## Welcometrothe

## Employer Solutions

## 4 Group Rectremena <br> Savings plaur

Dear Employee:

Employer Solutions Group, LLC is pleased to announce the addition of the Employer Solutions Group Retirement Savings Plan to your employment benefits! You are eligible and you can participate in this valuable savings tool that will help you reach your retirement goals.

In this welcome letter, you will find specific information about the plan, information about the Default Investment Option, a Summary Plan Description, and a Participant Fee Disclosure. By the end, you will have everything you need to know about contributions, investment options, and how you can start saving!

Let's start with some information about your plan:


## Discretionary Matching Contribution

- Employer Solutions Group, LLC may elect to make a discretionary matching contribution equal to a percentage of your salary deferrals. You will be notified if this matching contribution is funded by your employer.


## (ᄌ) Catch-Up Contributions

- You may increase your dollar amount contribution in order to make up for the missed deferral opportunity for the months prior to the date you enter the Plan. Please remember that you can only defer up to the applicable amount limit set by the IRS each year. The 2024 IRS limit for elective deferrals is $\$ 23,000$ and $\$ 7,500$ for catch-up contribution elective deferrals (age 50 and up).

Pretax vs Roth Elective Deferrals

| Contributions | Roth 401(k) | Traditional 401(k) |
| :---: | :--- | :--- | \left\lvert\, \(\left.\begin{array}{l}Contributions are made with after- <br>

tax dollars (that means you pay <br>
taxes on that money now).\end{array} \quad $$
\begin{array}{l}\text { Contributions are made with } \\
\text { pretax dollars (that lowers your } \\
\text { taxable income now, but you'll pay } \\
\text { taxes later in retirement). }\end{array}
$$\right.\right\}\)

## O

- Investment options are chosen by a team of investment professionals to ensure the best possible performance. You'll have the ability to select the investment options that best fit your retirement goals. If you fail to elect an option, don't worry; your deferral will be allocated to the Qualified Default Investment Alternative (QDIA), a TIAA-CREF Lifecycle Index Fund that automatically adjusts its investment allocation based on your birth year. TCG Administrators will provide administration of the Plan, and Matrix is the custodian holding your assets. To take advantage of the perks of this plan, you'll need to follow these simple steps to get started on your road to retirement:

1. Log on to https://retirement.tcgservices.com to access your account. You will use your Social Security Number (xxxxxxxxx) as your User ID and the Password will be your Date of Birth (mmddyyyy) to log in. You will be asked to change this once you have successfully logged in to the system.
2. Complete your beneficiary designation.
3. Select your elective deferral rate. You can change this rate by accessing your account and following the instructions provided within this package.
4. Elect your investment allocations on our site. Review the investments offered in the Plan, and carefully choose your investments. As we mentioned before, if you fail to make an investment selection, your deferral will be allocated to the Qualified Default Investment Alternative (QDIA), TIAA-CREF Lifecycle Index Fund that corresponds with your birth year.

For further guidance on how to login, please view the following video: How to Login to your 401(k) Account

If you have any questions or need any assistance with the enrollment process, please reach out to TCG at (800)943-9179. For investment related questions, please call us at 512-600-5204 or set up a virtual appointment at https://tcaservices.com/telewealth/.

## 2024 IRS Retirement Plan Contribution Limits

## EFFECTIVE 01/01/2024

The IRS has released the 2024 Annual Plan Limitations for defined contribution and defined benefit plans. 403(b), 457(b), \& 401(k) elective deferral, catch-up, and other key limits for 2024 are listed below.

|  | 2023 Limits | 2024 Limits |
| :---: | :---: | :---: |
| Employee Elective Deferrals to the 403(b), 457(b) and 401(k) Plans | \$22,500 | \$23,000 |
| Catch-Up Contributions (Age 50 or older) to the $403(b)$, 457(b) and 401(k) Plans | \$7,500 | \$7,500 |
| Annual Addition Dollar Maximum (applies to Employerpaid 401(a), 403(b) and 401(k) Plans) | \$66,000 | \$69,000 |
| Defined Benefit Dollar Maximum | \$265,000 | \$275,000 |
| Highly Compensated Employee Threshold (applies mainly to 401(k) Plans) | \$150,000 | \$155,000 |
| Key Employee Threshold (applies mainly to 401(k) Plans) | \$215,000 | \$220,000 |
| Annual Compensation Limits (used for retirement plan calculations) | \$330,000 | \$345,000 |
| Annual IRA contribution | \$6,500 | \$7,000 |
| IRA catch-up contributions (age 50 and older) | \$1,000 | \$1,000 |
| Health Savings Accounts (HSA) Contribution Limits | \$3,850 (Individuals) <br> \$7,750 (Families) | \$4,150 (Individuals) \$8,300 (Families) |
| Health Savings Accounts (HSA) Catch Up Contributions (Age 55 or older) | \$1,000 | \$1,000 |

For a complete list of 2024 limits, please visit the following link: https://www.irs.gov/pub/irs-drop/n-23-75.pdf

## TCG, a HUB International Company

900 S Capital of Texas Hwy, Suite 350, Austin, TX 78746
800-943-9179 | www.tcgservices.com

## TCG ADMINISTRATORS <br> OUTPERFORM RETIREMENT

## Take Control of Your Future

## Online Plan Tools at your Fingertips

At TCG, we leverage technology and dedicated customer service agents to help empower your financial success. We have listened to thousands of plan participants like you to develop industry-leading tools and resources.

Our website helps you:
> Start, stop, and modify plan contributions
» Review account balance
» Access statements, forms, and more

## Unlock online account access today $\nabla$

$\square$You have been pre-enrolled into our online system. Here's how to access your account:

## 1. Visit www.tcgservices.com/login

2. Select Group Retirement Plans and click Portal Login
3. Login using the following default credentials:

Username: Social Security number (no hypens)
Password: Date of birth (MMDDYYYY)
4. You'reset! Fullaccount accessis nowyours!



# TCG Retirement Plan Mobile App 

## Financial control right from your fingertips

You can now manage your TCG group retirement account(s) conveniently and securely from anywhere using our mobile app. The most important information related to your account is always available $24 / 7$ with friendly navigation menus.

Use the TCG Retirement Plan app to:
» Check account balance
" Adjust contribution rates
» View investment performance
» Receive alerts and important messages
» ... and more!

Try it yourself! The app is available through both the Apple App Store and Google Play Store.


## HOW TO DOWNLOAD

1. Launch tcgservices.com/app from your phone's internet browser or scan the QR code above.
2. Choose your device type to launch the app store and download the TCG Retirement Plan app.
3. Log in using your username and password. Accept all terms and conditions to get started.
4. You're done! Use the app anytime!

Note: If you were given default credentials by your employer or have not enrolled in a plan before, you must establish account access at www.tcgservices.com.


## Additional Resources

» Enroll in a new plan at www.tcgservices.com/enroll
» Schedule a TeleWealth Virtual Finacial Consultation at www.tcgservices.com/telewealth

## Employer Solutions Group Retirement Savings Plan

## QUALIFIED DEFAULT INVESTMENT ALTERNATIVE (QDIA) NOTICE

The purpose of this notice is to describe how your contributions and any contributions made on your behalf to the Employer Solutions Group Retirement Savings Plan (the "Plan") will be invested, if you do not make an election as to how the Plan should invest the assets in your Plan account.

Right to Direct the Investment:
As a Participant or beneficiary in the Plan you have the right to direct the investments of the assets in your Plan account. You may elect to invest your account assets in any of the Plan's available investment options. If you do not make an investment election, or if your election does not equal $100 \%$ of your contributions to your Plan account, the Plan will automatically invest your account assets in the Plan's Qualified Default Investment Alternative (QDIA).

Qualified Default Investment Alternative
The Plan's Qualified Default Investment Alternative is the TIAA-CREF Lifecycle Index Fund that corresponds with your Birth Year as shown below.

| Ticker | Name | Fees | Peer Group |
| :---: | :---: | :---: | :---: |
| TRILX | TIAA-CREF Lifecycle Index Ret Inc (Birth Year: 1953 or Earlier) | 0.10\% | Target Date Fund |
| TLWIX | TIAA-CREF Lifecycle Index 2020 (Birth Year: 1954-1958) | 0.10\% | Target Date Fund |
| TLQIX | TIAA-CREF Lifecycle Index 2025 (Birth Year: 1959-1963) | 0.10\% | Target Date Fund |
| TLHIX | TIAA-CREF Lifecycle Index 2030 (Birth Year: 1964-1968) | 0.10\% | Target Date Fund |
| TLYIX | TIAA-CREF Lifecycle Index 2035 (Birth Year: 1969-1973) | 0.10\% | Target Date Fund |
| TLZIX | TIAA-CREF Lifecycle Index 2040 (Birth Year: 1974-1978) | 0.10\% | Target Date Fund |
| TLXIX | TIAA-CREF Lifecycle Index 2045 (Birth Year: 1979-1983) | 0.10\% | Target Date Fund |
| TLLIX | TIAA-CREF Lifecycle Index 2050 (Birth Year: 1984-1988) | 0.10\% | Target Date Fund |
| TTIIX | TIAA-CREF Lifecycle Index 2055 (Birth Year: 1989-1993) | 0.10\% | Target Date Fund |
| TVIIX | TIAA-CREF Lifecycle Index 2060 (Birth Year: 1994 or 1998) | 0.10\% | Target Date Fund |
| TFITX | TIAA-CREF Lifecycle Index 2065 (Birth Year: 1999 or Later) | 0.10\% | Target Date Fund |

The attached Fact Sheet describe the risk, return and the applicable expenses of the QDIA. All of these funds are available investment options under the Plan. This Portfolio satisfies the requirements of a "qualified default investment alternative" under ERISA, as set forth in regulations issued by the Department of Labor (DOL). The QDIA is not intended to guarantee retirement income. You may lose money while your account is invested in the QDIA.

## Other Investment Options

The Plan contains several investment funds, each with a different investment objective and risk. You may invest your entire account in one of the investment funds or divide your account among two or more investment funds. You may transfer all, or any portion of, your account balance from the QDIA to any other available investment alternative under the Plan. If you were defaulted in to the QDIA, such a transfer will not be subject to any restrictions or financial penalties (such as surrender charges, or liquidation, exchange and redemption fees). However, your investment in the QDIA will remain subject to certain operational fees and expenses that are charged on an ongoing basis.

## Additional Information Available

To learn more about the available investments under the Plan, including additional information about the QDIA or the Plan's other investment alternatives, please visit www.tcgservices.com or contact the Investment Advisor:

TCG Advisors, LP
900 South Capital of Texas Highway, Suite 350
Austin, Texas 78746
(512) 306-9939

THIS NOTICE DOES NOT CONSTITUTE INVESTMENT ADVICE. CAREFULLY READ THE PROSPECTUS AND OTHER DISCLOSURES FOR EACH INVESTMENT BEFORE INVESTING. IF YOU ARE SEEKING INVESTMENT ADVICE, PLEASE CONSULT A PROFESSIONAL FINANCIAL OR INVESTMENT ADVISOR.

# Marketing communication 

As of 30 Sep 2023
A TIAA Company

## QDIA: TIAA-CREF Lifecycle Index Funds - Institutional Share Class

## What are Target Date Funds?

Target date funds (also commonly referred to as "lifecycle funds," "retirement funds" and "age-based funds") are managed based on the specific retirement year (target date) and assumes an estimated retirement age of approximately 65 . In addition to age or retirement date, investors should consider factors such as their risk tolerance, personal circumstance and complete financial situation before choosing to invest in a target date fund. These funds are generally designed for investors who expect to invest in a fund until they retire (the target date), and then begin making gradual systematic withdrawals afterward. There is no guarantee that an investment in a target date fund will provide adequate retirement income, and investors can lose money at any stage of investment, even near or after the target date.

## Investment glidepath

## Glidepath Strategy

Target date funds employ glidepaths, which are the planned progression of asset allocation changes (e.g., mix of equity and fixed-income investments) along specific points in time. A fund's glidepath generally shows how its asset allocation shifts from a more aggressive to a more conservative investment approach as the fund moves toward and beyond its target date.


| Birth Year | 1999 - Present | 1994-1998 | 1989-1993 | 1984-1988 | 1979-1983 | 1974-1978 | 1969-1973 | 1964-1968 | 1959-1963 | 1954-1958 | 1949-1953 | Earlier - 1948 | N/A |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Target Fund | Lifecycle Index 2065 Fund | Lifecycle Index 2060 Fund | Lifecycle Index 2055 Fund | Lifecycle Index 2050 Fund | Lifecycle Index 2045 Fund | Lifecycle Index 2040 Fund | Lifecycle Index 2035 Fund | Lifecycle Index 2030 Fund | Lifecycle Index 2025 Fund | Lifecycle Index 2020 Fund | Lifecycle Index 2015 Fund | Lifecycle Index 2010 Fund | Lifecycle Index Retirement Income Fund |
| Ticker | TFITX | TVIIX | TTIIX | TLLIX | TLXIX | TLZIX | TLYIX | TLHIX | TLQIX | TLWIX | TLFIX | TLTIX | TRILX |

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As of 30 Sep 2023
A TIAA Company
QDIA: TIAA-CREF Lifecycle Index Funds - Institutional Share Class

|  | $\begin{aligned} & \text { Lifecycle } 2065 \\ & \text { Fund }^{2} \end{aligned}$ | $\begin{aligned} & \text { Lifecycle } 2060 \\ & \text { Fund }^{2} \end{aligned}$ | Lifecycle 2055 Fund ${ }^{2}$ | $\begin{aligned} & \text { Lifecycle } 2050 \\ & \text { Fund }^{2} \end{aligned}$ | Lifecycle 2045 Fund ${ }^{2}$ | Lifecycle 2040 Fund ${ }^{2}$ | Lifecycle 2035 Fund ${ }^{2}$ |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Birth Year | 1999 - Present | 1994-1998 | 1989-1993 | 1984-1988 | 1979-1983 | 1974-1978 | 1969-1973 |
| Ticker | TFITX | TVIIX | TTIIX | TLLIX | TLXIX | TLZIX | TLYIX |
| Total Returns ${ }^{1}$ |  |  |  |  |  |  |  |
| 3-Month | -3.52\% | -3.59\% | -3.62\% | -3.59\% | -3.57\% | -3.55\% | -3.41\% |
| YTD | 9.20\% | 9.00\% | 8.91\% | 8.78\% | 8.50\% | 7.80\% | 6.79\% |
| Average Annual Total Returns ${ }^{1}$ |  |  |  |  |  |  |  |
| 1 Year | 19.66\% | 19.34\% | 19.14\% | 18.86\% | 18.31\% | 17.02\% | 15.00\% |
| 3-Year | 6.74\% | 6.51\% | 6.35\% | 6.21\% | 5.99\% | 5.11\% | 4.06\% |
| 5-Year | - | 6.57\% | 6.50\% | 6.44\% | 6.33\% | 5.87\% | 5.33\% |
| 10-Year | - | - | 8.25\% | 8.17\% | 8.05\% | 7.68\% | 7.10\% |
| Since Inception | 6.74\% | 7.80\% | 8.30\% | 9.26\% | 9.18\% | 8.91\% | 8.41\% |
| Inception Date | 30 Sep 2020 | 26 Sep 2014 | 29 Apr 2011 | 30 Sep 2009 | 30 Sep 2009 | 30 Sep 2009 | 30 Sep 2009 |
| Expenses |  |  |  |  |  |  |  |
| Gross | 0.82\% | 0.19\% | 0.18\% | 0.17\% | 0.17\% | 0.17\% | 0.17\% |
| Net | 0.10\% | 0.10\% | 0.10\% | 0.10\% | 0.10\% | 0.10\% | 0.10\% |
| Waiver/Cap Expires | 30 Sep 2024 | 30 Sep 2024 | 30 Sep 2024 | 30 Sep 2024 | 30 Sep 2024 | 30 Sep 2024 | 30 Sep 2024 |
| Morningstar Rating ${ }^{\text {TM }}$ based on historical risk-adjusted total returns |  |  |  |  |  |  |  |
| Overall | $\star \star \star \star \star / 108$ | $\star \star \star \star \star / 184$ | $\star \star \star \star \star / 189$ | $\star \star \star \star \star / 190$ | $\star \star \star \star \star / 189$ | $\star \star \star \star \star / 192$ | $\star \star \star \star \star / 189$ |
| 3 Years | $\star \star \star \star \star / 108$ | $\star \star \star \star / 184$ | $\star \star \star \star / 189$ | $\star \star \star \star / 190$ | $\star \star \star \star / 189$ | $\star \star \star / 192$ | $\star \star \star / 189$ |
| 5 Years | - | $\star \star \star \star \star / 164$ | $\star \star \star \star \star / 175$ | $\star \star \star \star \star / 176$ | $\star \star \star \star \star / 175$ | $\star \star \star \star \star / 176$ | $\star \star \star \star \star / 175$ |
| 10 Years | - | - | $\star \star \star \star \star / 87$ | $\star \star \star \star \star / 100$ | $\star \star \star \star \star / 99$ | **ᄎ $\star$ */100 | $\star \star \star \star \star / 99$ |
| Morningstar Category | Target-Date 2065+ | Target-Date 2060 | Target-Date 2055 | Target-Date 2050 | Target-Date 2045 | Target-Date 2040 | Target-Date 2035 |

1 Past performance does not predict or guarantee future results. Investment returns and principal value will fluctuate so that shares redeemed may be worth more or less than their original cost. Current performance may be higher or lower than the performance shown. Total returns for a period of less than one year are cumulative. Returns without sales charges would be lower if the sales charges were included. Returns assume reinvestment of dividends and capital gains. For performance, current to the most recent month-end visit nuveen.com or call 800-842-2252.

Investment Objective and Strategy The Lifecycle Index Funds seek high total return over time through a combination of capital appreciation and income. Each of the Lifecycle Index Funds is designed to provide a single diversified portfolio managed with a target retirement date in mind. The target date is the approximate date when investors expect to begin withdrawing money from the funds. The funds' actual allocations may vary up to $10 \%$ from the current target allocations. Each of the Lifecycle Index portfolios invests in several underlying equity and fixedincome funds offered by the TIAA-CREF Funds.

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QDIA: TIAA-CREF Lifecycle Index Funds - Institutional Share Class

|  | Lifecycle 2030 Fund ${ }^{2}$ | $\begin{aligned} & \text { Lifecycle } 2025 \\ & \text { Fund }^{2} \end{aligned}$ | Lifecycle 2020 Fund ${ }^{2}$ | Lifecycle 2015 Fund ${ }^{2}$ | Lifecycle 2010 Fund ${ }^{2}$ | Lifecycle Retirement Income Fund ${ }^{2}$ |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Birth Year | 1964-1968 | 1959-1963 | 1954-1958 | 1949-1953 | Earlier - 1948 | N/A |
| Ticker | TLHIX | TLQIX | TLWIX | TLFIX | TLTIX | TRILX |
| Total Returns ${ }^{1}$ |  |  |  |  |  |  |
| 3-Month | -3.24\% | -3.09\% | -2.96\% | -2.79\% | -2.57\% | -2.75\% |
| YTD | 5.84\% | 5.08\% | 4.42\% | 4.01\% | 3.67\% | 3.78\% |
| Average Annual Total Returns ${ }^{1}$ |  |  |  |  |  |  |
| 1 Year | 13.08\% | 11.50\% | 10.25\% | 9.37\% | 8.47\% | 8.84\% |
| 3-Year | 3.17\% | 2.36\% | 1.63\% | 1.21\% | 0.82\% | 0.82\% |
| 5-Year | 4.85\% | 4.38\% | 3.95\% | 3.71\% | 3.44\% | 3.48\% |
| 10-Year | 6.53\% | 5.95\% | 5.38\% | 4.95\% | 4.58\% | 4.44\% |
| Since Inception | 7.82\% | 7.21\% | 6.62\% | 6.12\% | 5.69\% | 5.40\% |
| Inception Date | 30 Sep 2009 | 30 Sep 2009 | 30 Sep 2009 | 30 Sep 2009 | 30 Sep 2009 | 30 Sep 2009 |
| Expenses |  |  |  |  |  |  |
| Gross | 0.18\% | 0.18\% | 0.19\% | 0.20\% | 0.22\% | 0.22\% |
| Net | 0.10\% | 0.10\% | 0.10\% | 0.10\% | 0.10\% | 0.10\% |
| Waiver/Cap Expires | 30 Sep 2024 | 30 Sep 2024 | 30 Sep 2024 | 30 Sep 2024 | 30 Sep 2024 | 30 Sep 2024 |
| Morningstar Rating ${ }^{\text {TM }}$ based on historical risk-adjusted total returns |  |  |  |  |  |  |
| Overall | $\star \star \star \star \star / 198$ | $\star \star \star \star \star / 196$ | $\star \star \star \star / 135$ | $\star \star \star \star / 108$ | $\star \star \star \star / 107$ | $\star \star \star \star / 440$ |
| 3 Years | $\star \star \star \star / 198$ | $\star \star \star \star / 196$ | $\star \star \star / 135$ | $\star \star \star / 108$ | $\star \star \star / 107$ | $\star \star \star / 440$ |
| 5 Years | $\star \star \star \star \star / 176$ | $\star \star \star \star \star / 178$ | $\star \star \star \star / 129$ | $\star \star \star \star / 102$ | $\star \star \star \star / 100$ | $\star \star \star \star / 408$ |
| 10 Years | $\star \star \star \star \star / 100$ | $\star \star \star \star \star / 102$ | *****/62 | *ᄎ***/44 | *****/46 | $\star \star \star \star / 296$ |
| Morningstar Category | Target-Date 2030 | Target-Date 2025 | Target-Date 2020 | Target-Date 2015 | Target-Date 200 | Alloc. $30 \%$ to 50\% Equity Avg. |

1 Past performance does not predict or guarantee future results. Investment returns and principal value will fluctuate so that shares redeemed may be worth more or less than their original cost. Current performance may be higher or lower than the performance shown. Total returns for a period of less than one year are cumulative. Returns without sales charges would be lower if the sales charges were included. Returns assume reinvestment of dividends and capital gains. For performance, current to the most recen month-end visit nuveen.com or call 800-842-2252.

2 Gross and Net annual expenses reflect the percentage of a fund's average net assets used to cover the annual operating expenses of managing the fund, before (gross) and after (net) any waivers or reimbursements to the fund. Teachers Advisors, LLC has has contractually agreed to waive the Fund's entire $0.10 \%$ Management fee. This waiver will remain in effect through 30 Sep 2023, unless changed with the approval of the Board of Trustees. The Management fee has been fully waived since the Fund's inception. The net annual fund operating
expense reflects a contractual reimbursement of various expenses. Had fees not been waived and/or expenses reimbursed currently or in the expense reflects a contractual reimbursement of various expenses. Had fees not been waived and/or expenses reimbursed currently or in the past, returns would have been lower. Please see the prospectus for details.

For more information, please consult with your financial professional and visit nuveen.com/lifecycle.

This material is not intended to be a recommendation or investment advice, does not constitute a solicitation to buy, sell or hold a security o an investment strategy, and is not provided in a fiduciary capacity. The information provided does not take into account the specific objective or circumstances of any particular investor, or suggest any specific course of action. Investment decisions should be made based on an investor's objectives and circumstances and in consultation with his or her financial professionals.

## Rankings for other share classes may vary. Investment performance reflects applicable fee waivers. Without such waivers, tota

 returns would be reduced and ratings could be lower. For the most current ratings, please visit nuveen.com.The Morningstar Rating ${ }^{T M}$ for funds, or "star rating", is calculated for managed products (including mutual funds, variable annuity and variable life subaccounts, exchange-traded funds, closed-end funds, and separate accounts) with at least a three-year history. Exchange-traded funds and open-ended mutual funds are considered a single population for comparative purposes. It is calculated based on a Morningsta Risk-Adjusted Return measure that accounts for variation in a managed product's monthly excess performance, placing more emphasis on downward variations and rewarding consistent performance. The top $10 \%$ of products in each product category receive 5 stars, the next $22.5 \%$ receive 4 stars, the next $35 \%$ receive 3 stars, the next $22.5 \%$ receive 2 stars, and the bottom $10 \%$ receive 1 star. The Overal Morningstar Rating for a managed product is derived from a weighted average of the performance figures associated with its three-, five-, and 10-year (if applicable) Morningstar Rating metrics. The weights are: $100 \%$ three-year rating for $36-59$ months of total returns, $60 \%$ five-yea rating/40\% three-year rating for 60-119 months of total returns, and 50\% 10-year rating/30\% five-year rating/20\% three-year rating for 120 or more months of total returns. While the 10 -year overall star rating formula seems to give the most weight to the 10 -year period, the mos recent three-year period actually has the greatest impact because it is included in all three rating periods. ©2023 Morningstar, Inc. All Rights Reserved. The information contained herein: (1) is proprietary to Morningstar and/or its content providers; (2) may not be copied or distributed and (3) is not warranted to be accurate, complete, or timely. Neither Morningstar nor its content providers are responsible for any damages or losses arising from any use of this information.

## mportant information on risk

Mutual fund investing involves risk; principal loss is possible. There is no guarantee the Fund's investment objectives will be achieved and the target date is an approximate date when investors may begin withdrawing from the Fund. Target date mutual funds are actively managed, so the asset allocation is subject to change and may vary from that shown and after the target date has been reached, the Fund may be merged into another with a more stable asset allocation. A portfolio that tracks an index is subject to the risk that it may not fully track its index closely due to security selection and may underperform when factoring in fees, expenses, transaction costs, and the size and timing of shareholder purchases and redemptions. The Fund is a fund of funds subject to the risks of its underlying funds in proportion to each Fund's allocation. These risks include those of fixed-income underlying funds risks which may be suscentible to general movements in the bond market and are subject to credit and interest rate risks as well as those of equity underlying funds risks, such as foreign investment and issuer risks. redit risk arises from on issurr's ability to mak interest and principal payments when due as well as the prices of bonds dedining when risk occurs whe interest rases rise causing bond prices to fall. The Fund's n issuer 's credit quality is expected to ceteriorate. Interestr income could deciline during periods of falling interest rates. Non-U.S. investments involve risks such as currency fluctuation, political and economic instability, lack of liquidity and diftering legal and accounting standards. These fixed-Income underlying funds risks, such as call, extension, and income volatility risks as well as
The principal value of the fund(s) is not guaranteed at any time, including at the target date.
Before investing, carefully consider fund investment objectives, risks, charges and expenses. For this and other information that should be read carefully, please request a prospectus or summary prospectus from your financial professional or Nuveen at 800.752 .8700 or visit nuveen.com.

The investment advisory services, strategies and expertise of TIAA Investments, a division of Nuveen, are provided by Teachers Advisors, LLC and TIAA-CREF Investment Management, LLC.
Nuveen Securities, LLC, member FINRA and SIPC.

# AMENDMENT NUMBER 01 TO <br> EMPLOYER SOLUTIONS GROUP RETIREMENT SAVINGS PLAN 

## SUMMARY PLAN DESCRIPTION MATERIAL MODIFICATIONS

## I

## INTRODUCTION

This is a Summary of Material Modifications regarding the Employer Solutions Group Retirement Savings Plan ("Plan"). Unless stated otherwise, the modifications described in this summary are effective as of November 1, 2023. This is merely a summary of the most important changes to the Plan and information contained in the Summary Plan Description ("SPD") previously provided to you. It supplements and amends that SPD so you should retain a copy of this document with your copy of the SPD. If you have any questions, contact the Administrator. If there is any discrepancy between the terms of the Plan, as modified, and this Summary of Material Modifications, the provisions of the Plan will control.

II

## SUMMARY OF CHANGES

## 1. Excluded Employees - All Contributions

If you are a member of a class of employees identified below, you are an Excluded Employee and you are not entitled to participate in the Plan. The Excluded Employees are:

- part-time employees (employees whose regularly scheduled service is less than 1000 hours of service per computation period). However, if as a part-time employee, you complete one (1) Year of Service in any year of employment, you will no longer be part of this excluded class.
- seasonal employees. However, if as a seasonal employee, you complete one (1) Year of Service in any year of employment, you will no longer be part of this excluded class.
- (i)Employees of controlled group member employers that have not affirmatively adopted the plan. (ii) Employees who are covered under another tax qualified defined contribution plan
- Employees who are paid on a per-piece basis will be excluded from all contributions..

EMPLOYER SOLUTIONS GROUP RETIREMENT SAVINGS PLAN
SUMMARY PLAN DESCRIPTION

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# EMPLOYER SOLUTIONS GROUP RETIREMENT SAVINGS PLAN 

## SUMMARY PLAN DESCRIPTION

## INTRODUCTION TO YOUR PLAN

## What kind of Plan is this?

Employer Solutions Group Retirement Savings Plan ("Plan") has been adopted to provide you with the opportunity to save for retirement on a tax-advantaged basis. This Plan is a type of qualified retirement plan commonly referred to as a 401(k) Plan.

## What information does this Summary provide?

This Summary Plan Description ("SPD") contains information regarding when you may become eligible to participate in the Plan, your Plan benefits, your distribution options, and many other features of the Plan. You should take the time to read this SPD to get a better understanding of your rights and obligations under the Plan.

In this Summary, your Employer has addressed the most common questions you may have regarding the Plan. If this SPD does not answer all of your questions, please contact the Administrator or other Plan representative. The Administrator is responsible for responding to questions and making determinations related to the administration, interpretation, and application of the Plan. The name and address of the Administrator can be found at the end of this SPD in the Article entitled "General Information About the Plan."

This SPD describes the Plan's benefits and obligations as contained in the legal Plan document, which governs the operation of the Plan. The Plan document is written in much more technical and precise language and is designed to comply with applicable legal requirements. If the non-technical language in this SPD and the technical, legal language of the Plan document conflict, the Plan document always governs. If you wish to receive a copy of the legal Plan document, please contact the Administrator.

The Plan and your rights under the Plan are subject to federal laws, such as the Employee Retirement Income Security Act (ERISA) and the Internal Revenue Code, as well as some state laws. The provisions of the Plan are subject to revision due to a change in laws or due to pronouncements by the Internal Revenue Service (IRS) or Department of Labor (DOL). Your Employer may also amend or terminate this Plan. Your Employer will notify you if the provisions of the Plan that are described in this SPD change.

Types of contributions. The following types of contributions may be made under this Plan:

- Employee salary deferrals including Roth 401(k) deferrals
- Employer matching contributions
- Employee "rollover" contributions


## ARTICLE I <br> PARTICIPATION IN THE PLAN

## How do I participate in the Plan?

Provided you are not an Excluded Employee, you may become a "Participant" in the Plan once you have satisfied the eligibility requirements and reached your "Entry Date." The following describes the eligibility requirements and Entry Dates that apply. You should contact the Administrator if you have questions about the timing of your Plan participation.

## All Contributions

Excluded Employees. If you are a member of a class of employees identified below, you are an Excluded Employee and you are not entitled to participate in the Plan. The Excluded Employees are:

- part-time employees (employees whose regularly scheduled service is less than 1000 hours of service per computation period). However, if as a part-time employee, you complete one (1) Year of Service in any year of employment, you will no longer be part of this excluded class.
- (i)Employees of controlled group member employers that have not affirmatively adopted the plan. (ii) Employees who are covered under another tax qualified defined contribution plan
- Seasonal Employees (Plan Section 1.28(f)) who have worked less than 1000hrs in the relevant computation period. A seasonal Employee is an Employee who is categorized as a seasonal Employee on the Employer's payroll records..

Eligibility conditions. You will be eligible to participate in the Plan when you have satisfied the following eligibility condition(s). However, you will actually become a Participant in the Plan once you reach the Entry Date as described below.

- attainment of age 21.
- completion of 1 months of service.

Entry Date. Your Entry Date will be the first day of the month coinciding with or next following the date you satisfy the eligibility requirements.

## Long-Term Part-Time Employees

You will be considered to be a Long-Term Part-Time (LTPT) Employee if you are a part-time employee who has not entered the Plan as a regular participant, but who is credited with at least three consecutive years beginning after December 31, 2020, with at least 500 Hours of Service in each year, and you have attained age 21. If you enter the Plan as an LTPT Participant and you later satisfy the normal eligibility requirements, you will participate thereafter as a regular participant. As an LTPT Participant, you will be credited with a Year of Service for each year in which you are credited with more than 500 Hours of Service.

LTPT Participants are eligible for the following contribution types:

- Pre-tax deferrals
- Roth 401(k) deferrals

Your Entry Date as an LTPT Participant for all Plan purposes will be the first day of the first month or the first day of the seventh month of the Plan Year coincident with or next following the date you meet the requirements to be an LTPT Employee.

The following Employees will not be considered LTPT Participants:

- union employees whose employment is governed by a collective bargaining agreement under which retirement benefits were the subject of good faith bargaining, unless the collective bargaining agreement requires the employee to be included within the Plan
- certain nonresident aliens who have no earned income from sources within the United States


## What service is counted for purposes of Plan eligibility?

Service with the Employer. In determining whether you satisfy the minimum service requirements to participate under the Plan, all service you perform for the Employer will generally be counted. However, there are some exceptions to this general rule.

Break in Service rules. If you terminate employment and are rehired, you may lose credit for prior service under the Plan's Break in Service rules.

For eligibility purposes, you will have a 1-Year Break in Service if you are not employed with the Employer for a period of at least twelve consecutive months. However, if you are absent from work for certain leaves of absence such as a maternity or paternity leave, the twelve consecutive month period beginning on the first anniversary of your first day of such absence will not constitute a Break in Service.

Five-year eligibility Break in Service rule. The five-year Break in Service rule applies only to employees who had no vested interest in the Plan when employment had terminated. If you were not vested in any amounts when you terminated employment and you have five 1 -Year Breaks in Service (as defined above), all the service you earned before the 5 -year period no longer counts for eligibility purposes. Thus, if you were to return to employment after incurring five 1-Year Breaks in Service, you would have to resatisfy any minimum service requirements under the Plan.

Service with another Employer. For eligibility purposes, your Years of Service with Employer Solutions Staffing Group II and Employer Solutions Staffing Group will be counted.

Military service. If you are a veteran and are reemployed under the Uniformed Services Employment and Reemployment Rights Act of 1994, your qualified military service may be considered service with the Employer. If you may be affected by this law, ask the Administrator for further details.

## What happens if I'm a Participant, terminate employment and then I'm rehired?

If you are no longer a Participant because you terminated employment, and you are rehired, then you will be able to participate in the Plan on your date of rehire provided your prior service had not been disregarded under the Break in Service rules and you are otherwise eligible to participate in the Plan.

## ARTICLE II

## EMPLOYEE CONTRIBUTIONS

## What are salary deferrals and how do I contribute them to the Plan?

Salary deferrals. As a Participant under the Plan, you may elect to reduce your compensation by a specific percentage or dollar amount and have that amount contributed to the Plan as a salary deferral. There are two types of salary deferrals: Pre-Tax 401(k) deferrals and Roth 401(k) deferrals. For purposes of this SPD, "salary deferrals" generally means both Pre-Tax 401(k) deferrals and Roth 401(k) deferrals. Regardless of the type of deferral you make, the amount you defer is counted as compensation for purposes of Social Security taxes.

Pre-Tax 401(k) deferrals. If you elect to make Pre-Tax 401(k) deferrals, then your taxable income is reduced by the deferral contributions so you pay less in federal income taxes. Later, when the Plan distributes the deferrals and earnings, you will pay the taxes on those deferrals and the earnings. Therefore, with a Pre-Tax 401(k) deferral, federal income taxes on the deferral contributions and on the earnings are only postponed. Eventually, you will have to pay taxes on these amounts.

Roth 401(k) deferrals. If you elect to make Roth 401(k) deferrals, the deferrals are subject to federal income taxes in the year of deferral. However, the deferrals and, in most cases, the earnings on the deferrals are not subject to federal income taxes when distributed to you. In order for the earnings to be tax free, you must meet certain conditions. See "What are my tax consequences when I receive a distribution from the Plan?" below.

Deferral procedure. The amount you elect to defer will be deducted from your pay in accordance with a procedure established by the Administrator. The procedure will require that you enter into a salary deferral agreement after you satisfy the Plan's eligibility requirements. You may elect to defer a portion of your salary as of your Entry Date. Such election will become effective as soon as administratively feasible after it is received by the Administrator. Your election will generally remain in effect until you modify or terminate it.

Deferral modifications. You are permitted to revoke your salary deferral election at any time during the Plan Year. You may make any other modification on the first day of each month or in accordance with any other procedure that your Employer provides. Any modification will become effective as soon as administratively feasible after it is received by the Administrator.

Deferral Limit. As a Participant, you may elect to defer an amount from your compensation each year instead of receiving that amount in cash. You may defer a percentage of your compensation. Such election will also apply to irregular pay (e.g., bonuses).

Your total deferrals in any taxable year may not exceed a dollar limit which is set by law. The limit for 2023 is $\$ 22,500$. After 2023, the dollar limit may increase for cost-of-living adjustments. See the paragraph below on Annual dollar limit. The Administrator will notify you of the maximum percentage you may defer.

Catch-up contributions. If you are at least age 50 or will attain age 50 before the end of a calendar year, then you may elect to defer additional amounts (called "catch-up contributions") to the Plan as of the January 1st of that year. The additional amounts may be deferred regardless of any other limitations on the amount that you may defer to the Plan. The maximum "catch-up contribution" that you can make in 2023 is $\$ 7,500$. After 2023, the maximum may increase for cost-of-living adjustments.

Annual dollar limit. You should also be aware that each separately stated annual dollar limit on the amount you may defer (the annual deferral limit and the "catch-up contribution" limit) is a separate aggregate limit that applies to all such similar salary deferral amounts and "catch-up contributions" you may make under this Plan and any other cash or deferred arrangements (including tax-sheltered 403(b) annuity contracts, simplified employee pensions or other $401(\mathrm{k})$ plans) in which you may be participating. Generally, if an annual dollar limit is exceeded, then the excess must be returned to you in order to avoid adverse tax consequences. For this reason, it is desirable to request in writing that any such excess salary deferral amounts and "catch-up contributions" be returned to you.

If you are in more than one plan, you must decide which plan or arrangement you would like to return the excess. If you decide that the excess should be distributed from this Plan, you must communicate this in writing to the Administrator not later than the March 1st following the close of the calendar year in which such excess deferrals were made. However, if the entire dollar limit is exceeded in this Plan or any other plan your Employer maintains, then you will be deemed to have notified the Administrator of the excess. The Administrator will then return the excess deferrals and any earnings to you by April 15th.

Allocation of deferrals. The Administrator will allocate the amount you elect to defer to an account maintained on your behalf. You will always be $100 \%$ vested in this account (see the Article in this SPD entitled "Vesting"). This means that you will always be entitled to all amounts that you defer. This money will, however, be affected by any investment gains or losses. If there is an investment gain, then the balance in your account will increase. If there is an investment loss, then the balance in your account will decrease.

Distribution of deferrals. The rules regarding distributions of amounts attributable to your salary deferrals are explained later in this SPD. However, if you are a highly compensated employee (generally more than $5 \%$ owners and certain family members (regardless of how much they earn), or individuals receiving wages in excess of certain amounts established by law), a distribution of amounts attributable to your salary deferrals or certain excess contributions may be required to comply with the law. The Administrator will notify you when a distribution is required.

## What are "rollover" contributions?

Rollover contributions. At the discretion of the Administrator, if you are a Participant who is currently employed or an Eligible Employee, you may be permitted to deposit into the Plan distributions you have received from other retirement plans and certain IRAs. Such a deposit is called a "rollover" contribution and may result in tax savings to you. You may ask the Administrator or Trustee of the other plan or IRA to directly transfer (a "direct rollover") to this Plan all or a portion of any amount that you are entitled to receive as a distribution from such plan. Alternatively, you may elect to deposit any amount eligible to be rolled over within 60 days of your receipt of the distribution. You should consult qualified counsel to determine if a rollover is in your best interest.

Rollover account. Your "rollover" contribution will be accounted for in a "rollover account." You will always be 100\% vested in your "rollover account" (see the Article in this SPD entitled "Vesting"). This means that you will always be entitled to all amounts in your "rollover account." Rollover contributions will be affected by any investment gains or losses.

Withdrawal of "rollover" contributions. You may withdraw the amounts in your "rollover account" at any time.

## ARTICLE III <br> EMPLOYER CONTRIBUTIONS

In addition to any deferrals you elect to make, your Employer may make additional contributions to the Plan. This Article describes Employer contributions that may be made to the Plan and how your share of the contribution is determined.

## What is the Employer matching contribution and how is it allocated?

Flexible Discretionary Matching contribution. Your Employer may make a discretionary matching contribution equal to a percentage of your salary deferrals. Each year, your Employer will determine the amount of Flexible Discretionary Match percentage and the Employer is required to provide a separate notice no later than 60 days after the last match payment is made for the Plan Year.

Limit on matching contribution. In applying the matching contribution, your salary deferrals that exceed 3\% of your compensation for such period will not be considered (i.e., will not be matched).

Allocation conditions. You will always share in the matching contribution regardless of the amount of service you complete during the Plan Year.

## What are forfeitures and how are they allocated?

Definition of forfeitures. In order to reward employees who remain employed with the Employer for a long period of time, the law permits a "vesting schedule" to be applied to certain contributions that your Employer makes to the Plan. This means that you will not be "vested" in (entitled to) all of the contributions until you have been employed with the Employer for a specified period of time (see the Article entitled "Vesting"). If a Participant terminates employment before being fully vested, then the non-vested portion of the Terminated Participant's account balance remains in the Plan and is called a forfeiture.

Allocation of forfeitures. The Employer may use forfeitures to pay Plan expenses. In some cases, remaining forfeitures will be used to reduce Employer contributions.

## ARTICLE IV <br> COMPENSATION AND ACCOUNT BALANCE

## What compensation is used to determine my Plan benefits?

Definition of compensation. For the purposes of the Plan, compensation has a special meaning. Compensation is generally defined as your total compensation that is subject to income tax and paid to you by your Employer during the Plan Year. In addition, salary reductions to this Plan and to any other plan or arrangement (such as a cafeteria plan) will be included in Compensation. If you are a self-employed individual, your compensation will be equal to your earned income. The following describes the adjustments to compensation that may apply under the Plan.

## All Contributions

Adjustments to compensation. The following adjustments to compensation will be made:

- compensation paid while not a Participant in the component of the Plan for which compensation is being used will be excluded.
- compensation paid after you terminate employment is generally excluded for Plan purposes. However, the following amounts will be included in compensation even though they are paid after you terminate employment, provided these amounts would otherwise have been considered compensation as described above and provided they are paid within $21 / 2$ months after you terminate employment, or if later, the last day of the Plan Year in which you terminate employment:
- compensation for services performed during your regular working hours, or for services outside your regular working hours (such as overtime or shift differential) or other similar payments that would have been made to you had you continued employment
- compensation paid for unused accrued bona fide sick, vacation or other leave, if such amounts would have been included in compensation if paid prior to your termination of employment and you would have been able to use the leave if employment had continued
- nonqualified unfunded deferred compensation if the payment is includible in gross income and would have been paid to you had you continued employment


## Is there a limit on the amount of compensation which can be considered?

The Plan, by law, cannot recognize annual compensation in excess of a certain dollar limit. The limit for the Plan Year beginning in 2023 is $\$ 330,000$. After 2023, the dollar limit may increase for cost-of-living adjustments.

## Is there a limit on how much can be contributed to my account each year?

Generally, the law imposes a maximum limit on the amount of contributions (excluding "catch-up contributions") that may be made to your account and any other amounts allocated to any of your accounts during the Plan Year, excluding earnings. Beginning in 2023, this total cannot exceed the lesser of $\$ 66,000$ or $100 \%$ of your annual compensation. After 2023, the dollar limit may increase for cost-of-living adjustments.

## How is the money in the Plan invested?

The Trustee of the Plan has been designated to hold the assets of the Plan for the benefit of Plan Participants and their beneficiaries in accordance with the terms of this Plan. The Trust Fund established by the Plan's Trustee will be the funding medium used for the accumulation of assets from which Plan benefits will be distributed.

Participant directed investments. You will be able to direct the investment of your entire interest in the Plan. The Administrator will provide you with information on the investment choices available to you, the procedures for making investment elections, the frequency with which you can change your investment choices and other important information. You need to follow the procedures for making investment elections and you should carefully review the information provided to you before you give investment directions. If you do not direct the investment of your applicable Plan accounts, then your accounts will be invested in accordance with the default investment alternatives established under the Plan. These default investments will be made in accordance with specific rules under which the fiduciaries of the Plan, including the Employer, the Trustee and the Administrator, will be relieved of any legal liability for any losses resulting from the default investments. The Administrator has or will provide you with a separate notice which details these default investments and your right to switch out of the default investment if you so desire.

The Plan is intended to comply with Section 404(c) of ERISA (the Employee Retirement Income Security Act). If the Plan complies with Section 404(c), then the fiduciaries of the Plan, including your Employer, the Trustee(s) and the Administrator, will be relieved of any legal liability for any losses which are the direct and necessary result of the investment directions that you give.

Earnings or losses. When you direct investments, your accounts are segregated for purposes of determining the earnings or losses on these investments. Your account does not share in the investment performance of other Participants who have directed their own investments. You should remember that the amount of your benefits under the Plan will depend in part upon your choice of investments. Gains as well as losses can occur and your Employer, the Administrator, and the Trustee will not provide investment advice or guarantee the performance of any investment you choose.

Periodically, you will receive a benefit statement that provides information on your account balance and your investment returns. It is your responsibility to notify the Administrator of any errors you see on any statements within 30 days after the statement is provided or made available to you.

## Will Plan expenses be deducted from my account balance?

Expenses allocated to all accounts. The Plan permits the payment of Plan expenses to be made from the Plan's assets. If expenses are paid using the Plan's assets, then the expenses will generally be allocated among the accounts of all Participants in the Plan. These expenses will be allocated either proportionately based on the value of the account balances or as an equal dollar amount based on the number of Participants in the Plan. The method of allocating the expenses depends on the nature of the expense itself. For example, certain administrative (or recordkeeping) expenses would typically be allocated proportionately to each Participant. If the Plan pays $\$ 1,000$ in expenses and there are 100 Participants, your account balance would be charged $\$ 10$ $(\$ 1,000 / 100)$ of the expense.

Terminated employee. After you terminate employment, your Employer reserves the right to charge your account for your pro rata share of the Plan's administration expenses, regardless of whether your Employer pays some of these expenses on behalf of current employees.

Expenses allocated to individual accounts. There are certain other expenses that may be paid just from your account. These are expenses that are specifically incurred by, or attributable to, you. For example, if you are married and get divorced, the Plan may incur additional expenses if a court mandates that a portion of your account be paid to your ex-spouse. These additional expenses may be paid directly from your account (and not the accounts of other Participants) because they are directly attributable to you under the Plan. The Administrator will inform you when there will be a charge (or charges) directly to your account.

Your Employer may, from time to time, change the manner in which expenses are allocated.

## ARTICLE V <br> VESTING

## What is my vested interest in my account?

In order to reward employees who remain employed with the Employer for a long period of time, the law permits a "vesting schedule" to be applied to certain contributions that your Employer makes to the Plan. This means that you will not be entitled ("vested") in all of the contributions until you have been employed with the Employer for a specified period of time.
$100 \%$ vested contributions. You are always $100 \%$ vested (which means that you are entitled to all of the amounts) in your accounts attributable to the following contributions:

- salary deferrals including Roth 401(k) deferrals and "catch-up contributions"
- "rollover" contributions

Vesting schedules. Your "vested percentage" for certain Employer contributions is based on vesting Years of Service. This means at the time you stop working, your account balance attributable to contributions subject to a vesting schedule is multiplied by your vested percentage. The result, when added to the amounts that are always $100 \%$ vested as shown above, is your vested interest in the Plan, which is what you will actually receive from the Plan.

## Employer Matching Contributions

Your "vested percentage" in your account attributable to matching contributions is determined under the following schedule. You will always, however, be $100 \%$ vested in your matching contributions if you are employed on or after your Normal Retirement Age or if you die or become disabled.

| Vesting Schedule <br> Matching Contributions |  |
| :---: | :---: |
| Years of Service Percentage |  |
| 1 |  |
| 2 | $33 \%$ |
| 3 | $66 \%$ |
|  | $100 \%$ |

## How is my service determined for vesting purposes?

Year of Service. To earn a Year of Service, you must be credited with at least 1,000 Hours of Service during a Plan Year. The Plan contains specific rules for crediting Hours of Service for vesting purposes. The Administrator will track your service and will credit you with a Year of Service for each Plan Year in which you are credited with the required Hours of Service, in accordance with the terms of the Plan. If you have any questions regarding your vesting service, you should contact the Administrator.

Hour of Service. You will be credited with your actual Hours of Service for:
(a) each hour for which you are directly or indirectly compensated by the Employer for the performance of duties during the Plan Year;
(b) each hour for which you are directly or indirectly compensated by the Employer for reasons other than the performance of duties (such as vacation, holidays, sickness, disability, lay-off, military duty, jury duty or leave of absence during the Plan Year); and
(c) each hour for back pay awarded or agreed to by the Employer.

You will not be credited for the same Hours of Service both under (a) or (b), as the case may be, and under (c). For Employees for whom records of actual Hours of Service are not maintained or available (e.g., salaried Employees) the monthly equivalency method (190 hours per month) will be used.

## What service is counted for vesting purposes?

Service with the Employer. In calculating your vested percentage, all service you perform for the Employer will generally be counted. However, there are some exceptions to this general rule.

Break in Service rules. If you terminate employment and are rehired, you may lose credit for prior service under the Plan's Break in Service rules.

For vesting purposes, you will have a 1 -Year Break in Service if you complete less than 501 Hours of Service during the computation period used to determine whether you have a Year of Service. However, if you are absent from work for certain leaves of absence such as a maternity or paternity leave, you may be credited with enough Hours of Service to prevent a Break in Service.

Five-year Break in Service rule. The five-year Break in Service rule applies only to employees who had no vested interest in the Plan when employment had terminated. If you were not vested in any amounts when you terminated employment and you have five 1-Year Breaks in Service (as defined above), all the service you earned before the 5 -year period no longer counts for vesting purposes. Thus, if you return to employment after incurring five 1-Year Breaks in Service, you will be treated as a new employee (with no service) for purposes of determining your vested percentage under the Plan.

Service with another Employer. For vesting purposes, your Years of Service with Employer Solutions Staffing Group II and Employer Solutions Staffing Group will be counted.

Military service. If you are a veteran and are reemployed under the Uniformed Services Employment and Reemployment Rights Act of 1994, your qualified military service may be considered service with the Employer. If you may be affected by this law, ask the Administrator for further details.

## What happens to my non-vested account balance if I'm rehired?

If you have no vested interest in the Plan when you leave, your account balance will be forfeited. However, if you are rehired before incurring five 1-Year Breaks in Service, your account balance as of your termination date will be restored, unadjusted for any gains or losses.

If you are partially vested in your account balance when you leave, the non-vested portion of your account balance will be forfeited on the earlier of the date:
(a) of the distribution of your vested account balance, or
(b) when you incur five consecutive 1-Year Breaks in Service.

If you received a distribution of your vested account balance and are rehired, you may have the right to repay this distribution. If you repay the entire amount of the distribution, your Employer will restore your account balance with your forfeited amount. You must repay this distribution within five years from your date of reemployment, or, if earlier, before you incur five 1-Year Breaks in Service. If you were $100 \%$ vested when you left, you do not have the opportunity to repay your distribution.

## What happens if the Plan becomes a "top-heavy plan"?

Top-heavy plan. A retirement plan that primarily benefits "key employees" is called a "top-heavy plan." "Key employees" are certain owners or officers of your Employer. A plan is generally a "top-heavy plan" when more than $60 \%$ of the plan assets are attributable to "key employees." Each year, the Administrator is responsible for determining whether the Plan is a "top-heavy plan."

Top-heavy rules. If the Plan becomes top-heavy in any Plan Year, then non-key employees may be entitled to certain "top-heavy minimum benefits," and other special rules will apply. These top-heavy rules include the following:

- Your Employer may be required to make a contribution on your behalf in order to provide you with at least "top-heavy minimum benefits."
- If you are a Participant in more than one Plan, you may not be entitled to "top-heavy minimum benefits" under both Plans.


## ARTICLE VI

DISTRIBUTIONS PRIOR TO TERMINATION AND HARDSHIP DISTRIBUTIONS

## Can I withdraw money from my account while working?

In-service distributions. You may be entitled to receive an in-service distribution. However, this distribution is not in addition to your other benefits and will therefore reduce the value of the benefits you will receive at retirement. This distribution is made at your election and will be made in accordance with the forms of distributions available under the Plan.

Conditions and limitations. Generally you may receive a distribution from the Plan from certain accounts prior to your termination of employment provided you satisfy the condition described below:

- you have attained age 59 1/2

The law restricts any in-service distributions from certain accounts which are maintained for you under the Plan before you reach age $591 / 2$. These accounts are the ones set up to receive your salary deferral contributions and other Employer contributions which are used to satisfy special rules for $401(\mathrm{k})$ plans. Ask the Administrator if you need more details.

Qualified reservist distributions. If you were/are: (i) a reservist or national guardsman; (ii) called to active duty after September 11, 2001; and (iii) called to duty for at least 180 days or for an indefinite period, you may take a distribution of your elective deferrals under the Plan while you are on active duty, regardless of your age. The $10 \%$ premature distribution penalty tax, normally applicable to Plan distributions made before you reach age $591 / 2$, will not apply to the distribution. You also may repay the distribution to an IRA, without limiting amounts you otherwise could contribute to the IRA, provided you make the repayment within 2 years following your completion of active duty.

## Can I withdraw money from my account in the event of financial hardship?

Hardship distributions. You may withdraw money for financial hardship if you satisfy certain conditions. This hardship distribution is not in addition to your other benefits and will therefore reduce the value of the benefits you will receive at retirement.

Qualifying expenses. A hardship distribution may be made to satisfy certain immediate and heavy financial needs that you have. A hardship distribution may only be made for payment of the following:

- expenses for medical care (described in Section 213(d) of the Internal Revenue Code) previously incurred by you, your spouse or your dependents or necessary for you, your spouse or your dependents to obtain medical care.
- costs directly related to the purchase of your principal residence (excluding mortgage payments).
- tuition, related educational fees, and room and board expenses for the next twelve (12) months of post-secondary education for yourself, your spouse or your dependents.
- amounts necessary to prevent your eviction from your principal residence or foreclosure on the mortgage of your principal residence.
- payments for burial or funeral expenses for your deceased parent, spouse, children or other dependents.
- expenses for the repair of damage to your principal residence that would qualify for the casualty deduction under the Internal Revenue Code without regard to the limit on casualty losses that are deductible for income tax purposes under IRC 165(h).
- expenses for disasters arising from federally declared disasters, such as your expenses and losses (including loss of income) attributable to that disaster, provided your principal residence or place of employment was in an area FEMA designates as qualifying for individual assistance.

Conditions. If you have any of the above expenses, a hardship distribution can only be made if you certify and agree that all of the following conditions are satisfied:
(a) The distribution is not in excess of the amount of your immediate and heavy financial need. The amount of your immediate and heavy financial need may include any amounts necessary to pay any federal, state, or local income taxes or penalties reasonably anticipated to result from the distribution.
(b) You have obtained all distributions, other than hardship distributions, currently available under all retirement plans that the Employer maintains.
(c) You certify (via a form for that purpose) that you have insufficient cash or other liquid assets reasonably available to satisfy the need.

## ARTICLE VII

BENEFITS AND DISTRIBUTIONS UPON TERMINATION OF EMPLOYMENT

## When can I get money out of the Plan?

You may receive a distribution of the vested portion of some or all of your accounts in the Plan for the following reasons:

- termination of employment for reasons other than death, disability or retirement
- normal retirement
- disability
- death

This Plan is designed to provide you with retirement benefits. However, distributions are permitted if you die or become disabled. In addition, certain payments are permitted when you terminate employment for any other reason. The rules under which you can receive a distribution are described in this Article. The rules regarding the payment of death benefits to your beneficiary are described in "Benefits and Distributions Upon Death."

You may also receive distributions while you are still employed with the Employer. (See the Article entitled "Distributions Prior to Termination and Hardship Distributions" for a further explanation.)

Military service. If you are a veteran and are reemployed under the Uniformed Services Employment and Reemployment Rights Act of 1994, your qualified military service may be considered service with the Employer. There may also be benefits for employees who die or become disabled while on active duty. Employees who receive wage continuation payments while in the military may benefit from various changes in the law. If you think you may be affected by these rules, ask the Administrator for further details.

## What happens if I terminate employment before death, disability or retirement?

If your employment terminates for reasons other than death, disability or normal retirement, you will be entitled to receive only the "vested percentage" of your account balance.

You may elect to have your vested account balance distributed to you as soon as administratively feasible following your termination of employment. However, if the value of your vested account balance does not exceed $\$ 5,000$, then a distribution will be made to you regardless of whether you consent to receive it. (See the question entitled "How will my benefits be paid to me?" for additional information.)

Treatment of "rollover" contributions for consent to distribution. In determining if the value of your vested account balance exceeds the $\$ 5,000$ threshold described above used to determine whether you must consent to a distribution, your "rollover account" will be considered as part of your benefit.

## What happens if I terminate employment at Normal Retirement Date?

Normal Retirement Date. You will attain your Normal Retirement Age when you reach age 65. Your Normal Retirement Date is the date on which you attain your Normal Retirement Age.

Payment of benefits. You will become $100 \%$ vested in all of your accounts under the Plan once you attain your Normal Retirement Age. However, the actual payment of benefits generally will not begin until you have terminated employment and reached your Normal Retirement Date. In such event, a distribution will be made, at your election, as soon as administratively feasible. If you remain employed past your Normal Retirement Date, you may generally defer the receipt of benefits until you actually terminate employment. In such event, benefit payments will begin as soon as feasible at your request, but generally not later than age $701 / 2$ (if you were born before July 1, 1949) or age 72 (if you were born after June 30, 1949). (See the question entitled "How will my benefits be paid to me?" for an explanation of how these benefits will be paid.)

## What happens if I terminate employment due to disability?

Definition of disability. Under the Plan, disability is defined as a physical or mental condition resulting from bodily injury, disease, or mental disorder which renders you incapable of continuing any gainful occupation and which has lasted or can be expected to last for a continuous period of at least twelve (12) months. Your disability must be determined by a licensed physician. However, if your condition constitutes total disability under the federal Social Security Act, then the Administrator may deem that you are disabled for purposes of the Plan.

Payment of benefits. If you become disabled while an employee, you will become $100 \%$ vested in all of your accounts under the Plan. Payment of your disability benefits will be made to you as if you had retired. However, if the value of your account balance does not exceed $\$ 5,000$, then a distribution of your account balance will be made to you, regardless of whether you consent to receive it. (See the question entitled "How will my benefits be paid to me?" for an explanation of how these benefits will be paid.)

## How will my benefits be paid to me?

Forms of distribution. If your vested account balance does not exceed $\$ 5,000$, then your vested account balance may only be distributed to you in a single lump-sum payment. In determining whether your vested account balance exceeds the $\$ 5,000$ threshold, "rollover" contributions (and any earnings allocable to "rollover" contributions) will be taken into account.

In addition, if your vested account balance exceeds $\$ 5,000$, you must consent to any distribution before it may be made. If your vested account balance exceeds $\$ 5,000$, you may elect to receive a distribution of your vested account balance in:

- a single lump-sum payment
- installments over a period of not more than your assumed life expectancy (or the assumed life expectancies of you and your beneficiary)
- partial withdrawals
- an annuity - periodic payments over your life (or your life and the life of your spouse or beneficiary). However, you may only select an annuity distribution according to the following: A balance invested in the TIAA Secure Income Account within the TCGHUB Models can be used to fund the annuity form of payment offered by TIAA. It is permissible for an additional balance to be used to fund the annuity form of payment offered by TIAA, as long as a portion of the total account balance is invested in the TIAA Secure Income Account within the TCG-HUB Models

Optional form of distribution. Our Plan provides for annuities as an optional form of distribution. An annuity generally provides for payments for your life, and, in some cases for the life of your spouse. The value of the annuity never exceeds the value of your vested account balance under the Plan. If you are married and you wish to receive a distribution in the form of an annuity, the annuity must be based on your life and the life of your spouse unless you obtain your spouse's consent to elect an annuity over only your life or in some other form.

Delaying distributions. You may delay the distribution of your vested account balance unless a distribution is required to be made, as explained earlier, because your vested account balance does not exceed $\$ 5,000$. However, if you elect to delay the distribution of your vested account balance, there are rules that require that certain minimum distributions be made from the Plan. If you are a $5 \%$ owner, distributions are required to begin not later than the April 1st following the end of the year in which you reach age $701 / 2$ (if you were born before July 1, 1949) or age 72 (if you were born after June 30, 1949). If you are not a $5 \%$ owner, distributions are required to begin not later than the April 1st following the later of the end of the year in which you reach age $701 / 2$ (if you were born before July 1, 1949) or age 72 (if you were born after June 30, 1949) or retire. You should contact the Administrator if you think you may be affected by these rules.

Medium of payment. Benefits under the Plan will generally be paid to you in cash only, except for the following: Participant loans.

## ARTICLE VIII

 BENEFITS AND DISTRIBUTIONS UPON DEATH
## What happens if I die while working for the Employer?

If you die while still employed by the Employer, then your vested account balance will be used to provide your beneficiary with a death benefit.

## Who is the beneficiary of my death benefit?

Married Participant. If you are married at the time of your death, your spouse will be the beneficiary of the entire death benefit unless an election is made to change the beneficiary. IF YOU WISH TO DESIGNATE A BENEFICIARY OTHER THAN YOUR SPOUSE, YOUR SPOUSE (IF YOU ARE MARRIED) MUST IRREVOCABLY CONSENT TO WAIVE ANY RIGHT TO THE DEATH BENEFIT. YOUR SPOUSE'S CONSENT MUST BE IN WRITING, BE WITNESSED BY A NOTARY OR A PLAN REPRESENTATIVE AND ACKNOWLEDGE THE SPECIFIC NONSPOUSE BENEFICIARY.

If you are married and you change your designation, then your spouse must again consent to the change. In addition, you may elect a beneficiary other than your spouse without your spouse's consent if your spouse cannot be located.

Unmarried Participant. If you are not married, you may designate a beneficiary on a form to be supplied to you by the Administrator.
Divorce. If you have designated your spouse as your beneficiary for all or a part of your death benefit, then upon your divorce, the designation is no longer valid. This means that if you do not select a new beneficiary after your divorce, then you are treated as not having a beneficiary for that portion of the death benefit (unless you have remarried).

No beneficiary designation. At the time of your death, if you have not designated a beneficiary or your beneficiary is also not alive, the death benefit will be paid in the following order of priority to:
(a) your surviving spouse
(b) your children, including adopted children in equal shares (and if a child is not living, that child's share will be distributed to that child's heirs)
(c) your surviving parents, in equal shares
(d) your estate

## How will the death benefit be paid to my beneficiary?

Form of distribution. If the death benefit payable to a beneficiary does not exceed $\$ 5,000$, then the benefit may only be paid as a lump-sum. If the death benefit exceeds $\$ 5,000$, your beneficiary may elect to have the death benefit paid in:

- a single lump-sum payment
- installments over a period of not more than the assumed life expectancy of your beneficiary
- partial withdrawals
- an annuity - periodic payments over the life of your spouse or beneficiary. However, you may only select an annuity distribution according to the following: A balance invested in the TIAA Secure Income Account within the TCG-HUB Models can be used to fund the annuity form of payment offered by TIAA. It is permissible for an additional balance to be used to fund the annuity form of payment offered by TIAA, as long as a portion of the total account balance is invested in the TIAA Secure Income Account within the TCG-HUB Models


## When must the last payment be made to my beneficiary?

The law generally restricts the ability of a retirement plan to be used as a method of retaining money for purposes of your death estate. Thus, there are rules that are designed to ensure that death benefits are distributable to beneficiaries within certain time periods.

Regardless of the method of distribution selected, if your designated beneficiary is a person (rather than your estate or some trusts) then minimum distributions of your death benefit will begin by the end of the year following the year of your death ("1-year rule") and must be paid over a period not extending beyond your beneficiary's life expectancy. If your spouse is the beneficiary, then under the "1-year rule," the start of payments will be delayed until the year in which you would have attained age $701 / 2$ (if you were born before July 1, 1949) or age 72 (if you were born after June 30, 1949) unless your spouse elects to begin distributions over his or her life expectancy before then. However, instead of the "1-year rule" your beneficiary may elect to have the entire death benefit paid by the end of the fifth year following the year of your death (the " 5 -year rule"). Generally, if your beneficiary is not a person, your entire death benefit must be paid under the " 5 -year rule."

Effective after December 31, 2019, the law now requires complete distributions to some beneficiaries of deceased participants within 10 (instead of 5) years after death. Generally, if your beneficiary is not a person, then your entire death benefit must be paid within five years after your death.

Distributions must generally begin by April 1 of the calendar year following the year you turn age $701 / 2$ (if you were born before July 1, 1949) or age 72 (if you were born after June 30, 1949) or, in some cases, when you retire, if later. For more information, see IRS Publication 590-B.

Since your spouse has certain rights to the death benefit, you should immediately report any change in your marital status to the Administrator.

## What happens if I'm a Participant, terminate employment and die before receiving all my benefits?

If you terminate employment with the Employer and subsequently die, your beneficiary will be entitled to your remaining interest in the Plan at the time of your death. The provision in the Plan providing for full vesting of your benefit upon death does not apply if you die after terminating employment.

## ARTICLE IX

TAX TREATMENT OF DISTRIBUTIONS

## What are my tax consequences when I receive a distribution from the Plan?

Generally, you must include any Plan distribution in your taxable income in the year in which you receive the distribution. The tax treatment may also depend on your age when you receive the distribution. Certain distributions made to you when you are under age $591 / 2$ could be subject to an additional $10 \%$ tax.

You will not be taxed on distributions of your Roth 401(k) deferrals. In addition, a distribution of the earnings on the Roth 401(k) deferrals will not be subject to tax if the distribution is a "qualified Roth distribution." A "qualified distribution" is one that is made after you have attained age $591 / 2$ or is made on account of your death or disability and the distribution cannot be made prior to the expiration of a 5 -year participation period. The 5 -year participation period is the 5 -year period beginning on the calendar year in which you first make a Roth 401(k) deferral to our Plan (or to another 401(k) plan or 403(b) plan if such amount was rolled over into our Plan) and ending on the last day of the calendar year that is 5 years later.

Qualified reservist distributions. If you were/are: (i) a reservist or National Guardsman; (ii) called to active duty after September 11, 2001; and (iii) called to duty for at least 180 days or for an indefinite period, you may take a distribution of your elective deferrals under the Plan while you are on active duty, regardless of your age. The $10 \%$ premature distribution penalty tax, normally applicable to Plan distributions made before you reach age $591 / 2$, will not apply to the distribution. You also may repay the distribution to an IRA, without limiting amounts you otherwise could contribute to the IRA, provided you make the repayment within 2 years following your completion of active duty.

## Can I elect a rollover to reduce or defer tax on my distribution?

Rollover or direct transfer. You may reduce, or defer entirely, the tax due on your distribution through use of one of the following methods:

60-day rollover. The rollover of all or a portion of the distribution to an individual retirement account or annuity (IRA) or another employer retirement plan willing to accept the rollover. This will result in no tax being due until you begin withdrawing funds from the IRA or other qualified employer plan. The rollover of the distribution, however, MUST be made within strict time frames (normally, within 60 days after you receive your distribution). Under certain circumstances, all or a portion of a distribution (such as a hardship distribution) may not qualify for this rollover treatment. In addition, most distributions will be subject to mandatory federal income tax withholding at a rate of $20 \%$. This will reduce the amount you actually receive. For this reason, if you wish to roll over all or a portion of your distribution amount, then the direct transfer option described below would be the better choice.

Direct rollover. For most distributions, you may request that a direct transfer (sometimes referred to as a "direct rollover") of all or a portion of a distribution be made to either an individual retirement account or annuity (IRA) or another employer retirement plan willing to accept the transfer. A direct transfer will result in no tax being due until you withdraw funds from the IRA or other employer plan. Like the rollover, under certain circumstances all or a portion of the amount to be distributed may not qualify for this direct transfer. If you elect to actually receive the distribution rather than request a direct transfer, then in most cases $20 \%$ of the distribution amount will be withheld for federal income tax purposes.

Automatic IRA rollover. If a mandatory distribution is being made to you because your vested interest in the Plan exceeds $\$ 1,000$ but does not exceed $\$ 5,000$, then the Plan will rollover your distribution to an IRA if you do not make an affirmative election to either receive or roll over the distribution. The IRA provider selected by the Plan will invest the rollover funds in a type of investment designed to preserve principal and provide a reasonable rate of return and liquidity (e.g., an interest-bearing account, a certificate of deposit or a money market fund). The IRA provider will charge your account for any expenses associated with the establishment and maintenance of the IRA and with the IRA investments. You may transfer the IRA funds to any other IRA you choose. You will be provided with details regarding the IRA at the time you are entitled to a distribution. However, you may contact the Administrator at the address and telephone number indicated in this SPD for further information regarding the Plan's automatic rollover provisions, the IRA provider, and the fees and expenses associated with the IRA.

Tax Notice. WHENEVER YOU RECEIVE A DISTRIBUTION THAT IS AN ELIGIBLE ROLLOVER DISTRIBUTION, THE ADMINISTRATOR WILL DELIVER TO YOU A MORE DETAILED EXPLANATION OF THESE OPTIONS. HOWEVER, THE RULES WHICH DETERMINE WHETHER YOU QUALIFY FOR FAVORABLE TAX TREATMENT ARE VERY COMPLEX. YOU SHOULD CONSULT WITH QUALIFIED TAX COUNSEL BEFORE MAKING A CHOICE.

## ARTICLE X <br> LOANS

## Is it possible to borrow money from the Plan?

Yes, you may request a Participant loan from all your accounts using an application form provided by the Administrator. Your ability to obtain a Participant loan depends on several factors. The Administrator will determine whether you satisfy these factors.

## What are the loan rules and requirements?

There are various rules and requirements that apply to any loan, which are outlined in this question. In addition, your Employer has established a written loan program which explains these requirements in more detail. You can request a copy of the loan program from the Administrator. Generally, the rules for loans include the following:

- Loans are available to Participants on a reasonably equivalent basis. Each loan requires an application which specifies the amount of the loan desired, the requested duration for the loan and the source of security for the loan. All loan applications will be considered by the Administrator within a reasonable time after the Participant applies for the loan. The Administrator may request that you provide additional information to make a determination.
- All loans must be adequately secured. You must sign a promissory note along with a loan pledge. Generally, you must use your vested interest in the Plan as security for the loan, provided the outstanding balance of all your loans does not exceed $50 \%$ of your vested interest in the Plan. In certain cases, the Administrator may require you to provide additional collateral to receive a loan.
- You will be charged an interest rate equal to $2 \%$ above the prime rate. The interest rate will be fixed for the duration of the loan.
- Loan refinancing is not permitted.
- If approved, your loan will provide for level amortization with payments to be made not less frequently than quarterly. Generally, the term of your loan may not exceed five (5) years. However, if the loan is for the purchase of your principal residence, the Administrator may permit a longer repayment term. Generally, the Administrator will require that you repay your loan by agreeing to either payroll deduction, payment by ACH (automated clearing house system for electronic funds transfer) or payment by check. If you have an unpaid leave of absence or go on military leave while you have an outstanding loan, please contact the Administrator to find out your repayment options.
- All loans will be considered a directed investment of your account under the Plan. All payments of principal and interest by you on a loan will be credited to your account.
- The amount the Plan may loan to you is limited by rules under the Internal Revenue Code. Any new loans, when added to the outstanding balance of all other loans from the Plan, will be limited to the lesser of:
(a) $\$ 50,000$ reduced by the excess, if any, of your highest outstanding balance of loans from the Plan during the one-year period ending on the day before the date of the new loan over your current outstanding balance of loans as of the date of the new loan; or
(b) 1/2 of your vested interest in the Plan.
- No loan in an amount less than $\$ 1000$ will be made.
- The maximum number of Plan loans that you may have outstanding at any one time is 1 .
- If you fail to make payments when they are due under the terms of the loan, you will be considered to be "in default." The Administrator will consider your loan to be in default if any scheduled loan repayment is not made by the end of the calendar quarter following the calendar quarter in which the missed payment was due. The Plan would then have authority to take all reasonable actions to collect the balance owed on the loan. This could include filing a lawsuit or foreclosing on the security for the loan. Under certain circumstances, a loan that is in default may be considered a distribution from the Plan and could be considered taxable income to you. In any event, your failure to repay a loan will reduce the benefit you would otherwise be entitled to from the Plan.

The Administrator may periodically revise the Plan's loan program. If you have any questions on Participant loans or the current loan program, please contact the Administrator.

## ARTICLE XI

## PROTECTED BENEFITS AND CLAIMS PROCEDURES

## Are my benefits protected?

As a general rule, your interest in your account, including your "vested interest," may not be alienated. This means that your interest may not be sold, used as collateral for a loan (other than for a Plan loan), given away or otherwise transferred. In addition, your creditors (other than the IRS) may not attach, garnish or otherwise interfere with your benefits under the Plan.

## Are there any exceptions to the general rule?

There are three exceptions to this general rule. The Administrator must honor a "qualified domestic relations order." A "qualified domestic relations order" is defined as a decree or order issued by a court that obligates you to pay child support or alimony, or otherwise allocates a portion of your assets in the Plan to your spouse, former spouse, children or other dependents. If a "qualified domestic relations order" is received by the Administrator, all or a portion of your benefits may be used to satisfy that obligation. The Administrator will determine the validity of any domestic relations order received. You and your beneficiaries can obtain from the Administrator, without charge, a copy of the procedure used by the Administrator to determine whether a "qualified domestic relations order" is valid.

The second exception applies if you are involved with the Plan's operation. If you are found liable for any action that adversely affects the Plan, the Administrator can offset your benefits by the amount that you are ordered or required by a court to pay the Plan. All or a portion of your benefits may be used to satisfy any such obligation to the Plan.

The last exception applies to federal tax levies and judgments. The federal government is able to use your interest in the Plan to enforce a federal tax levy and to collect a judgment resulting from an unpaid tax assessment.

## Can the Plan be amended?

Your Employer has the right to amend the Plan at any time. In no event, however, will any amendment authorize or permit any part of the Plan assets to be used for purposes other than the exclusive benefit of Participants or their beneficiaries. Additionally, no amendment will cause any reduction in the amount credited to your account.

## What happens if the Plan is discontinued or terminated?

Although your Employer intends to maintain the Plan indefinitely, your Employer reserves the right to terminate the Plan at any time. Upon termination, no further contributions will be made to the Plan and all amounts credited to your accounts will become 100\% vested. Your Employer will direct the distribution of your accounts in a manner permitted by the Plan as soon as practicable. (See the question entitled "How will my benefits be paid to me?" for a further explanation.) You will be notified if the Plan is terminated.

## How do I submit a claim for Plan benefits?

You may file a claim for benefits by submitting a written request for benefits to the Plan Administrator. You should contact the Plan Administrator to see if there is an applicable distribution form that must be used. If no specific form is required or available, then your written request for a distribution will be considered a claim for benefits. In the case of a claim for disability benefits, if disability is
determined by the Plan Administrator (rather than by a third party such as the Social Security Administration), then you must also include with your claim sufficient evidence to enable the Plan Administrator to make a determination on whether you are disabled.

Decisions on the claim will be made within a reasonable period of time appropriate to the circumstances. "Days" means calendar days. If the Plan Administrator determines the claim is valid, then you will receive a statement describing the amount of benefit, the method or methods of payment, the timing of distributions and other information relevant to the payment of the benefit.

For purposes of the claims procedures described below, "you" refers to you, your authorized representative, or anyone else entitled to benefits under the Plan (such as a beneficiary). A document, record, or other information will be considered relevant to a claim if it:

- was relied upon in making the benefit determination;
- was submitted, considered, or generated in the course of making the benefit determination, without regard to whether it was relied upon in making the benefit determination;
- demonstrated compliance with the administrative processes and safeguards designed to ensure and to verify that benefit determinations are made in accordance with Plan documents and Plan provisions have been applied consistently with respect to all claimants; or
- constituted a statement of policy or guidance with respect to the Plan concerning the denied treatment option or benefit.

The Plan may offer additional voluntary appeal and/or mandatory arbitration procedures other than those described below. If applicable, the Plan will not assert that you failed to exhaust administrative remedies for failure to use the voluntary procedures, any statute of limitations or other defense based on timeliness is tolled during the time a voluntary appeal is pending; and the voluntary process is available only after exhaustion of the appeals process described in this section. If mandatory arbitration is offered by the Plan, the arbitration must be conducted instead of the appeal process described in this section, and you are not precluded from challenging the decision under ERISA §501(a) or other applicable law.

## What if my benefits are denied?

Your request for Plan benefits will be considered a claim for Plan benefits, and it will be subject to a full and fair review. If your claim is wholly or partially denied, the Administrator will provide you with a written or electronic notification of the Plan's adverse determination. This written or electronic notification must be provided to you within a reasonable period of time, but not later than 90 days (except as provided below for disability claims) after the receipt of your claim by the Administrator, unless the Administrator determines that special circumstances require an extension of time for processing your claim. If the Administrator determines that an extension of time for processing is required, written notice of the extension will be furnished to you prior to the termination of the initial 90 -day period. In no event will such extension exceed a period of 90 days from the end of such initial period. The extension notice will indicate the special circumstances requiring an extension of time and the date by which the Plan expects to render the benefit determination.

In the case of a claim for disability benefits, if disability is determined by the Plan Administrator (rather than a third party such as the Social Security Administration), then instead of the above, the initial claim must be resolved within 45 days of receipt by the Plan. A Plan may, however, extend this decision-making period for an additional 30 days for reasons beyond the control of the Plan. The Plan will notify you of the extension prior to the end of the 45 -day period. If, after extending the time period for a first period of 30 days, the Plan Administrator determines that it will still be unable, for reasons beyond the control of the Plan, to make a decision within the extension period, the Plan may extend decision making for a second 30 -day period. Appropriate notice will be provided to you before the end of the first 45 days and again before the end of each succeeding 30 -day period. This notice will explain the circumstances requiring the extension and the date the Plan Administrator expects to render a decision. It will explain the standards on which entitlement to the benefits is based, the unresolved issues that prevent a decision, the additional issues that prevent a decision, and the additional information needed to resolve the issues. You will have 45 days from the date of receipt of the Plan Administrator's notice to provide the information required.

If the Plan Administrator determines that all or part of the claim should be denied (an "adverse benefit determination"), it will provide a notice of its decision in written or electronic form explaining your appeal rights. An "adverse benefit determination" also includes a rescission, which is a retroactive cancellation or termination of entitlement to disability benefits. The notice will be provided in a culturally and linguistically appropriate manner and will state:
(a) The specific reason or reasons for the adverse determination.
(b) Reference to the specific Plan provisions on which the determination was based.
(c) A description of any additional material or information necessary for you to perfect the claim and an explanation of why such material or information is necessary.
(d) A description of the Plan's review procedures and the time limits applicable to such procedures. This will include a statement of your right to bring a civil action under section 502(a) of ERISA following an adverse benefit determination on review.
(e) In the case of a claim for disability benefits if disability is determined by the Plan Administrator (rather than a third party such as the Social Security Administration), then the following additional information will be provided:
(i) A discussion of the decision, including an explanation of the basis for disagreeing with or not following:

- The views you presented to the Plan of health care professionals treating the claimant and vocational professionals who evaluated you;
- The views of medical or vocational experts whose advice was obtained on behalf of the Plan in connection with an adverse benefit determination, without regard to whether the advice was relied upon in making the benefit determination; or
- A disability determination made by the Social Security Administration and presented by you to the Plan.
(ii) Either the internal rules, guidelines, protocols, or other similar criteria relied upon to make a determination, or a statement that such rules, guidelines, protocols, or other criteria do not exist.
(iii) If the adverse benefit determination is based on a medical necessity or experimental treatment and/or investigational treatment or similar exclusion or limit, an explanation of the scientific or clinical judgment for the determination, applying the terms of the Plan to your medical circumstances. If this is not practical, a statement will be included that such explanation will be provided to you free of charge, upon request.
(iv) A statement that you are entitled to receive, upon request and free of charge, reasonable access to, and copies of, all documents, records, and other information relevant to the claim.

If your claim has been denied, and you want to submit your claim for review, you must follow the Claims Review Procedure in the next question.

## What is the Claims Review Procedure?

Upon the denial of your claim for benefits, you may file your claim for review, in writing, with the Administrator.
(a) YOU MUST FILE THE CLAIM FOR REVIEW NOT LATER THAN 60 DAYS (EXCEPT AS PROVIDED BELOW FOR DISABILITY CLAIMS) AFTER YOU HAVE RECEIVED WRITTEN NOTIFICATION OF THE DENIAL OF YOUR CLAIM FOR BENEFITS.

IF YOUR CLAIM IS FOR DISABILITY BENEFITS AND DISABILITY IS DETERMINED BY THE PLAN ADMINISTRATOR (RATHER THAN A THIRD PARTY SUCH AS THE SOCIAL SECURITY ADMINISTRATION), THEN INSTEAD OF THE ABOVE, YOU MUST FILE THE CLAIM FOR REVIEW NOT LATER THAN 180 DAYS FOLLOWING RECEIPT OF NOTIFICATION OF AN ADVERSE BENEFIT DETERMINATION. IN THE CASE OF AN ADVERSE BENEFIT DETERMINATION REGARDING A RESCISSION OF COVERAGE, YOU MUST REQUEST A REVIEW WITHIN 90 DAYS OF THE NOTICE.
(b) You may submit written comments, documents, records, and other information relating to your claim for benefits.
(c) You will be provided, upon request and free of charge, reasonable access to, and copies of, all documents, records, and other information relevant to your claim for benefits.
(d) Your claim for review must be given a full and fair review. This review will take into account all comments, documents, records, and other information submitted by you relating to your claim, without regard to whether such information was submitted or considered in the initial benefit determination.

In addition to the Claims Review Procedure above, if your claim is for disability benefits and disability is determined by the Plan Administrator (rather than a third party such as the Social Security Administration), then:
(a) Your claim will be reviewed without deference to the initial adverse benefit determination and the review will be conducted by an appropriate named fiduciary of the Plan who is neither the individual who made the adverse benefit determination that is the subject of the appeal, nor the subordinate of such individual.
(b) If the initial adverse benefit determination was based on a medical judgment, including determinations with regard to whether a particular treatment, drug, or other item is experimental, investigational, or not medically necessary or appropriate, the fiduciary will consult with a health care professional who was neither involved in or subordinate to the person who made the original benefit determination. This health care professional will have appropriate training and experience in the field of medicine involved in the medical judgment. Additionally, medical or vocational experts whose advice was obtained on behalf of the Plan in connection with the initial determination will be identified.
(c) Any medical or vocational experts whose advice was obtained on behalf of the Plan in connection with your adverse benefit determination will be identified, without regard to whether the advice was relied upon in making the benefit determination.
(d) If the Plan considers, relies upon or creates any new or additional evidence during the review of the adverse benefit determination, the Plan will provide such new or additional evidence to you, free of charge, as soon as possible and sufficiently in advance of the time within which a determination on review is required to allow you time to respond.
(e) Before the Plan issues an adverse benefit determination on review that is based on a new or additional rationale, the Plan Administrator must provide you with a copy of the rationale at no cost to you. The rationale must be provided as soon as possible and sufficiently in advance of the time within which a final determination on appeal is required to allow you time to respond.

The Administrator will provide you with written or electronic notification of the Plan's benefit determination on review. The Administrator must provide you with notification of this denial within 60 days ( 45 days with respect to claims relating to the determination of disability benefits) after the Administrator's receipt of your written claim for review, unless the Administrator determines that special circumstances require an extension of time for processing your claim. In such a case, you will be notified, before the end of the initial review period, of the special circumstances requiring the extension and the date a decision is expected. If an extension is provided, the Plan Administrator must notify you of the determination on review no later than 120 days (or 90 days with respect to claims relating to the determination of disability benefits).

The Plan Administrator will provide written or electronic notification to you in a culturally and linguistically appropriate manner. If the initial adverse benefit determination is upheld on review, the notice will include:
(a) The specific reason or reasons for the adverse determination.
(b) Reference to the specific Plan provisions on which the benefit determination was based.
(c) A statement that you are entitled to receive, upon request and free of charge, reasonable access to, and copies of, all documents, records, and other information relevant to your claim for benefits.
(d) In the case of a claim for disability benefits, if disability is determined by the Plan Administrator (rather than a third party such as the Social Security Administration):
(i) Either the specific internal rules, guidelines, protocols, or other similar criteria relied upon to make the determination, or a statement that such rules, guidelines, protocols, or criteria do not exist.
(ii) If the adverse benefit determination is based on a medical necessity or experimental treatment and/or investigational treatment or similar exclusion or limit, an explanation of the scientific or clinical judgment for the determination, applying the terms of the Plan to your medical circumstances. If this is not practical, a statement will be included that such explanation will be provided to you free of charge, upon request.
(iii) A statement of your right to bring a civil action under section 502(a) of ERISA and, if the Plan imposes a contractual limitations period that applies to your right to bring such an action, a statement to that effect which includes the calendar date on which such limitation expires on the claim.

If the Plan offers voluntary appeal procedures, a description of those procedures and your right to obtain sufficient information about those procedures upon request to enable you to make an informed decision about whether to submit to such voluntary appeal. These procedures will include a description of your right to representation, the process for selecting the decision maker and the circumstances, if any, that may affect the impartiality of the decision maker. No fees or costs will be imposed on you as part of the voluntary appeal. A decision whether to use the voluntary appeal process will have no effect on your rights to any other Plan benefits.
(iv) A discussion of the decision, including an explanation of the basis for disagreeing with or not following:

- the views presented by the claimant to the Plan of health care professionals treating you and vocational professionals who evaluated you;
- the views of medical or vocational experts whose advice was obtained on behalf of the Plan in connection with an adverse benefit determination, without regard to whether the advice was relied upon in making the benefit determination; or
- a disability determination made by the Social Security Administration and presented by you to the Plan.

If you have a claim for benefits which is denied, then you may file suit in a state or federal court. However, in order to do so, you must file the suit not later than 180 days after the Administrator makes a final determination to deny your claim.

## What are my rights as a Plan Participant?

As a Participant in the Plan you are entitled to certain rights and protections under the Employee Retirement Income Security Act of 1974 (ERISA). ERISA provides that all Plan Participants are entitled to:
(a) Examine, without charge, at the Administrator's office and at other specified locations, all documents governing the Plan and a copy of the latest annual report (Form 5500 Series) filed by the Plan with the U.S. Department of Labor and available at the Public Disclosure Room of the Employee Benefits Security Administration.
(b) Obtain, upon written request to the Administrator, copies of documents governing the operation of the Plan, including insurance contracts and collective bargaining agreements, and copies of the latest annual report (Form 5500 Series) and updated Summary Plan Description. The Administrator may make a reasonable charge for the copies.
(c) Receive a summary of the Plan's annual financial report. The Administrator is required by law to furnish each Participant with a copy of this summary annual report.

In addition to creating rights for Plan Participants, ERISA imposes duties upon the people who are responsible for the operation of the Plan. The people who operate your Plan, called "fiduciaries" of the Plan, have a duty to do so prudently and in the interest of you and other Plan Participants and beneficiaries. No one, including your Employer or any other person, may fire you or otherwise discriminate against you in any way to prevent you from obtaining a pension benefit or exercising your rights under ERISA.

If your claim for a pension benefit is denied or ignored, in whole or in part, you have a right to know why this was done, to obtain copies of documents relating to the decision without charge, and to appeal any denial, all within certain time schedules.

Under ERISA, there are steps you can take to enforce the above rights. For instance, if you request a copy of Plan documents or the latest annual report from the Plan and do not receive them within 30 days, you may file suit in a federal court. In such a case, the court may require the Administrator to provide the materials and pay you up to $\$ 110.00$ a day until you receive the materials, unless the materials were not sent because of reasons beyond the control of the Administrator.

If you have a claim for benefits which is denied or ignored, in whole or in part, you may file suit in a state or federal court. In addition, if you disagree with the Plan's decision or lack thereof concerning the qualified status of a domestic relations order or a medical child support order, you may file suit in federal court. You and your beneficiaries can obtain, without charge, a copy of the "qualified domestic relations order" (QDRO) procedures from the Administrator.

If it should happen that the Plan's fiduciaries misuse the Plan's money, or if you are discriminated against for asserting your rights, you may seek assistance from the U.S. Department of Labor, or you may file suit in a federal court. The court will decide who should pay court costs and legal fees. If you are successful, the court may order the person you have sued to pay these costs and fees. The court may order you to pay these costs and fees if you lose or if, for example, it finds your claim is frivolous.

## What can I do if I have questions or my rights are violated?

If you have any questions about the Plan, you should contact the Administrator. If you have any questions about this statement or about your rights under ERISA, or if you need assistance in obtaining documents from the Administrator, you should contact the nearest office of the Employee Benefits Security Administration, U.S. Department of Labor, listed in the telephone directory or the Division of Technical Assistance and Inquiries, Employee Benefits Security Administration, U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C. 20210. You may also obtain certain publications about your rights and responsibilities under ERISA by calling the publications hotline of the Employee Benefits Security Administration.

## ARTICLE XII <br> general information About the plan

There is certain general information which you may need to know about the Plan. This information has been summarized for you in this Article.

## Plan Name

The full name of the Plan is Employer Solutions Group Retirement Savings Plan.

## Plan Number

Your Employer has assigned Plan Number 002 to your Plan.

## Plan Effective Dates

Effective Date. This Plan was originally effective on 01/01/2006. The amended and restated provisions of the Plan become effective on 11/01/2023.

## Other Plan Information

Valuation date. Valuations of the Plan assets are generally made every business day. Certain distributions are based on the Anniversary Date of the Plan. This date is the last day of the Plan Year.

Plan Year. The Plan's records are maintained on a twelve-month period of time. This is known as the Plan Year. The Plan Year begins on January 1st and ends on December 31st.

The Plan will be governed by the laws of Minnesota to the extent not governed by federal law.
Benefits provided by the Plan are NOT insured by the Pension Benefit Guaranty Corporation (PBGC) under Title IV of the Employee Retirement Income Security Act of 1974 because the insurance provisions under ERISA are not applicable to this type of Plan.

Service of legal process may be made upon your Employer. Service of legal process may also be made upon the Trustee or Administrator.

## Employer Information

Your Employer's name, contact information and identification number are:
Employer Solutions Group, LLC
7201 Metro Blvd Suite 900
Edina, Minnesota 55439
20-2301006
Telephone: (952) 835-1288
The Plan allows other employers to adopt its provisions. You or your beneficiaries may examine or obtain a complete list of Employers, if any, who have adopted the Plan by making a written request to the Administrator.

## Administrator Information

The Administrator is responsible for the day-to-day administration and operation of the Plan. For example, the Administrator maintains the Plan records, including your account information, provides you with the forms you need to complete for Plan participation, and directs the payment of your account at the appropriate time. The Administrator will also allow you to review the formal Plan document and certain other materials related to the Plan. If you have any questions about the Plan or your participation, you should contact the Administrator. The Administrator may designate other parties to perform some duties of the Administrator.

The Administrator has the complete power, in its sole discretion, to determine all questions arising in connection with the administration, interpretation, and application of the Plan (and any related documents and underlying policies). Any such determination by the Administrator is conclusive and binding upon all persons.

Your Administrator's name and contact information are:
Employer Solutions Group, LLC
7201 Metro Blvd Suite 900
Edina, Minnesota 55439
Telephone: (952) 835-1288

## Plan Trustee Information and Plan Funding Medium

All money that is contributed to the Plan is held in a Trust Fund. The Trustees are responsible for the safekeeping of the Trust Fund. The Trust Fund is the funding medium used for the accumulation of assets from which benefits will be distributed. While all the Plan assets are held in a Trust Fund, the Administrator separately accounts for each Participant's interest in the Plan.

The Plan's Trustees are listed below with their contact information:
Chris Levine, CEO
Ross Plaetzer, Client Services Director
7201 Metro Blvd Suite 900
Edina, Minnesota 55439
Telephone: (952) 835-1288
The Trustees are collectively referred to as Trustee throughout this Summary Plan Description.

# EMPLOYER SOLUTIONS GROUP RETIREMENT SAVINGS PLAN <br> COMMON QUESTIONS ABOUT OUR PLAN 

## Introduction

The following questions and answers highlight some of the important parts of our Plan. Remember, these are only highlights. The Summary Plan Description ("SPD") describes the Plan in much greater detail. If you have any questions about these highlights, the SPD, or the Plan, you should ask the Administrator.
Q. Why is your Employer sponsoring a retirement plan?
A. Your Employer is sponsoring this Plan to provide you with the opportunity to save for retirement on a tax-advantaged basis. This Plan is a type of qualified retirement plan commonly referred to as a 401(k) Plan.
Q. How do I participate in the Plan?
A. Provided you are not an Excluded Employee, you may become a "Participant" in the Plan once you have satisfied the eligibility requirements and reached your "Entry Date." The following describes the eligibility requirements and Entry Date that apply.

## All Contributions

Excluded Employees. If you are a member of a class of employees identified below, you are an Excluded Employee and you are not entitled to participate in the Plan. The Excluded Employees are:

- part-time employees (employees whose regularly scheduled service is less than 1000 hours of service per computation period). However, if as a part-time employee, you complete one (1) Year of Service in any year of employment, you will no longer be part of this excluded class.
- (i)Employees of controlled group member employers that have not affirmatively adopted the plan. (ii) Employees who are covered under another tax qualified defined contribution plan

Eligibility conditions. You will be eligible to participate in the Plan when you have satisfied the following eligibility condition(s). However, you will actually become a Participant in the Plan once you reach the Entry Date as described below.

- attainment of age 21 .
- completion of 1 months of service.

Entry Date. Your Entry Date will be the first day of the month coinciding with or next following the date you satisfy the eligibility requirements.

## Other Excluded Employee Provisions

Seasonal Employees (Plan Section 1.28(f)) who have worked less than 1000 hrs in the relevant computation period. A seasonal Employee is an Employee who is categorized as a seasonal Employee on the Employer's payroll records.

## Long-Term Part-Time Employees

You will be considered to be a Long-Term Part-Time (LTPT) Employee if you are a part-time employee who has not entered the Plan as a regular participant, but who is credited with at least three consecutive years beginning after December 31, 2020, with at least 500 Hours of Service in each year, and you have attained age 21. As a Long-Term Part-Time Participant, you will be eligible to defer including Roth 401(k) deferrals. Please see the Section in the SPD entitled "Long-Term Part-Time Employees" for additional information.
Q. What are salary deferrals and how do I contribute them to the Plan?
A. Salary deferrals. As a Participant under the Plan, you may elect to reduce your compensation by a specific percentage or dollar amount and have that amount contributed to the Plan. This amount is referred to as a salary deferral. There are two types of salary deferrals: Pre-Tax 401(k) deferrals and Roth 401(k) deferrals. For purposes of this SPD, "salary deferrals" generally means both Pre-Tax 401(k) deferrals and Roth 401(k) deferrals. Regardless of the type of deferral you make, the amount you defer is counted as compensation for purposes of Social Security taxes.

Pre-Tax 401(k) deferrals. If you elect to make Pre-Tax 401(k) deferrals, then your taxable income is reduced by the deferral contributions so you pay less in federal income taxes. Later, when the Plan distributes the deferrals and earnings, you will pay the taxes on those deferrals and the earnings. Therefore, with a Pre-Tax 401(k) deferral, federal income taxes on the deferral contributions and on the earnings are only postponed. Eventually, you will have to pay taxes on these amounts.

Roth $401(k)$ deferrals. If you elect to make Roth 401(k) deferrals, the deferrals are subject to federal income taxes in the year of deferral. However, the deferrals and, in most cases, the earnings on the deferrals are not subject to federal income taxes when distributed to you. In order for the earnings to be tax free, you must meet certain conditions. See "What are my tax consequences when I receive a distribution from the Plan?"

You may receive additional amounts from your Employer if you do contribute.
Q. When will I receive payments from the Plan?
A. The Plan is designed to encourage you to stay with the Employer until retirement. Payment will generally occur at your Normal Retirement Date, unless you postpone your actual retirement. Your Normal Retirement Date is the date on which you attain your Normal Retirement Age. You will attain your Normal Retirement Age when you reach age 65.
Q. How much will I be paid when I retire?
A. The amount you are paid when you retire will be based upon the amount of money your Employer has put into the Plan for you, plus or minus any earnings or losses. You should review the Article in the SPD entitled "Employer Contributions" for an explanation of how your Employer makes contributions to the Plan and how they are shared by Eligible Employees.
Q. How will payments be made when I retire?
A. If your vested account balance does not exceed $\$ 5,000$, then your vested account balance may only be distributed to you in a single lump-sum payment. In determining whether your vested account balance exceeds the $\$ 5,000$ threshold, "rollover" contributions (and any earnings allocable to "rollover" contributions) will be taken into account.

In addition, if your vested account balance exceeds $\$ 5,000$, you must consent to any distribution before it may be made. If your vested account balance exceeds $\$ 5,000$, you may elect to receive a distribution of your vested account balance in:

- a single lump-sum payment
- installments over a period of not more than your assumed life expectancy (or the assumed life expectancies of you and your beneficiary)
- partial withdrawals
- an annuity - periodic payments over your life (or your life and the life of your spouse or beneficiary)

Also, our Plan provides for annuities as an optional form of distribution. An annuity generally provides for payments for your life, and, in some cases for the life of your spouse. The value of the annuity never exceeds the value of your vested account balance under the Plan. If you are married and you wish to receive a distribution in the form of an annuity, the annuity must be based on your life and the life of your spouse unless you obtain your spouse's consent to elect an annuity over only your life or in some other form.

You should review the Article in the SPD entitled "Benefits and Distributions Upon Termination of Employment" for a further explanation of the rules associated with the payment of benefits.
Q. What if I stop working before I retire?
A. If you stop working before you retire, you will only be entitled to the "vested percentage" of your account balance.
$\mathbf{1 0 0 \%}$ vested contributions. You are always $100 \%$ vested (which means that you are entitled to all of the amounts) in your accounts attributable to the following contributions:

- salary deferrals including Roth 401(k) deferrals and "catch-up contributions"
- "rollover" contributions

Vesting schedules. Your "vested percentage" for certain Employer contributions is based on vesting Years of Service. This means at the time you stop working, your account balance (attributable to contributions subject to a vesting schedule) is multiplied by your vested percentage. The result, when added to the amounts that are always $100 \%$ vested as shown above, is your vested interest in the Plan, which is what you will actually receive from the Plan.

## Employer Matching Contributions

Your "vested percentage" in your account attributable to matching contributions is determined under the following schedule. You will always, however, be $100 \%$ vested in your matching contributions if you are employed on or after your Normal Retirement Age or if you die or become disabled.

| Vesting Schedule <br> Matching Contributions |  |
| :---: | :---: |
| Years of Service | Percentage |
| 1 | $33 \%$ |
| 2 | $66 \%$ |
| 3 | $100 \%$ |

Q. If I stop working before retirement, when will my vested amount be paid?
A. If your employment terminates for reasons other than death, disability or normal retirement, you will be entitled to receive only the "vested percentage" of your account balance.

You may elect to have your vested account balance distributed to you as soon as administratively feasible following your termination of employment. However, if the value of your vested account balance does not exceed $\$ 5,000$, then a distribution will be made to you regardless of whether you consent to receive it. (See the question entitled "How will my benefits be paid to me?" for additional information.)
Q. What if I die before I retire?
A. Your beneficiary will be entitled to the vested portion of your interest in the Plan upon your death. If you are single, you may name anyone you like to be your beneficiary. If you are married, your spouse is your beneficiary with respect to $100 \%$ of your death benefit unless you and your spouse name someone else as your beneficiary. You should review the question entitled "Who is the beneficiary of my death benefit?" in the SPD.
Q. Can I withdraw money from the Plan while I'm still working?
A. Generally you may receive a distribution from the Plan from certain accounts prior to your termination of employment provided you satisfy the condition described below:

- you have attained age 59 1/2.

This distribution is not in addition to your other benefits and will therefore reduce the value of the benefits you will receive at retirement.

In certain instances you may also receive an in-service distribution if you incur a financial hardship. This hardship distribution is not in addition to your other benefits and will therefore reduce the value of the benefits you will receive at retirement.

There are various rules and restrictions regarding withdrawing money from your accounts in the Plan while you are still employed. Please review the SPD for more information on these rules and restrictions.

NOTE: THESE QUESTIONS AND ANSWERS ARE NOT MEANT TO BE A SUBSTITUTE FOR A THOROUGH READING OF THE SUMMARY PLAN DESCRIPTION. THE PROVISIONS OF THE PLAN ARE VERY COMPLEX. IT IS NOT POSSIBLE TO FULLY EXPLAIN ALL ASPECTS OF THE PLAN IN THESE SHORT QUESTIONS AND ANSWERS. YOU SHOULD ALWAYS CONSULT THE SUMMARY PLAN DESCRIPTION IF YOU HAVE ANY QUESTIONS ABOUT THE PLAN. IF, AFTER READING THE SUMMARY PLAN DESCRIPTION, YOU STILL HAVE QUESTIONS, YOU SHOULD CONTACT THE ADMINISTRATOR.

## 404(a)(5) Participant Fee Disclosure

Prepared For:<br>Employer Solutions<br>Group, LLC<br>Prepared By:<br>TCG Advisors<br>900 S. Capital of Texas<br>Hwy Ste. 350 Austin, TX<br>78746

Service Providers:<br>Recordkeeper:TCG<br>Administrators, LP<br>Registered Investment Advisor :<br>TCG Advisory Services, LLC<br>Third Party Administrator: TCG<br>Administrators, LLC

## Fees Paid By Plan Participants

This notice will review the annual direct and indirect expenses charged against the Plan. Direct expenses will be paid from the Plan's assets and will be deducted from each participant's Plan account in equal amounts. Indirect expenses are paid through the investments in which you invest. Each investment option may charge an expense ratio that can either be kept in full by the investment manager or used to compensate other service providers for services they provide to the plan

This document includes important information to help you compare the investment options under your retirement plan. If you want additional information about your investment options, you can go to the specific internet web site address shown next to each investment or you can contact us at the number shown on the cover page. Investors should consider the investment objectives, risks, and charges and expenses of a fund carefully before investing. Prospectuses and, if available, the summary prospectuses, containing this and other information about the fund are available by contacting your financial consultant. Please read the prospectus and summary prospectus carefully before investing to make sure that the fund is appropriate for your goals and risk tolerance. The performance quoted reflects the reinvestment of dividends and capital gains and is net of expenses. It does not reflect the maximum sales charges, which are generally waived for investments within qualified plans. Such charges, if applied, would reduce the performance quoted. The performance information shown represents past performance and is not a guarantee of future results. The investment return and principal value of an investment will fluctuate so that the shares, when redeemed, may be worth more or less than their original cost. Current performance may be lower or higher than the performance information shown. For performance data current to the most recent month-end, please reference the investment's company contact Information section on their entity website.

## PLAN COST BREAKDOWN

## Plan Fees Paid by Plan Participants

Distribution Fee - \$100.00 Fees for processing distributions.

- Per Participant Cost of $\$ 100.00$ assesed one time per transaction

QDRO Fees - $\$ 500.00$ Fee for processing Qualified Domestic Relations Orders (QDRO) for participants.

- Flat cost of $\$ 500.00$ assessed one time per QDRO transaction

Loan Fee - \$100.00 Fee for processing loan requests and administering loans to participants.

- Per Participant Cost of $\$ 100.00$ assesed one time per transaction

TCG Administrators Recordkeeping and Administration - 50 bps (0.50\%) Annual Fee.

Fee paid to services provider for to maintain plan-level and participantlevel account records.

- 12.50 bps assesed quaterly

TCG Advisors Annual Fee. Fees for investment advisory and other management services - 50 bps (0.50\%) Annual Fee.

- 12.50 bps assesed quaterly


## INVESTMENT PERFORMANCE AND EXPENSE SUMMARY

Mutual funds and Exchange Traded Funds (ETFs) are sold by prospectus. Please consider the investment objectives, risks, charges and expenses carefully before investing. The prospectus, and, if available, the summary prospectus, which contains this and other information, can be obtained by calling your financial advisor. Read the prospectus and, if available, the summary prospectus carefully before you invest. The performance information shown represents past performance and is not a guarantee of future results. Investment returns and principal value of an investment will fluctuate so that when shares are redeemed, they may be worth more or less than their original cost. The performance information shown reflects performance without adjusting for sales charges. If adjusted, the load would reduce the performance quoted. Current performance may be higher or lower than the data shown. For the most recent month-end performance and information on expenses, visit www.fi360.com/directory for a directory of websites and phone numbers or use the specific fund website/phone if available below. Index returns represent the performance of market indices, which cannot be invested in directly, and are shown for comparative purposes only.

Investment and Insurance Products: NOT FDIC Insured / NO Bank Guarantee / MAY Lose Value

| INVESTMENT NAME | PEER GROUP | TICKER | AVERAGE ANNUAL TOTAL RETURN\% |  |  |  | GROSS EXP. RATIO |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  |  | 1 YR | 5 YR | 10 YR | SINCE INCEPTION | $\begin{aligned} & \text { \%OF } \mathrm{OF} \\ & \text { ASSETS } \end{aligned}$ | $\begin{aligned} & \text { SCOST } \\ & \text { PER 1K } \end{aligned}$ |
| TIAA-CREF Lifecycle Index Ret Inc Inst\| | Moderately Conservative Allocation | TRILX | 11.90 | 6.05 | 4.91 | 5.86 | 0.22 | \$2.20 |
| - INDEX: MORNINGSTAR MOD CON TGT RISK TR USD |  |  | 10.89 | 5.54 | 4.5 | - | - | - |
| TIAA-CREF Lifecycle Index 2020 Instl | Target-Date 2020 | TLWIX | 13.07 | 7.03 | 5.71 | 7.09 | 0.19 | \$1.90 |
| - INDEX: MORNINCSTAR LIFETIME MOD 2020 TR USD |  |  | 11.3 | 6.15 | 5 | - | - | - |
| TIAA-CREF Lifecycle Index 2025 Instl | Target-Date 2025 | TLQIX | 14.19 | 7.82 | 6.25 | 7.71 | 0.18 | \$1.80 |
| - INDEX: MORNINGSTAR LIFETIME MOD 2025 TR USD |  |  | 12.15 | 6.66 | 5.4 | - |  |  |
| TIAA-CREF Lifecycle Index 2030 Instl | Target-Date 2030 | TLHIX | 15.55 | 8.66 | 6.80 | 8.34 | 0.18 | \$1.80 |
| - INDEX: MORNINGSTAR LIFETIME MOD 2030 TR USD |  |  | 13.32 | 7.44 | 5.92 | - | - | - |
| TIAA-CREF Lifecycle Index 2035 Instl | Target-Date 2035 | TLYIX | 17.25 | 9.57 | 7.37 | 8.97 | 0.17 | \$1.70 |
| - INDEX: MORNINGSTAR LIFETIME MOD 2035 TR USD |  |  | 14.83 | 8.4 | 6.49 | - | - | - |
| TIAA-CREF Lifecycle Index 2040 Instl | Target-Date 2040 | TLZIX | 18.98 | 10.52 | 7.96 | 9.5 | 0.17 | \$1.70 |
| - INDEX: MORNINGSTAR LIFETIME MOD 2040 TR USD |  |  | 16.33 | 9.29 | 6.94 | - | - | - |
| TIAA-CREF Lifecycle Index 2045 Instl | Target-Date 2045 | TLXIX | 20.07 | 11.29 | 8.36 | 9.79 | 0.17 | \$1.70 |
| - INDEX: MORNINGSTAR LIFETIME MOD 2045 TR USD |  |  | 17.38 | 9.84 | 7.18 | - | - | - |
| TIAA-CREF Lifecycle Index 2050 Instl | Target-Date 2050 | TLLIX | 20.54 | 11.47 | 8.49 | 9.88 | 0.17 | \$1.70 |
| - INDEX: MORNINGSTAR LIFETIME MOD 2050 TR USD |  |  | 17.84 | 10.02 | 7.23 | - |  | - |
| Vanguard Intmdt-Term Trs Idx Admiral | Intermediate Government | VSICX | 4.39 | 0.76 | 1.36 | 1.66 | 0.07 | \$0.70 |
| - INDEX: BLOOMBERC US COVERNMENT TR USD |  |  | 4.08 | 0.56 | 1.27 | - | - | - |
| GG CIT III for MetLife GAC 25554 CL J | Stable Value | WWTAA X | 2.36 | 2.02 | 2.15 | 2.24 | 0.49 | \$4.90 |
| TIAA Secure Income Account CMP GLOO\# | Stable Value | - | - | - | - | - | - | - |
| - INDEX: USTREAS T-BILL CNST MAT RATE 3 YR |  |  | 4.93 | 1.11 | 0.77 | - | - | - |
| TIAA-CREF Lifecycle Index 2055 Instl | Target-Date 2055 | TTIIX | 20.76 | 11.60 | 8.58 | 9.01 | 0.17 | \$1.70 |
| - INDEX: MORNINGSTAR LIFETIME MOD 2055 TR USD |  |  | 17.9 | 10 | 7.17 | - | - | - |
| Fidelity® US Bond Index | Intermediate Core Bond | FXNAX | 5.56 | 1.06 | 1.78 | 2.01 | 0.03 | \$0.30 |

## 404(a)(5)

Employer Solutions Group Retirement Savings Plan

## INVESTMENT PERFORMANCE AND EXPENSE SUMMARY

| INVESTMENT NAME | PEER CROUP | TICKER | AVERACE ANNUAL TOTAL RETURN \% |  |  |  | GROSS EXP. RATIO |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  |  | 1 YR | 5 YR | 10 YR | SINCE INCEPTION | $\begin{gathered} \text { \%OF } \\ \text { ASSETS } \end{gathered}$ | SCOST |
| - INDEX: BLOOMBERG US ACG BOND TR USD |  |  | 5.52 | 1.1 | 1.8 | - |  | - |
| TIAA-CREF Lifecycle Index 2060 Instl | Target-Date 2060 | TVIIX | 20.91 | 11.73 | - | 8.79 | 0.18 | \$1.80 |
| - INDEX: MORNINGSTAR LIFETIME MOD 2060 TR USD |  |  | 17.86 | 9.93 | 7.09 | - | - | - |
| Lord Abbett Short Duration Income R6 | Short-Term Bond | LDLVX | 5.75 | 2.19 | 2.18 | 2.18 | 0.31 | \$3.10 |
| - INDEX: BLOOMBERG US COVT/CREDIT 1-5 YR TR USD |  |  | 4.88 | 1.53 | 1.42 | - | - | - |
| iShares Total US Stock Market Idx K | Large Blend | BKTSX | 26.03 | 15.19 | - | 11.93 | 0.02 | \$0.20 |
| Vanguard 500 Index Admiral | Large Blend | VFIAX | 26.24 | 15.65 | 11.99 | 7.62 | 0.04 | \$0.40 |
| - INDEX: RUSSELL 1000 TR USD |  |  | 26.52 | 15.51 | 11.8 | - |  |  |
| BlackRock Total Return K | Intermediate Core-Plus Bond | MPHQX | 6.03 | 1.62 | 2.34 | 3.74 | 0.38 | \$3.80 |
| Victory Income R6 | Intermediate Core-Plus Bond | URIFX | 7.27 | 2.43 | 2.70 | 2.46 | 0.74 | \$7.40 |
| - INDEX: BLOOMBERG US UNIVERSAL TR USD |  |  | 6.17 | 1.44 | 2.07 | - |  |  |
| BlackRock Emerging Mkts K | Diversified Emerging Mkts | MKDCX | 10.82 | 5.58 | 3.75 | 1.05 | 0.87 | \$8.70 |
| Vanguard Emerging Mkts Stock Idx Adm | Diversified Emerging Mkts | VEMAX | 9.18 | 4.65 | 2.97 | 4.61 | 0.14 | \$1.40 |
| - INDEX: MSCI EM NR USD |  |  | 9.82 | 3.68 | 2.66 | - |  |  |
| Vanguard Developed Markets Index Admiral | Foreign Large Blend | VTMGX | 17.67 | 8.36 | 4.54 | 4.47 | 0.07 | \$0.70 |
| Victory International R6 | Foreign Large Blend | URITX | 17.66 | 8.11 | 4.68 | 5.32 | 9.88 | \$98.80 |
| - INDEX: MSCI ACWI EX USA NR USD |  |  | 15.61 | 7.08 | 3.82 | - |  |  |
| TIAA-CREF Lifecycle Index 2065 Inst\| | Target-Date 2065+ | TFITX | 21.16 | - | - | 9.66 | 0.38 | \$3.80 |
| - INDEX: MORNINGSTAR LIFETIME MOD 2060 TR USD |  |  | 17.86 | 9.93 | 7.09 | - |  |  |
| Vanguard Small Cap Index Adm | Small Blend | VSMAX | 18.20 | 11.70 | 8.43 | 9.02 | 0.05 | \$0.50 |
| - INDEX: RUSSELL 2000 TR USD |  |  | 16.92 | 9.97 | 7.15 | - | - | - |
| Vanguard Mid Cap Index Admiral | Mid-Cap Blend | VIMAX | 15.98 | 12.71 | 9.41 | 9.83 | 0.05 | \$0.50 |
| - INDEX: RUSSELL MID CAP TR USD |  |  | 17.22 | 12.67 | 9.42 | - |  | - |
| DFA Inflation-Protected Securities I | Inflation-Protected Bond | DIPSX | 3.93 | 3.12 | 2.42 | 3.61 | 0.11 | \$1.10 |
| - INDEX: BLOOMBERG US TREASURY US TIPS TR USD |  |  | 3.89 | 3.15 | 2.42 | - | - | - |
| DFA Global Real Estate Securities Port | Global Real Estate | DFGEX | 9.42 | 5.17 | 5.90 | 4.86 | 0.32 | \$3.20 |
| - INDEX: S\&P GLOBAL REIT TR USD |  |  | 11.52 | 5.24 | 5.84 | - | - | - |
| LOAN ${ }^{\text {a }}$ | Miscellaneous Sector | LOAN | - | - | - | - | - | - |
| - INDEX: |  |  | - | - | - | - | - | - |

## FUND CONTACT INFO

| FUND FAMILY | PHONE | WEBSITE |
| :--- | :--- | :--- |
| BlackRock | - | - |
| Dimensional Fund Advisors | $512-306-7400$ | - |
| Fidelity Investments | $800-225-5288$ | www.institutional.fidelity.com |
| Great Gray Trust Company, LLC | - | - |
| Lord Abbett | $888-522-2388$ | $\underline{\text { www.lordabbett.com }}$ |

## INVESTMENT PERFORMANCE AND EXPENSE SUMMARY

## FUND CONTACT INFO

| FUND FAMILY | PHONE | WEBSITE |
| :--- | :--- | :--- |
| TIAA Investments | $800-223-1200$ | www.tiaa.org |
| Vanguard | $800-662-7447$ | www.vanguard.com |
| Victory Capital | $866-376-7890$ | www.compassempfunds.com |

Employer Solutions Group Retirement Savings Plan

## STATEMENT OF ADDITIONAL DISCLOSURES

## INTRODUCTION

This report is for informational purposes only and does not constitute professional investment advice. Some data in this report was obtained from third parties. Although Fi 360 obtains data from sources it deems to be reliable, it does not independently verify the data, and does not warrant or represent that the data is timely, complete, or accurate.

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Mutual funds and Exchange Traded Funds (ETFs) are sold by prospectus. Please consider the investment objectives, risks, charges and expenses carefully before investing. The prospectus and, if available, the summary prospectus, which contains this and other information, can be obtained by calling your financial advisor. Read the prospectus and, if available, the summary prospectus carefully before you invest.

All investments involve risk. The principal value and investment return will fluctuate so that your shares, when redeemed, may be worth more or less than the original cost. All investing involves risk, including the possible loss of principal. This does not apply, however, to the guaranteed portions of group annuity contracts that constitute guaranteed benefit policies as defined in ERISA 401(b)(2)(B).

Collective investment trusts (CITs) are available for investment primarily by eligible retirement plans and entities. Participation in CITs is generally governed by the terms of a Declaration of Trust and a Participation or Adoption Agreement, which is signed by the retirement plan's fiduciary at the time the plan invests in the CITs. In addition, various other documents may contain important information about the CITs including Fund Descriptions, Statement of Characteristics or Investment Guidelines, and/or other fee or investment disclosure documents. All of these documents may contain important information about CIT fees, investment objectives, and risks and expenses of the underlying investments in the CITs and should be read carefully before investing. To obtain a copy, you will need to contact the plan sponsor or trustee of the CIT.

CITs are not insured by FDIC or any other type of deposit insurance; are not deposits or other obligations of, and are not guaranteed by any firm or their affiliates; and involve investment risks, including possible loss of principal invested. CITs are not mutual funds and are exempt from registration and regulation under the Investment Company Act of 1940 (the " 1940 Act"), and their units are not registered under the Securities Act of 1933, or applicable securities laws of any state or other jurisdiction. Unit holders of the Funds are not entitled to the protections of the 1940 Act. The decision to invest in CITs should be carefully considered. The CITs unit values will fluctuate and may be worth more or less when redeemed, so unit holders may lose money. CITs are not sold by prospectus and are not available for investment by the public; Fund prices are not quoted in readily available market quotation services.

Fi360 is under common ownership with Matrix Trust Company, who is the discretionary trustee of certain CITs that may be noted in this report.
Separate Accounts are available through a group annuity contract. The contract and other fee/disclosure documents, such as fact sheets, may contain important information about the separate account fees, investment objectives and risks and expenses of underlying investments in the separate accounts and should be read carefully before investing. Certain investment options may not be available in all states or U.S. commonwealths. Some payments or transfers from the Separate Accounts may be deferred as described in the group annuity contracts providing access to the Separate Accounts or as required by applicable law. Such deferment will be based on factors that may include situations such as: unstable or disorderly financial markets or investment conditions which do not allow for orderly investment transactions.

This Statement of Additional Disclosures includes important information regarding the information provided in the report. If an investor does not understand any term or data presented herein, he/she should consult with his/her financial advisor.

## PERFORMANCE

Total Return (No Load). Expressed in percentage terms, an investment's total return is determined each month by taking the change in monthly net asset value, reinvesting all income and capital gains distributions during that month, and dividing by the starting NAV. Reinvestments are made using the actual reinvestment NAV, and daily payoffs are reinvested monthly. Total Return (No Load) is not adjusted for sales charges (such as frontend loads, deferred loads and redemption fees), but do reflect management, administrative, $12 \mathrm{~b}-1$ fees and other costs taken out of fund assets. Total returns for periods longer than one year are expressed in terms of compounded average annual returns (also known as geometric total returns).

## STATEMENT OF ADDITIONAL DISCLOSURES

## EXPENSES

Prospectus Gross Expense Ratio. This value is from the investment's most recent prospectus. The total gross expenses (net expenses with waiver added back in) divided by the fund's average net assets. If it is not equal to the net expense ratio, the gross expense ratio portrays the fund's expenses had the manager not waived a portion, or all, of its fees. Thus, to some degree, it is an indication of fee contracts. Some fee waivers have an expiration date; other waivers are in place indefinitely.

## INVESTMENT STRATEGY \& STYLE

Peer Group. Fi360 utilizes the Morningstar Category for peer group assignment. In an effort to distinguish funds by what they own, as well as by their prospectus objectives and styles, Morningstar developed the Morningstar Categories. While the prospectus objective identifies a fund's investment goals based on the wording in the fund prospectus, the Morningstar Category identifies funds based on their actual investment styles as measured by their underlying portfolio holdings (portfolio and other statistics over the past three years). Peer groups are for comparison only, and do not represent any investable products. Please reference the Peer Group Descriptions section for more specific detail on each peer group that is included in this report.

## STATEMENT OF ADDITIONAL DISCLOSURES: EXTENDED PERFORMANCE

The analysis in this report may be based, in part, on adjusted historical returns for periods prior to an investment share class's actual inception.
Morningstar created extended performance statistics to "fill in the gap" between the inception date of a new share class or distribution channel and the inception date of the original portfolio. Extended performance lengthens the performance data that is available for the younger investment. This helps investors see how the portfolio as a whole has performed over time. For example, if a mutual fund started 15 years ago with an Investor share class and just added an Institutional share class one year ago, Morningstar will lengthen the performance history of the Institutional share class to 15 years. Often, some of the shareholders in the new share class were actually shareholders in the oldest share class.

Morningstar will adjust the performance history of the original portfolio to reflect differences in fees between the original share class and the younger share class. This adjustment will only occur where the new share class has higher fees than the oldest share class, so the extended performance for the younger share class will be lower than, or equal to, the returns of the oldest share class. Where the oldest share class has higher fees than the younger share class no adjustment is made. In this case, if the expenses of the newer share class were used rather than the expenses of the old share class (due to lower expenses of the new share class), it would have resulted in better performance.

| NEWER SHARE CLASS |  | OLDEST SHARE CLASS |  |
| :--- | :--- | :--- | :--- | :--- |
| NAME | INCEPTION DATE | NAME | INCEPTION DATE |
| Victory International R6 | $08 / 17 / 2018$ | USAA International | $07 / 11 / 1988$ |
| BlackRock Emerging Mkts K | $01 / 25 / 2018$ | BlackRock Emerging Mkts Instl | $09 / 01 / 1989$ |
| Victory Income R6 | $12 / 01 / 2016$ | USAA Income | $03 / 04 / 1974$ |
| Lord Abbett Short Duration Income R6 | $06 / 30 / 2015$ | Lord Abbett Short Duration Income A | $11 / 04 / 1993$ |

## STATEMENT OF ADDITIONAL DISCLOSURES: PEER GROUP DESCRIPTIONS

- Diversified Emerging Mkts (EM). Diversified emerging-markets portfolios tend to divide their assets among 20 or more nations, although they tend to focus on the emerging markets of Asia and Latin America rather than on those of the Middle East, Africa, or Europe. These portfolios invest predominantly in emerging market equities, but some funds also invest in both equities and fixed income investments from emerging markets.
- Foreign Large Blend (FB). Foreign large-blend portfolios invest in a variety of big international stocks. Most of these portfolios divide their assets among a dozen or more developed markets, including Japan, Britain, France, and Germany. These portfolios primarily invest in stocks that have market caps in the top $70 \%$ of each economically integrated market (such as Europe or Asia ex-Japan). The blend style is assigned to portfolios where neither growth nor value characteristics predominate. These portfolios typically will have less than $20 \%$ of assets invested in U.S. stocks.
- Global Real Estate (GR). Global real estate portfolios invest primarily in non-U.S. real estate securities but may also invest in U.S. real estate securities. Securities that these portfolios purchase include: debt securities, equity securities, convertible securities, and securities issued by real estate investment trusts and REIT-like entities. Portfolios in this category also invest in real estate operating companies.
- Inflation-Protected Bond (IP). Inflation-protected bond portfolios invest primarily in debt securities that adjust their principal values in line with the rate of inflation. These bonds can be issued by any organization, but the U.S. Treasury is currently the largest issuer for these types of securities.
- Intermediate Core Bond (CI). Intermediate-term core bond portfolios invest primarily in investment-grade U.S. fixed-income issues including government, corporate, and securitized debt, and hold less than $5 \%$ in below-investment-grade exposures. Their durations (a measure of interest-rate sensitivity) typically range between $75 \%$ and $125 \%$ of the three-year average of the effective duration of the Morningstar Core Bond Index.
- Intermediate Core-Plus Bond (PI). Intermediate-term core-plus bond portfolios invest primarily in investment-grade U.S. fixed-income issues including government, corporate, and securitized debt, but generally have greater flexibility than core offerings to hold non-core sectors such as corporate high yield, bank loan, emerging-markets debt, and non-U.S. currency exposures. Their durations (a measure of interest-rate sensitivity) typically range between $75 \%$ and $125 \%$ of the three-year average of the effective duration of the Morningstar Core Bond Index.
- Intermediate Government (GI). Intermediate-government portfolios have at least $90 \%$ of their bond holdings in bonds backed by the U.S. government or by government-linked agencies. This backing minimizes the credit risk of these portfolios, as the U.S. government is unlikely to default on its debt. These portfolios have durations typically between 3.5 and 6.0 years. Consequently, the group's performance--and its level of volatility--tends to fall between that of the short government and long government bond categories. Morningstar calculates monthly breakpoints using the effective duration of the Morningstar Core Bond Index in determining duration assignment. Intermediate is defined as $75 \%$ to $125 \%$ of the three-year average effective duration of the MCBI.
- Large Blend (LB). Large-blend portfolios are fairly representative of the overall US stock market in size, growth rates and price. Stocks in the top $70 \%$ of the capitalization of the US equity market are defined as large cap. The blend style is assigned to portfolios where neither growth nor value characteristics predominate. These portfolios tend to invest across the spectrum of US industries, and owing to their broad exposure, the portfolios' returns are often similar to those of the S\&P 500 Index.
- Mid-Cap Blend (MB). The typical mid-cap blend portfolio invests in U.S. stocks of various sizes and styles, giving it a middle-of the-road profile. Most shy away from high-priced growth stocks but aren't so price-conscious that they land in value territory. Stocks in the middle $20 \%$ of the capitalization of the U.S. equity market are defined as mid-cap. The blend style is assigned to portfolios where neither growth nor value characteristics predominate.
- Miscellaneous Sector (MR). Miscellaneous-sector portfolios invest in specific sectors that do not fit into any of Morningstar's existing sector categories and for which not enough funds exist to merit the creation of a separate category.
- Moderately Conservative Allocation (CA). Funds in allocation categories seek to provide both income and capital appreciation by primarily investing in multiple asset classes, including stocks, bonds, and cash. These moderately conservative strategies prioritize preservation of capital over appreciation. They typically expect volatility similar to a strategic equity exposure between $30 \%$ and $50 \%$.
- Short-Term Bond (CS). Short-term bond portfolios invest primarily in corporate and other investment-grade U.S. fixedincome issues and typically have durations of 1.0 to 3.5 years. These portfolios are attractive to fairly conservative investors, because they are less sensitive to


## STATEMENT OF ADDITIONAL DISCLOSURES: PEER GROUP DESCRIPTIONS

interest rates than portfolios with longer durations. Morningstar calculates monthly breakpoints using the effective duration of the Morningstar Core Bond Index in determining duration assignment. Short-term is defined as $25 \%$ to $75 \%$ of the three-year average effective duration of the MCBI.

- Small Blend (SB). Small-blend portfolios favor U.S. firms at the smaller end of the market-capitalization range. Some aim to own an array of value and growth stocks while others employ a discipline that leads to holdings with valuations and growth rates close to the small-cap averages. Stocks in the bottom $10 \%$ of the capitalization of the U.S. equity market are defined as small cap. The blend style is assigned to portfolios where neither growth nor value characteristics predominate.
- Stable Value (VL). Stable-value portfolios seek to provide income while preventing price fluctuations. The most common stable-value portfolios invest in a diversified portfolio of bonds and enter into wrapper agreements with financial companies to guarantee against fluctuations in their share prices. These wrapper agreements typically provide price stability on a day-to-day basis, thereby insulating each portfolio's net asset value from interest-rate volatility. Therefore, the duration for each of these funds is essentially zero. This category is only used in Morningstar's custom fund, separate account, and collective investment trust databases.
- Target-Date 2020 (TE). Target-date portfolios provide diversified exposure to stocks, bonds, and cash for those investors who have a specific date in mind (in this case, the years 2016-2020) for retirement. These portfolios aim to provide investors with an optimal level of return and risk, based solely on the target date. Management adjusts the allocation among asset classes to moreconservative mixes as the target date approaches, following a preset glide path. A target-date portfolio is part of a series of funds offering multiple retirement dates to investors.
- Target-Date 2025 (TG). Target-date portfolios provide diversified exposure to stocks, bonds, and cash for those investors who have a specific date in mind (in this case, the years 2021-2025) for retirement. These portfolios aim to provide investors with an optimal level of return and risk, based solely on the target date. Management adjusts the allocation among asset classes to moreconservative mixes as the target date approaches, following a preset glide path. A target-date portfolio is part of a series of funds offering multiple retirement dates to investors.
- Target-Date $\mathbf{2 0 3 0}$ (TH). Target-date portfolios provide diversified exposure to stocks, bonds, and cash for those investors who have a specific date in mind (in this case, the years 2026-2030) for retirement. These portfolios aim to provide investors with an optimal level of return and risk, based solely on the target date. Management adjusts the allocation among asset classes to moreconservative mixes as the target date approaches, following a preset glide path. A target-date portfolio is part of a series of funds offering multiple retirement dates to investors.
- Target-Date 2035 (TI). Target-date portfolios provide diversified exposure to stocks, bonds, and cash for those investors who have a specific date in mind (in this case, the years 2031-2035) for retirement. These portfolios aim to provide investors with an optimal level of return and risk, based solely on the target date. Management adjusts the allocation among asset classes to moreconservative mixes as the target date approaches, following a preset glide path. A target-date portfolio is part of a series of funds offering multiple retirement dates to investors.
- Target-Date $\mathbf{2 0 4 0}$ (TJ). Target-date portfolios provide diversified exposure to stocks, bonds, and cash for those investors who have a specific date in mind (in this case, the years 2036-2040) for retirement. These portfolios aim to provide investors with an optimal level of return and risk, based solely on the target date. Management adjusts the allocation among asset classes to moreconservative mixes as the target date approaches, following a preset glide path. A target-date portfolio is part of a series of funds offering multiple retirement dates to investors.
- Target-Date 2045 (TK). Target-date portfolios provide diversified exposure to stocks, bonds, and cash for those investors who have a specific date in mind (in this case, the years 2041-2045) for retirement. These portfolios aim to provide investors with an optimal level of return and risk, based solely on the target date. Management adjusts the allocation among asset classes to moreconservative mixes as the target date approaches, following a preset glide path. A target-date portfolio is part of a series of funds offering multiple retirement dates to investors.
- Target-Date 2050 (TN). Target-date portfolios provide diversified exposure to stocks, bonds, and cash for those investors who have a specific date in mind (in this case, the years 2046-2050) for retirement. These portfolios aim to provide investors with an optimal level of return and risk, based solely on the target date. Management adjusts the allocation among asset classes to moreconservative mixes as the target date approaches, following a preset glide path. A target-date portfolio is part of a series of funds offering multiple retirement dates to investors.
- Target-Date 2055 (TL). Target-date portfolios provide a diversified exposure to stocks, bonds, and cash for those investors who have a specific date in mind (in this case, the years 2051-2055 and beyond) for retirement. These portfolios aim to provide investors with an optimal level of return and risk, based solely on the target date. Management adjusts the allocation among asset classes to more-conservative mixes as the target date approaches, following a preset glide path. A targetdate portfolio is part of a series of funds offering multiple retirement dates to investors.


## STATEMENT OF ADDITIONAL DISCLOSURES: PEER GROUP DESCRIPTIONS

- Target-Date 2060 (XQ). Target-date portfolios provide a diversified exposure to stocks, bonds, and cash for those investors who have a specific date in mind (in this case, the years 2056-2060) for retirement. These portfolios aim to provide investors with an optimal level of return and risk, based solely on the target date. Management adjusts the allocation among asset classes to more-conservative mixes as the target date approaches, following a preset glide path. A target-date portfolio is part of a series of funds offering multiple retirement dates to investors.
- Target-Date 2065+(TU). Target-date portfolios provide a diversified exposure to stocks, bonds, and cash for those investors who have a specific date in mind (in this case, the years 2061-2065 and beyond) for retirement. These portfolios aim to provide investors with an optimal level of return and risk, based solely on the target date. Management adjusts the allocation among asset classes to more-conservative mixes as the target date approaches, following a preset glide path. A target-date portfolio is part of a series of funds offering multiple retirement dates to investors.


## STATEMENT OF ADDITIONAL DISCLOSURES: RISKS

Investing involves risk. Loss of principal is possible. An investment in a fund is not a bank deposit, and it is not insured or guaranteed by the Federal Deposit Insurance Corporation (FDIC) or any other government agency. Each fund carries its own specific risks which depend on the types of investments in the fund. Investors should review the fund's prospectus carefully to understand the risks before investing.

In general, some of the risks associated with the Morningstar Categories shown in this report are as follows:

- Allocation. Different methods of asset allocation are associated with varying degrees of risks. Conservative portfolios contain low risk investments but may not earn any value over time. Moderate portfolios have a higher level of risk than conservative portfolios. Aggressive portfolios mainly consist of equities, so their value tends to fluctuate widely.
- Bonds. Bonds are subject to interest rate risk. As the prevailing level of bond interest rates rise, the value of bonds already held in a portfolio decline. Portfolios that hold bonds are subject to declines and increases in value due to general changes in interest rates. Bonds are also subject to prepayment risk, which is the chance that an issuer may exercise its right to prepay its security, if falling interest rates prompt the issuer to do so. Forced to reinvest the unanticipated proceeds at lower interest rates, the fund would experience a decline in income and lose the opportunity for additional price appreciation.
- Emerging Markets. Investments in emerging markets securities may be subject to greater market, credit, currency, liquidity, legal, political, and other risks compared with assets invested in developed foreign countries.
- Foreign. Investments in foreign securities may be more volatile than investing solely in U.S. markets due to interest-rate, currency, exchange rate, economic, and political risks. The value of these securities can change more rapidly and extremely than can the value of U.S. securities. Foreign securities are subject to increased issuer risk because foreign issuers may not experience the same degree of regulation as U.S. issuers do and are held to different reporting, accounting, and auditing standards. In addition, foreign securities are subject to increased costs because there are generally higher commission rates on transactions, transfer taxes, higher custodial costs, and the potential for foreign tax charges on dividend and interest payments. Many foreign markets are relatively small, and securities issued in less-developed countries face the risks of nationalization, expropriation or confiscatory taxation, and adverse changes in investment or exchange control regulations, including suspension of the ability to transfer currency from a country. Economic, political, social, or diplomatic developments can also negatively impact performance.
- Foreign Currencies. Foreign currencies are subject to the risks associated with such currencies and the changes in their values relative to the U.S. dollar. Such risks include volatility in the price relationship between the U.S. dollar and foreign currencies. The value of foreign currencies relative to the U.S. dollar can be affected by many factors, including national debt levels, trade deficits, international trade and foreign policies, changes in trade and balance of payments, governmental fiscal and monetary policies, currency exchange rates and changes in supply and demand that affect those rates, investment and trading activity of mutual funds, hedge funds and currency funds, exchange rate controls and government intervention in currency markets, inflation rates, interest and deposit rates, market expectations about future inflation rates and interest rates, and global and national economic, financial, political, regulatory, judicial, military and geographical events or developments. Prices of currencies of less developed or emerging market nations tend to be more volatile than those of developed countries, given the greater political, regulatory, economic, financial, military and social instability and uncertainty in less developed or emerging market nations.
- Inflation-Protected. Inflation-protected bonds, unlike other fixed-income securities, are not significantly impacted by inflation expectations because their interest rates are adjusted for inflation. Generally, the value of inflation-protected securities will fall when real interest rates rise and rise when real interest rates fall.
- Large Cap Equities. Concentrating assets in large-capitalization stocks may subject the portfolio to the risk that those stocks underperform other capitalizations or the market as a whole. Large-cap companies may be unable to respond as quickly as small- and mid-cap companies can to new competitive pressures and may lack the growth potential of those securities. Historically, large-cap companies do not recover as quickly as smaller companies do from market declines.
- Real Estate. Real estate investments are subject to various risks that affect their values and the income they generate. Real estate investments are affected by changes in the general economy, prevailing interest rates, local economic and market conditions, competition for tenants, declining occupancy rates, oversupply or reduced demand for space where the properties are located, tenant defaults, increased operating, insurance, maintenance and improvement costs. Many costs associated with owning and operating real estate are fixed even when revenues from the properties are declining. Additionally, real estate development activities are subject to various risks, such as excess construction costs,


## STATEMENT OF ADDITIONAL DISCLOSURES: RISKS

unfavorable financing terms, construction delays and other challenges, issues with the developer, and changing market conditions. Owners and operators of real estate are also exposed to potential liability under environmental, zoning, tax and other laws.

- Sector. Concentrating assets in a particular industry, sector of the economy, or markets may increase volatility because the investment will be more susceptible to the impact of factors such as the market, the economy, regulations, and other dynamics affecting that industry or sector compared with a more broadly diversified asset allocation.
- Small/Mid Cap Equities. Portfolios that invest in stocks of small- to mid-cap companies involve additional risks. Smaller companies typically have a higher risk of failure and are not as well established as larger blue-chip companies. Historically, smaller company stocks have experienced a greater degree of market volatility that the overall market average.
- Target-Date Funds. Target-date funds typically invest in other mutual funds and are designed for investors who are planning to retire during the target date year. The fund's target date is the approximate date of when investors expect to begin withdrawing their money. A target-date fund's investment objective/strategy typically becomes more conservative over time primarily by reducing its allocation to equity mutual funds and increasing its allocations in fixed-income mutual funds. An investor's principal value in a target-date fund is not guaranteed at any time, including at the fund's target date.
- Taxable Bond. Investments in taxable bonds such as government bonds, long-term and short-term bonds, bank loans, corporate bonds, preferred stock, high-yield bonds, etc. are subject to numerous risks including those relating to reinvestment, inflation, market, selection, timing, and duration.

