

# READY TO ENROLL?

Text "Enroll 425776" to 72408

AMG Vanadium LLC 401(k) and Profit Sharing Plan 425776



# The first step of any journey is the most important.

IT GIVES YOU A SENSE OF DIRECTION AND STARTS YOU TOWARD A DESTINATION.



The same is true of your journey to retirement. By taking part in your employer's retirement plan, you're taking an important first step.

Whatever your retirement destination, you are one step closer to reaching your goal when you enroll in the Plan.



# Get connected with the ADP Mobile Solutions App

The ADP Mobile Solutions App is where your retirement journey begins. The app allows you to quickly access and manage your retirement plan account. Through the app, you can:

- Enroll and make account changes
- Check account balances
- Research plan investments and request investment changes
- Receive important notifications about your retirement plan

Download the ADP Mobile Solutions App for quick and easy access to your retirement plan.





ADP also offers a mobile website for employees with unsupported devices. Visit https://mobile.adp.com or scan the QR code from your camera or QR code reader.

ADP, Inc. owns and operates the ADP.com website and ADP Mobile Solutions App.



# Take time to plan for your own financial journey.

HERE'S WHY.

To live comfortably in retirement, many financial professionals estimate you will need between 70% and 80% of your pre-retirement income. Social Security will cover approximately 1/3 of that amount. The rest of the income you will need in retirement will come from **you**.



Your company's retirement plan is one of the few programs designed to help bridge the gap between what Social Security will provide and what you will need at retirement. The contributions to your retirement plan will come out of each paycheck automatically...so you do not even need to think about it.



# Make the most of your contributions

You can choose to contribute to the Plan with before-tax contributions, and/or Roth 401(k) contributions. The chart below outlines the differences between the two types of contributions. For more information on additional contribution types and limits, please review the **Contribution** section in Your Plan's Highlights.

	BEFORE-TAX CONTRIBUTIONS	ROTH 401(K) CONTRIBUTIONS
Employee contributions	Made before taxes are deducted from your paycheck.	Made after taxes are deducted from your paycheck.
Account growth (earnings)	Tax-deferred until distribution.	Tax-free at distribution if the distribution is qualified.
Federal Income Tax	Reduces current taxable income by contribution amount. Taxes are paid at withdrawal on both contributions and earnings.	Contribution is taxable in current year. No taxes are paid on qualified distributions.
Distributions	Available according to Plan rules.	Tax-free provided you had your Roth 401(k) account for at least five years and you are at least 59½ or are disabled or deceased.

<sup>1</sup> Source: Social Security Administration; Retirement Benefits Publication EN-05-10035; Fact Sheet Social Security; Publication EN-05-10377.

# High cost of inflation

Inflation is the increased price of goods and services. You know what inflation has done to the cost of some of your favorite items, but did you know it also impacts other products and services, such as health care? As a result of inflation, health-care costs are projected to rise by 4.22% annually for the foreseeable future.

As shown in the chart below, an average 66-year-old couple will spend an average of 48% of their Social Security income on health care. As inflation continues to rise, a 55-year-old couple, will need 57% of their Social Security income to cover health-care costs. A 45-year-old couple will spend 63% of their Social Security income on health-care and at 87, they will need 72% of their income to cover health-related expenses.



## HIGH COST OF INFLATION<sup>2</sup>

66-YEAR OLD COUPLE

48%

Percentage of Social Security income spent on health care

**55-YEAR OLD COUPLE** 

57%

Percentage of Social Security income spent on health care

**45-YEAR OLD COUPLE** 

63%

Percentage of Social Security income spent on health care

Illustration is hypothetical and does not reflect any specific area of the country or tax brackets. It is for basic educational purposes only.

At 87, the 45-year-old couple will need 72% of their Social Security checks just to cover their health-related expenses.

2 Source: HEALTHVIEW SERVICES, 2018 Retirement Healthcare Costs Data Report<sup>©</sup>.

# Make saving for retirement a priority

Each generation defines retirement differently. Whatever your definition, when thinking about retirement, on average 76% of each generation think they will have a harder time achieving financial security in retirement than their parents.

The chart to the right shows the average individual retirement plan savings contribution percentage by generation.

## **SAVING BY GENERATION<sup>3</sup>**

10% Baby Boomers (1944-1964)

**8%** Generation X (1965-1979)

**10% Millennial** (1980-1994)

3% Generation Z

(1995-2015)

3 Source: Plansponsor.com; Gen X Struggling Most with Retirement Readiness and Confidence, April 17, 2019 and Introducing Generation Z to Retirement, March 30, 2020.



# Even \$1 a day can have an impact

Did you know that 34% of Americans today are spending more on coffee than they are saving for the future?<sup>4</sup> Let's take a look at what happens if you saved \$1 a day or \$7 a week... in 30 years, you could have \$30,650 in savings.



# \$7 SAVED PER WEEK<sup>5</sup>



10 YEARS: \$4,990

20 YEARS: \$14,083 30 YEARS: \$30,650

- 4 Source: Fool.com, One-Third of Americans Spend More on Coffee Than on Investing.
- 5 You should evaluate your ability to continue saving in the event of a prolonged market decline, unexpected expenses, or an unforeseeable emergency. For illustrative purposes only. Assumes a starting balance of \$0, a weekly contribution of \$7, an annual rate of return of 6%, compounded daily, the reinvestment of earning and no withdrawals or loans. Results are not meant to represent past or future performance of any specific investment vehicle. Investment return and principal value will fluctuate and when redeemed the investment may be worth more or less than its original cost.

# Waiting could cost you time and money

STILL NOT CONVINCED YOU NEED TO SAVE FOR RETIREMENT NOW?



For illustrative purposes only, results may vary. The investments are not reflective of any specific fund in your plan. Assumes a starting balance of \$0, a weekly contribution of \$7, an annual rate of return of 6%, compounded daily, the reinvestment of earnings and no withdrawals or loans. A plan of systematic savings does not ensure a profit or prevent a loss in a declining market.



# Choose a path to complete your financial journey

Several roads may lead to the same destination. The one you choose depends on what feels right for you. Planning for your retirement is much the same — you are investing toward a goal.

Your investment decisions will be based on:

- Lifestyle and personality
- Risk tolerance
- Health considerations
- Age you want to retire

You can use the Personal Investor Profile questionnaire as a guideline to help you determine your investor profile and risk tolerance.

To view and take the questionnaire scan the QR code from your camera or QR code reader or <u>click here</u>.



VIEW QUESTIONNAIRE

# Your financial journey

As part of your path, you can choose to invest in the target date fund based on the date you want to retire or you can choose to create and manage your own retirement portfolio yourself using the investments in the Plan.



# Target Date Funds

Each target date fund is managed to a specific retirement year identified in the fund name. Each fund is made up of a mixed asset allocation of stocks and bonds. As shown in the chart below, the mix will be automatically reallocated over time as the fund approaches the target retirement date and will continue to shift asset classes even after the fund retirement date.



Sample asset allocations are for illustrative purposes only. Target Date Funds (also called Retirement Date Funds, or Lifestyle Funds) are designed to target a year in which an investor may withdraw funds for retirement or other purposes. Investments in target date funds are subject to the risks of their underlying funds, and asset allocations are subject to change over time in accordance with each fund's prospectus. An investment in or retirement income from a target date portfolio is not guaranteed at any time, including on or after the target date. An investment in a target date portfolio does not eliminate the need for investors to decide — before investing and periodically thereafter — whether the portfolio fits their financial situation. For more information, please refer to the prospectus.



# Ready to begin your retirement journey?

START INVESTING IN YOURSELF...AND YOUR FUTURE BY FOLLOWING THE STEPS BELOW.

# 1

# Get to know your Plan

Review your Plan's highlights to learn more about the features and other important retirement planning information.

# 2

# Make saving a priority

Contribute as much as you can to your retirement plan account. Most of the income you will need in retirement will come from you.

# 3

# Choose investments that work for you

Your investment selection will be based on your lifestyle, personality, risk tolerance and certain financial considerations, such as when to retire.

# 4

# Enroll in the Plan

Your company's retirement plan is one of the best ways you can save for retirement.

# 5

# Download the ADP Mobile Solutions App

The app provides access to your retirement plan account and allows you to track your progress.

# AMG Vanadium LLC

AMG VANADIUM LLC 401(K) AND PROFIT SHARING PLAN 425776



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# Eligibility

Invest in yourself and take advantage of your retirement savings plan benefit.

- You must have completed 3 month(s) of service by the next plan entry date
- Eligibility for company contributions differs from above. Refer to your Summary Plan Description for more details.
- Entry into the Plan occurs periodically throughout the year. Refer to your Summary Plan Description for more details.

# Contributions

You can take an active part in your financial wellness by contributing as much as you can to your retirement account. Your contribution option(s) are listed below:

Before-tax: 1% to 90%Roth 401(k): 1% to 90%

- The total maximum amount you may contribute to the Plan is 90%.
- The total dollar amount you may contribute to the Plan is \$19,500.
- If you are considered a Highly Compensated Employee, the total maximum amount you may contribute to the Plan may be limited.
- **Catch-up Contributions:** If you're 50 years of age or older, you may also make a catch-up contribution in excess of Internal Revenue Code or Plan Limits. This year, you can save an additional \$6,500.

## Rollovers

Rollovers from a previous qualified retirement plan or a Rollover Individual Retirement Account (IRA) are accepted into the Plan, even if you have not yet met the Plan's age and service requirements. Additional information is located in the **Rollover Form**.

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# Your Plan's Highlights

# **Employer contributions**

- Your company may make a profit-sharing contribution each year.
- There may be special requirements for you to receive your company contributions.

# Vesting

- Your contributions and any amounts you rolled into the Plan, adjusted for gains and losses, are always 100% yours.
- Your company contribution account vests according to the following schedule:

Years of service:		2	3	4	5	6	7
Safe Harbor Contribution % vested:			Immed	iately	vested		
Match % vested:	Immediately vested						
Employer Profit-Sharing Contribution % vested:		66%	100%				

# Distribution options

Planning for your retirement is a long-term commitment and the money you have saved should be considered "untouchable" and used only as income in retirement. In the event of a financial need, you have the following distribution options available to you:

## Loans

- Number of outstanding loans allowed at any one time: 1.
- Minimum loan amount: \$1000.00
- Maximum repayment period: Generally, 5 years, unless for the purchase of a primary residence
- Loan interest rate information can be obtained by logging into your account > Loans & Withdrawals
  View or Request a Loan
- A fee may apply if you take a loan from your retirement plan account. Fee information can be obtained by logging into your account > Plan Information > Participant Fee Disclosure > Individual Expenses

## Withdrawals while employed

- Rollover
- Age 59½
- Hardship

### Withdrawals after employment

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

- Termination of employment
- Normal retirement
- Disability

Death

Special rules exist for each type of withdrawal. You may be subject to a 10% penalty in addition to federal and state taxes if you withdraw money before age 59½. For more information, review the **Special Tax Notice** located in the retirement plan website.

# **ACCOUNT RESOURCES**

You can access your retirement savings account anytime<sup>1</sup>, make changes and perform transaction through:

- ADP Mobile Solutions App
- My.ADP.com
- **1**-866-695-7526

**QUESTIONS?** Representatives are available Monday through Friday, 8am – 9pm, Eastern Time.

The ADP Mobile Solutions App and the website allow you to:

- Check account balances
- Enroll and make account changes
- Research plan investments and request investment changes
- Access retirement planning tools and calculators
- Get prospectuses

# **Quarterly Account Statement**

Stay informed about your progress. Your statement has details about your account, investment performance, and account activity for the period and is located in the My Account section once you have logged into your account.



Naming a beneficiary for your retirement account is important. In the event of your death, your account will be passed to the person(s) you name.

If you are single or married and want to name your spouse as your sole primary beneficiary, you can designate your beneficiary online.

If you are married and want to designate someone other than your spouse or significant other you must print the form available online and follow the instructions to complete it.

You will need the names and birth dates of your beneficiary(ies) and each Social Security Number. If you do not have all of this information, you can always log into your account and add it later.



**CONGRATULATIONS ON TAKING THE FIRST STEP TO INVEST IN YOURSELF AND YOUR RETIREMENT.** ONCE ENROLLED IN THE PLAN, BE SURE TO TAKE ADVANTAGE OF SEVERAL FEATURES, SUCH AS:

# Save Smart®

This is a plan feature that allows you to automatically increase your retirement plan contribution percentage. You can elect a 1%, 2% or 3% increase to your before-tax contribution. The increase will go into effect each year, on the date you choose.

You should evaluate your ability to continue saving in the event of a prolonged market decline, unexpected expenses, or an unforeseeable emergency.

# Automatic Account Rebalancing

This is an account tool that allows you to keep your current investment mix (balance by investment fund) consistent with your current investment strategy for new contributions. Once you have made an investment allocation election for new contributions, Automatic Account Rebalancing will rebalance your account based on your preference: quarterly, semi-annually, or annually.

Keep in mind that rebalancing your funds, switching out of an investment, when the market is doing poorly means locking in the loss.

## **ADP RETIREMENT SERVICES** 71 Hanover Road Florham Park, NJ 07932

Descriptions of Plan features and benefits are subject to the Plan document. The Plan document will govern in the event of any inconsistencies. ADP, Inc. owns and operates the ADP.com website and ADP Mobile Solutions App. Online Retirement Account Access, VRS and Participant Service Team are services offered by ADP Retirement Services, the record keeper for your organization's retirement plans. You may transact business in English or Spanish via the VRS.

Investment options are available through the applicable entity(ies) for each retirement product. Investment options in the "ADP Direct Products" are available through either ADP Broker-Dealer, Inc. (ADP BD), Member FINRA, an affiliate of ADP, Inc., One ADP Blvd, Roseland, NJ or (in the case of certain investments) ADP, Inc. Only licensed representatives of ADP BD may offer and sell ADP retirement products and services or speak to retirement plan features and/or investment options available in any ADP retirement products. Customer Service Center representatives are registered representatives of ADP Broker-Dealer, Inc. One ADP Blvd., Roseland, NJ; an affiliate of ADP, Inc., member FINRA. Registered representatives of ADP Broker-Dealer, Inc. do not offer investment, tax or legal advice to individuals. Please consult with your own advisors for such advice.

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# Your Plan's Investments

Below is a listing of the investment options available in the Plan.

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FUND NAME	INCEPTION DATE	MORNINGSTAR CATEGORY*	TICKER OR CUSIP	QTR END**	1 YR	3 YR	5 YRS	10 YRS	SINCE INCEPTION	GROSS	NET
INCOME											
Putnam Stable Value Fund - Class 50	02/1991	Stable Value	N/A	0.48%	2.12%	2.13%	1.95%	1.84%	_	0.59%	0.59%
Vanguard Total Bond Market Index Fund - Admiral Class	11/2001	Intermediate Core Bond	VBTLX	-3.61%	-0.49%	5.12%	3.23%	3.23%	_	0.05%	0.05%
PIMCO Total Return Fund - Institutional Class	05/1987	Intermediate Core-Plus Bond	PTTRX	-3.09%	1.76%	5.51%	3.96%	3.65%	_	0.70%	0.70%
PIMCO Income Fund - Institutional Class	03/2007	Multisector Bond	PIMIX	-0.16%	11.20%	5.54%	5.85%	6.81%	_	1.09%	1.09%
GROWTH & INCOME											
T. Rowe Price Retirement 2015 Fund - Advisor Class	05/2007	Target-Date 2015	PARHX	2.48%	23.11%	10.03%	9.32%	7.47%	_	0.80%	0.80%
T. Rowe Price Retirement 2020 Fund - Advisor Class	10/2003	Target-Date 2020	PARBX	2.88%	25.58%	10.67%	10.30%	8.23%	_	0.82%	0.82%
T. Rowe Price Retirement 2025 Fund - Advisor Class	05/2007	Target-Date 2025	PARJX	3.48%	29.32%	11.60%	11.37%	8.97%	_	0.86%	0.86%
T. Rowe Price Retirement 2030 Fund - Advisor Class	10/2003	Target-Date 2030	PARCX	4.15%	33.16%	12.52%	12.41%	9.68%	_	0.89%	0.89%
T. Rowe Price Retirement 2035 Fund - Advisor Class	05/2007	Target-Date 2035	PARKX	4.83%	36.76%	13.35%	13.28%	10.21%	_	0.92%	0.92%
T. Rowe Price Retirement 2040 Fund - Advisor Class	10/2003	Target-Date 2040	PARDX	5.44%	40.05%	14.08%	14.03%	10.65%	_	0.94%	0.94%
T. Rowe Price Retirement 2045 Fund - Advisor Class	05/2007	Target-Date 2045	PARLX	5.85%	42.13%	14.53%	14.42%	10.84%	_	0.96%	0.96%
T. Rowe Price Retirement 2050 Fund - Advisor Class	12/2006	Target-Date 2050	PARFX	5.85%	42.24%	14.54%	14.42%	10.85%	_	0.96%	0.96%
T. Rowe Price Retirement 2055 Fund - Advisor Class	05/2007	Target-Date 2055	PAROX	5.86%	42.24%	14.51%	14.40%	10.84%	_	0.96%	0.96%
T. Rowe Price Retirement 2060 Fund - Advisor Class	06/2014	Target-Date 2060	TRRYX	5.89%	42.26%	14.52%	14.40%	_	10.46%	0.96%	0.96%
T. Rowe Price Retirement 2065 Fund - Advisor Class	10/2020	Target-Date 2065+	PASUX	6.28%			_	_	25.19%	0.96%	0.96%
GROWTH											
Columbia Dividend Income Fund - Advisor Class	11/2012	Large Value	CVIRX	8.89%	35.76%	15.43%	14.53%	_	14.16%	0.69%	0.69%
Fidelity 500 Index Fund	05/2011	Large Blend	FXAIX	6.17%	40.31%	17.99%	17.15%	14.37%	_	0.02%	0.02%

All registered investment options are available by prospectus only. Since Collective Investment Trust funds (CITs) are exempt from SEC registration, a prospectus is not available. All investments involve risk, including loss of principal, and there is no guarantee of profits. Investors should carefully consider their objectives, risk tolerance, and time horizon before investing. To access a fund's prospectus and for more information please use the Investment link at My.ADP.com or call 1-866-695-7526. There is no assurance that any fund will meet its stated objective.



# Your Plan's Investments

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FUND NAME	INCEPTION DATE	MORNINGSTAR CATEGORY*	TICKER OR CUSIP	QTR END**	1 YR	3 YR	5 YRS	10 YRS	SINCE INCEPTION	GROSS	NET
Fidelity Contrafund	05/1967	Large Growth	FCNTX	2.48%	38.41%	19.54%	20.36%	15.81%	_	0.86%	0.86%
T. Rowe Price All-Cap Opportunities Fund - Advisor Class	12/2005	Large Growth	PAWAX	3.94%	49.38%	25.78%	24.67%	17.48%	_	1.05%	1.05%
Wells Fargo Special Mid Cap Value Fund - Administrator Class	04/2005	Mid-Cap Value	WFMDX	11.06%	53.80%	14.83%	12.87%	12.22%	_	1.06%	1.06%
Fidelity Mid Cap Index Fund	09/2011	Mid-Cap Blend	FSMDX	8.14%	50.28%	16.16%	15.37%	_	15.05%	0.03%	0.03%
Ivy Mid Cap Growth Fund - Class N	07/2014	Mid-Cap Growth	IGRFX	1.92%	46.64%	25.81%	23.74%	_	17.66%	0.85%	0.79%
AGGRESSIVE GROWTH											
Fidelity Small Cap Index Fund	09/2011	Small Blend	FSSNX	12.73%	64.60%	13.16%	16.14%	_	14.64%	0.03%	0.03%
Wasatch Ultra Growth Fund - Investor Class	08/1992	Small Growth	WAMCX	4.69%	54.90%	32.46%	32.32%	18.70%	_	1.19%	1.19%
Vanguard Total International Stock Index Fund - Admiral Class	11/2010	Foreign Large Blend	VTIAX	3.94%	43.01%	9.00%	10.99%	5.60%	_	0.11%	0.11%
Vanguard International Growth Fund - Admiral Class	08/2001	Foreign Large Growth	VWILX	-1.02%	59.97%	21.86%	22.48%	12.01%	_	0.33%	0.33%
Invesco Developing Markets Fund - Class Y	09/2005	Diversified Emerging Mkts	ODVYX	0.82%	47.91%	10.61%	14.26%	5.87%	_	0.97%	0.97%
Cohen & Steers Real Estate Securities Fund - Class R	10/2014	Real Estate	CIRRX	7.82%	37.77%	14.03%	9.66%	_	11.50%	1.28%	1.28%

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<sup>\*</sup> The Morningstar Category classifies a fund based on its investment style as measured by underlying portfolio holdings (portfolio statistics and compositions over the past three years). If the fund is new and has no portfolio, Morningstar estimates where it will fall before assigning a more permanent category. When necessary, Morningstar may change a category assignment based on current information. Morningstar Associates, LLC has designated the Specific Fund Category for each mutual fund. The Specific Fund Category for any non-mutual fund has been obtained from the fund or one if its affiliates (if they have provided one). The Specific Fund Category identifies Funds based on their actual investment styles as measured by their underlying portfolio holdings (portfolio statistics and compositions over the past three years). CITs are not tracked in the Morningstar database and are non-publicly traded mutual funds. They are a vehicle in which assets of qualified plans, generally sponsored by unrelated employers, are pooled for investment purposes. These funds are typically managed by trust departments of banking institutions.

<sup>\*\*</sup> QTR End or Quarter-end returns are for the most recent quarter-end performance. The periods are 3/31, 6/30, 9/30 and 12/31.

+ An expense ratio is a fund's annual operating expenses expressed as a percentage of average net assets and includes management fees, administrative fees, and any marketing and distribution fees. Waivers or reimbursements, if any, are contractual and the fee represents the fund's annualized aggregate asset charges based on the fund's investment in underlying funds as disclosed in the current prospectus. Expense ratios directly reduce returns to investors. The expense ratio typically includes the following types of fees: accounting, administrator, advisor, auditor, board of directors, custodial, distribution (12b-1), legal, organizational, professional, registration, shareholder reporting, sub-advisor, and transfer agency. The expense ratio does not reflect the fund's brokerage costs or any investor sales charges. For publicly traded mutual funds, the net prospectus expense ratio is collected from the fund's most recent prospectus and provided by Morningstar. This is the percentage of fund assets paid for operating expenses and management fees. In contrast to the net expense ratio, the gross expense ratio does not reflect any fee waivers in effect during the time period. Morningstar pulls the prospectus gross expense ratio from the fund's most recent prospectus. CITs expense ratios are provided by the investment managers.



# Investment Risks

All investments involve risk. For more complete information about the specific risks associated with the investments in the Plan, please refer to the fund's prospectus or the CITs information statement.

**Fixed Income Funds**: Bonds and other debt obligations are affected by changes in interest rates and the creditworthiness of their issuers. High-yield, low rated (junk) bonds generally have greater price swings and greater default risks.

Money Market/Stable Value Funds: You could lose money by investing in the Money Market/Stable Value fund. Although the fund seeks to preserve the value of your investment at \$1.00 per share, it cannot guarantee it will do so. The fund may impose a fee upon sale of the shares or may temporarily suspend your ability to sell the shares if the fund's liquidity falls below required minimums because of market conditions or other factors. An investment in the fund is not insured or guaranteed by the Federal Deposit Insurance Corporation (FDIC) or any other government agency. The fund's sponsor has no legal obligation to provide financial support to the fund, and you should not expect that the sponsor will provide financial support to the fund at any time.

**Bond Funds:** The value of bonds changes in response to changes in economic conditions, interest rates, and the creditworthiness of individual issuers. Bonds can lose value as interest rates rise, and an investor can lose principal. Bonds and other debt obligations are affected by changes in interest rates and the creditworthiness of their issuers. High-yield, low rated (junk) bonds generally have greater price swings and greater default risks.

**Growth Funds:** Growth Style Risk- over time, a growth investing style may go in and out of favor causing the fund to sometimes underperform other equity funds that use different investing styles.

**Value Funds:** Value Style Risk- value investing style may go in and out of favor causing the fund to sometimes underperform other equity funds that use different investing styles.

Mid and Small Cap Funds: Mid Cap risk-stocks of mid-cap companies may be more volatile and less liquid than larger company stocks. Investing in micro and small companies involves greater risks not associated with investing in more established companies, such as business risk, significant stock price fluctuations and illiquidity.

Target Date Funds: Target Date Funds (also called Retirement Date Funds, or Lifestyle Funds) are designed to target a year in which an investor could begin to withdraw funds for retirement or other purposes. Investments in target date funds are subject to the risks of their underlying funds, and asset allocations are subject to change over time in accordance with each fund's prospectus. An investment in or retirement income from a target date portfolio is not guaranteed at any time, including on or after the target date. An investment in a target date portfolio does not eliminate the need for investors to decide — before investing and periodically thereafter — whether the portfolio fits their financial situation. For more information, please refer to the prospectus, Declaration of Trust or other disclosure information.

**Foreign/World Funds:** Foreign investments involve greater risks and potential rewards than US investments, and investment return and principal value of the fund will fluctuate with market conditions, currencies, and economic, social and political climates of the countries where the fund invests. Emerging markets involve heightened risks related to the same factors, in addition to those associated with their relatively small size and lesser liquidity.

**Sector Funds:** Sector investment options may be more susceptible to factors affecting their sector and more volatile than those that invest in many different sectors. The S&P 500 Index is an unmanaged index containing common stocks of 500 industrial, transportation, utility and financial companies, regarded as generally representative of the U.S. stock market. Although it is not possible to invest in an index, sector funds are designed to track a given index that may be available to an investor.

Please keep in mind that mutual fund shares are not insured by the FDIC. Not deposits or obligations of the institution and are not guaranteed by the institution. Subject to investment risks, including possible loss of the principal amount invested. All investments involve risk, including loss of principal, and there is no guarantee of profits. Investors should carefully consider their objectives, risk tolerance, and time horizon before investing. There is no assurance that any fund will meet its stated objective.

### **ADP RETIREMENT SERVICES** 71 Hanover Road Florham Park, NJ 07932

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#### Putnam Stable Value Fund - Class 50

STRATEGY: The fund seeks to deliver intermediate-bond-like returns while seeking to maintain a stable net asset value. Seeks to maintain the stability of a money market fund while offering returns similar to those of intermediate-term bonds: 50–100 basis points above the benchmark over a full interest-rate cycle. Consistency, liquidity, and stability are essential to the portfolio construction process, which emphasizes diversifying the sources of returns, industries, and issuers within the portfolio. The fund utilizes the full opportunity set within the stable value universe, including cash alternatives, GICs, managed synthetics, and constant duration synthetics.

### Vanguard Total Bond Market Index Fund - Admiral Class

**STRATEGY:** The investment seeks to track the performance of the Bloomberg Barclays U.S. Aggregate Float Adjusted Index. This index measures the performance of a wide spectrum of public, investment-grade, taxable, fixed income securities in the United States-including government, corporate, and international dollar-denominated bonds, as well as mortgage-backed and asset-backed securities-all with maturities of more than 1 year. All of the fund's investments will be selected through the sampling process, and at least 80% of its assets will be invested in bonds held in the index.

#### PIMCO Total Return Fund - Institutional Class

**STRATEGY:** The investment seeks maximum total return, consistent with preservation of capital and prudent investment management. The fund invests at least 65% of its total assets in a diversified portfolio of Fixed Income Instruments of varying maturities, which may be represented by forwards or derivatives such as options, futures contracts, or swap agreements. It invests primarily in investment-grade debt securities, but may invest up to 20% of its total assets in high yield securities. It may invest up to 30% of its total assets in securities denominated in foreign currencies, and may invest beyond this limit in U.S. dollar-denominated securities of foreign issuers.

#### PIMCO Income Fund - Institutional Class

**STRATEGY:** The investment seeks to maximize current income; long-term capital appreciation is a secondary objective. The fund invests at least 65% of its total assets in a multi-sector portfolio of Fixed Income Instruments of varying maturities, which may be represented by forwards or derivatives such as options, futures contracts or swap agreements. It may invest up to 50% of its total assets in high yield securities rated below investment grade by Moody's, S&P or Fitch, or if unrated, as determined by PIMCO.

#### T. Rowe Price Retirement 2015 Fund - Advisor Class

**STRATEGY:** The investment seeks the highest total return over time consistent with an emphasis on both capital growth and income. The fund invests in a diversified portfolio of other T. Rowe Price stock and bond mutual funds that represent various asset classes and sectors. Its allocation among T. Rowe Price mutual funds will change over time in relation to its target retirement date. The fund is managed based on the specific retirement year (target date 2015) included in its name and assumes a retirement age of 65.

#### T. Rowe Price Retirement 2020 Fund - Advisor Class

**STRATEGY:** The investment seeks the highest total return over time consistent with an emphasis on both capital growth and income. The fund invests in a diversified portfolio of other T. Rowe Price stock and bond funds that represent various asset classes and sectors. Its allocation among T. Rowe Price mutual funds will change over time in relation to its target retirement date. The fund is managed based on the specific retirement year (target date 2020) included in its name and assumes a retirement age of 65.

### T. Rowe Price Retirement 2025 Fund - Advisor Class

**STRATEGY:** The investment seeks the highest total return over time consistent with an emphasis on both capital growth and income. The fund invests in a diversified portfolio of other T. Rowe Price stock and bond funds that represent various asset classes and sectors. Its allocation among T. Rowe Price mutual funds will change over time in relation to its target retirement date. The fund is managed based on the specific retirement year (target date 2025) included in its name and assumes a retirement age of 65.

## T. Rowe Price Retirement 2030 Fund - Advisor Class

**STRATEGY:** The investment seeks the highest total return over time consistent with an emphasis on both capital growth and income. The fund invests in a diversified portfolio of other T. Rowe Price stock and bond mutual funds that represent various asset classes and sectors. Its allocation among T. Rowe Price mutual funds will change over time in relation to its target retirement date. The fund is managed based on the specific retirement year (target date 2030) included in its name and assumes a retirement age of 65.

## T. Rowe Price Retirement 2035 Fund - Advisor Class

**STRATEGY:** The investment seeks the highest total return over time consistent with an emphasis on both capital growth and income. The fund invests in a diversified portfolio of other T. Rowe Price stock and bond mutual funds that represent various asset classes and sectors. Its allocation among T. Rowe Price mutual funds will change over time in relation to its target retirement date. The fund is managed based on the specific retirement year (target date 2035) included in its name and assumes a retirement age of 65.

#### T. Rowe Price Retirement 2040 Fund - Advisor Class

**STRATEGY:** The investment seeks the highest total return over time consistent with an emphasis on both capital growth and income. The fund invests in a diversified portfolio of other T. Rowe Price stock and bond mutual funds that represent various asset classes and sectors. Its allocation among T. Rowe Price mutual funds will change over time in relation to its target retirement date. The fund is managed based on the specific retirement year (target date 2040) included in its name and assumes a retirement age of 65.

## T. Rowe Price Retirement 2045 Fund - Advisor Class

**STRATEGY:** The investment seeks the highest total return over time consistent with an emphasis on both capital growth and income. The fund invests in a diversified portfolio of other T. Rowe Price stock and bond mutual funds that represent various asset classes and sectors. Its allocation among T. Rowe Price mutual funds will change over time in relation to its target retirement date. The fund is managed based on the specific retirement year (target date 2045) included in its name and assumes a retirement age of 65.

All registered investment options are available by prospectus only. Since Collective Investment Trust funds (CITs) are exempt from SEC registration, a prospectus is not available. All investments involve risk, including loss of principal, and there is no guarantee of profits. Investors should carefully consider their objectives, risk tolerance, and time horizon before investing. To access a fund's prospectus and for more information please use the Investment link at My.ADP.com or call 1-866-695-7526. There is no assurance that any fund will meet its stated objective.

#### T. Rowe Price Retirement 2050 Fund - Advisor Class

STRATEGY: The investment seeks the highest total return over time consistent with an emphasis on both capital growth and income. The fund invests in a diversified portfolio of other T. Rowe Price stock and bond mutual funds that represent various asset classes and sectors. Its allocation among T. Rowe Price mutual funds will change over time in relation to its target retirement date. The fund is managed based on the specific retirement year (target date 2050) included in its name and assumes a retirement age of 65.

#### T. Rowe Price Retirement 2055 Fund - Advisor Class

**STRATEGY:** The investment seeks the highest total return over time consistent with an emphasis on both capital growth and income. The fund invests in a diversified portfolio of other T. Rowe Price stock and bond mutual funds that represent various asset classes and sectors. Its allocation among T. Rowe Price mutual funds will change over time in relation to its target retirement date. The fund is managed based on the specific retirement year (target date 2055) included in its name and assumes a retirement age of 65.

#### T. Rowe Price Retirement 2060 Fund - Advisor Class

**STRATEGY:** The investment seeks the highest total return over time consistent with an emphasis on both capital growth and income. The fund pursues its objective by investing in a diversified portfolio of other T. Rowe Price stock and bond mutual funds. Its allocation among T. Rowe Price mutual funds will change over time in relation to its target retirement date. The fund is managed based on the specific retirement year (target date 2060) included in its name and assumes a retirement age of 65.

## T. Rowe Price Retirement 2065 Fund - Advisor Class

**STRATEGY:** The investment seeks the highest total return over time consistent with an emphasis on both capital growth and income. The fund pursues its objective by investing in a diversified portfolio of other T. Rowe Price stock and bond mutual funds that represent various asset classes and sectors. Its allocation among T. Rowe Price mutual funds will change over time in relation to its target retirement date. The fund is managed based on the specific retirement year (target date 2065) included in its name and assumes a retirement age of 65.

#### Columbia Dividend Income Fund - Advisor Class

STRATEGY: The investment seeks total return, consisting of current income and capital appreciation. The fund invests at least 80% of its net assets (including the amount of any borrowings for investment purposes) in a diversified portfolio of income-producing (dividend-paying) equity securities, which will consist primarily of common stocks but also may include preferred stocks and convertible securities. It invests principally in securities of companies believed to be undervalued but also may invest in securities of companies believed to have the potential for long-term growth. The fund may invest in companies that have market capitalizations of any size.

### Fidelity 500 Index Fund

**STRATEGY:** The investment seeks to provide investment results that correspond to the total return performance of common stocks publicly traded in the United States. The fund normally invests at least 80% of assets in common stocks included in the S&P 500 Index, which broadly represents the performance of common stocks publicly traded in the United States. It lends securities to earn income.

#### Fidelity Contrafund

STRATEGY: The investment seeks capital appreciation. The fund normally invests primarily in common stocks. It invests in securities of companies whose value the advisor believes is not fully recognized by the public. The fund invests in domestic and foreign issuers. It invests in either "growth" stocks or "value" stocks or both. The fund uses fundamental analysis of factors such as each issuer's financial condition and industry position, as well as market and economic conditions to select investments.

## T. Rowe Price All-Cap Opportunities Fund - Advisor Class

**STRATEGY:** The investment seeks to provide long-term capital growth. The fund invests primarily (at least 65% of its total assets) in common stocks of U.S. companies operating in those sectors of the economy that, in T. Rowe Price's view, are the fastest growing or have the greatest growth potential. It may invest in foreign stocks in keeping with the fund's objective.

## Wells Fargo Special Mid Cap Value Fund - Administrator Class

**STRATEGY:** The investment seeks long-term capital appreciation. The fund normally invests at least 80% of its net assets in equity securities of medium-capitalization companies. It invests principally in equity securities of medium-capitalization companies, which the manager defines as securities of companies with market capitalizations within the range of the Russell Midcap Index at the time of purchase.

## Fidelity Mid Cap Index Fund

**STRATEGY:** The investment seeks to provide investment results that correspond to the total return of stocks of mid-capitalization United States companies. The fund invests normally at least 80% of its assets in securities included in the Russell Midcap Index. It lends securities to earn income.

## Ivy Mid Cap Growth Fund - Class N

**STRATEGY:** The investment seeks to provide growth of capital. The fund seeks to achieve its objective by investing primarily in common stocks of mid-capitalization companies that the advisor believes are high quality and/or offer above-average growth potential. Under normal circumstances, it invests at least 80% of its net assets in the securities of mid-capitalization companies, which, for purposes of this fund typically are companies with market capitalizations similar to those of issuers included in the Russell Midcap Growth Index over the last 13 months at the time of acquisition.

#### Fidelity Small Cap Index Fund

**STRATEGY:** The investment seeks to provide investment results that correspond to the total return of stocks of small-capitalization United States companies. The fund invests normally at least 80% of its assets in securities included in the Russell 2000 Index. It lends securities to earn income.

#### Wasatch Ultra Growth Fund - Investor Class

**STRATEGY:** The investment seeks long-term growth of capital; income is a secondary consideration. The fund invests primarily in smaller high growth companies. It will invest the fund's assets in the equity securities of companies which the managers consider to be rapidly growing. The fund may invest up to 30% of its total assets at the time of purchase in securities issued by foreign companies in developed markets, emerging markets, or frontier markets. It may invest a large percentage of its assets in a few sectors, including consumer discretionary, financials, health care, industrials, and information technology.

All registered investment options are available by prospectus only. Since Collective Investment Trust funds (CITs) are exempt from SEC registration, a prospectus is not available. All investments involve risk, including loss of principal, and there is no guarantee of profits. Investors should carefully consider their objectives, risk tolerance, and time horizon before investing. To access a fund's prospectus and for more information please use the Investment link at My.ADP.com or call 1-866-695-7526. There is no assurance that any fund will meet its stated objective.

#### Vanguard Total International Stock Index Fund - Admiral Class

STRATEGY: The investment seeks to track the performance of a benchmark index that measures the investment return of stocks issued by companies located in developed and emerging markets, excluding the United States. The fund employs an indexing investment approach designed to track the performance of the FTSE Global All Cap ex US Index, a float-adjusted market-capitalization-weighted index designed to measure equity market performance of companies located in developed and emerging markets, excluding the United States. It invests all, or substantially all, of its assets in the common stocks included in its target index.

#### Vanguard International Growth Fund - Admiral Class

STRATEGY: The investment seeks to provide long-term capital appreciation. The fund invests predominantly in the stocks of companies located outside the United States and is expected to diversify its assets in countries across developed and emerging markets. In selecting stocks, the fund's advisors evaluate foreign markets around the world and choose large-, mid-, and small-capitalization companies considered to have above-average growth potential. The fund uses multiple investment advisors.

#### Invesco Developing Markets Fund - Class Y

**STRATEGY:** The investment seeks capital appreciation. The fund mainly invests in common stocks of issuers in developing and emerging markets throughout the world and at times it may invest up to 100% of its total assets in foreign securities. Under normal market conditions, it will invest at least 80% of its net assets, plus borrowings for investment purposes, in equity securities of issuers whose principal activities are in a developing market, i.e. are in a developing market or are economically tied to a developing market country, and in derivatives and other instruments that have economic characteristics similar to such securities.

## Cohen & Steers Real Estate Securities Fund - Class R

STRATEGY: The investment seeks total return through investment in real estate securities. The fund invests at least 80% of its total assets in income-producing common stocks and other equity securities issued by real estate companies, such as real estate investment trusts ("REITs"). It may invest up to 20% of its total assets in securities of foreign issuers (including emerging market issuers) which meet the same criteria for investment as domestic companies, including investments in such companies in the form of American Depositary Receipts ("ADRs"), Global Depositary Receipts ("GDRs") and European Depositary Receipts ("EDRs"). The fund is non-diversified.

### ADDITIONAL DISCLOSURES

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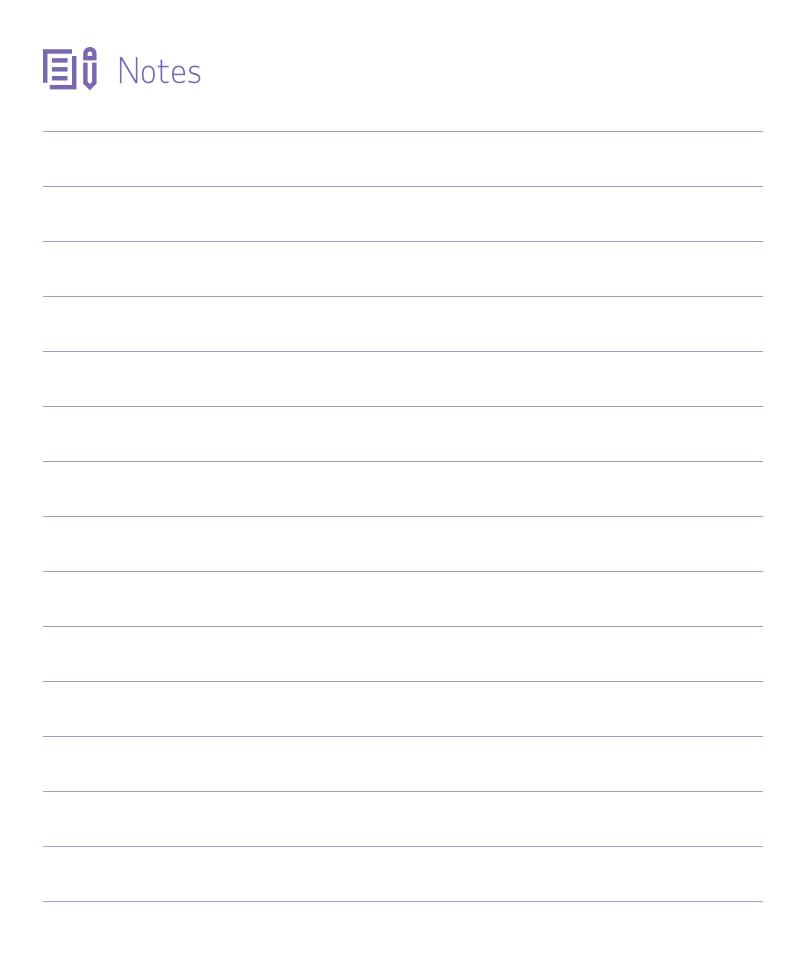
Expressed in percentage terms, Morningstar's calculation of total return is determined each month by taking the change in monthly net asset value, reinvesting all income and capital - gains distributions during that month, and dividing by the starting NAV. Reinvestments are made using the actual reinvestment NAV, and daily payoffs are reinvested monthly.

The Investment Strategy is provided by Morningstar® for all publicly traded mutual funds. Investment Strategy information for money market funds and certain other types of funds are provided by the respective fund manager.

#### Investment Type Definitions:

The investment types are four broad investment categories; each fund is categorized based on where the fund is listed in Morningstar, Inc.'s investment category. Income: money market, stable value, and fixed income investment funds. Growth and Income: balanced and lifestyle investment funds. Growth: large and mid capitalization investment funds. Aggressive Growth: small capitalization, specialty, foreign stock and world stock investment funds.

The Morningstar Category identifies funds based on their actual investment styles as measured by their underlying portfolio holdings(portfolio statistics and compositions over the past three years). If the fund is new and has no portfolio, Morningstar estimates where it will fall before assigning a more permanent category. When necessary, Morningstar may change a category assignment based on current information.



Social Security #:	Phone #:
Employee Name:	
	Last, First, Middle
Address:	
	Street Apt. # / PO Box #
	City State Zip Code
Birth Date:	Month Day Year Hire Date:

## **ROLLOVER INSTRUCTIONS**

This form is used to invest prior plan money into your current retirement plan. Generally, you can roll over assets from these types of plans: Qualified Plans (Including 401(k) Plans), SIMPLE IRAs in existence for at least 2 years, Conduit and Traditional IRAs (taxable non- Roth distributions only), 457(b) plans, and 403(b) tax sheltered annuity contracts.

Please note: if available, your existing Investment Allocations will be used. Otherwise monies will be invested in the Plan's Default Fund.

**Section II.A.** Check  $(\checkmark)$  the appropriate box to identify the source of this Rollover.

Section II.B. A preprinted certified or bank check must accompany this form for the stated dollar amount. Personal checks will be returned. Please include the last four digits of your Social Security Number and Plan Number on the check made payable to Reliance Trust Company.

Section II.C. Gather Required Rollover Documentation

All rollovers must be from an eligible retirement plan source. Attach one of the following in support of this:

- Quarterly Participant Statement from prior employer plan
- Most recent account statement from Individual Retirement Account (IRA)
- IRS Determination or Opinion Letter from prior plan
- Letter from Prior Trustee or IRA Custodian stating the Plan or account is qualified

**Section III.** Read the acknowledgment, and then sign and date the form.

Note: If you have not previously enrolled in the Plan, you must complete a Beneficiary Form and give it to your Plan Administrator. Do not send to ADP.

I ROLLOVER AMOUNT	SOURCE						
A. This rollover is a distribu	tion from one of the following eligible rollover sources: (Select one type of plan or account.)						
☐ Individual Retirem	🗆 Individual Retirement Account 🕒 SIMPLE IRA (IRA must be in existence for at least 2 years.) 🗆 \$457 Plan 🗀 \$403(b) Tax Sheltered Annuity						
Qualified Plan							
If Qualified Plan, is this r	llover from a related employer? (Most rollovers are from plans maintained by an <i>unrelated employer.</i> )						
an Unrelated Empl	yer 🔲 a Related Employer						
Note: If you do not	check a box, we will understand you have certified that the rollover is from an unrelated employer.						
B. Select rollover type:							
□ Before-Tax	\$ TOTAL ROLLOVER AMOUNT						
☐ Roth 401(k)	\$ TOTAL ROLLOVER AMOUNT Contributions Earnings						

Year Roth 401(k) contributions began: (if not provided, ADP will use the year this rollover contribution is received) 20

NOTE: Rollovers of Roth 401(k) monies may only be made via direct rollover and may not be rolled over from an IRA. Please refer to the distribution statement provided by your prior 401(k) provider for this information.

## III PARTICIPANT ACKNOWLEDGMENT, ROLLOVER INVESTMENT DIRECTION AND SIGNATURE

I have read and understand the Summary Plan Description, agree to the Plan provisions, received the Fee Disclosure Statement and reviewed and understand the fund prospectuses/descriptions, including the funds' objectives, risks, expenses and charges. By signing this form, I certify that:

- I am rolling over these funds within 60 days of the date I received them from an eligible employer plan or IRA (not applicable to direct rollovers).
- . The rollover is from the source indicated and has not been combined with any money that would disqualify it.
- No portion of this rollover contribution represents amounts received as a hardship distribution, required minimum distribution or periodic payment from another employer plan.
- I have attached the required documentation.

How your money will be invested: I understand that if I do not have a plan account one will be established for my rollover contribution and invested in the plan default fund. Once my account has been established, I will be mailed my account access information and can make investment allocation changes through the plan website or Voice Response System. If I already have a plan account established, I direct that my rollover contribution be invested in accordance with my investment election on file.

Many investment companies have excessive trading and/or redemption fee policies for certain investments to eliminate or reduce the negative effects of short-term trading and market timing. When possible, ADP Retirement Services implements the investment company's market timing policy (as disclosed in the prospectus). However, in some circumstances ADP may impose a different policy than listed in the prospectus at the request or with the agreement of a fund company. Your plan investment options may be subject to these policies. See your plan website for your plan's fund policies and additional information.

Signature of Employee/Participant		Date	
Forward form with check to:	Regular Mail: ADP NJ CRS PO Box 13399 Newark, NJ 07101-3399	Overnight Mail: ADP C/O FIS Attention: Lockbox 13399 Lockbox Dept Suite E 100 Grove Road West Deptford, NJ 08066	
Recordkeeping Plan #: 4 2	2 5 7 7 6		

# ADP Financial Wellness site<sup>6</sup>

The journey to retirement is often full of twists and turns. It's up to you to make financial choices that work for you, at different times of your life.

Be sure to take some time to navigate through the wealth of information provided or simply view the content most appealing to you. You can access the ADP Financial Wellness site by logging in to your retirement account and clicking on the Financial Wellness button to get started.

LIFE INSURANCE FINANCIAL LITERACY CHECKLISTS

SAVING FOR THE FUTURE 4

**HOME AND FAMILY** 

**HEALTH AND WELFARE** 

INVESTING STARTING EARLY

ROLLOVER EMERGENCY FUND

INFLATION STOCKS BUDGETING



ADP makes rollovers easy. Do you have a retirement account from a previous employer? If so, consider rolling it over to your new retirement plan so you can save time, easily track your progress and more!

TO GET STARTED, COMPLETE THE ROLLOVER FORM IN THIS BOOK! FT.

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Descriptions of plan features and benefits are subject to the plan document. The plan document will govern in the event of any inconsistencies.

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