_\_

**ADDITIONAL INFORMATION**

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