

# It's your future — why not start today?



Your employer's 401(k) plan is a great opportunity, and can help you accumulate the money you'll need for your future. To help you get started, your employer enrolls you automatically. But you can always enroll on your own by visiting Benefits OnLine®.

## Why participate? You'll get:



The chance to prepare  
for your financial future



Company  
contributions



Helpful online  
resources



Potential tax  
advantages

## To enroll on your own

Use the Benefits OnLine® app or visit [benefits.ml.com](https://benefits.ml.com).

- 1 Follow the prompts to create and enter your User ID and password
- 2 Select the enrollment link and follow the instructions
- 3 Choose your contribution rate and investments

If you need assistance, contact Merrill at 800.228.4015.



Scan here to enroll  
from your mobile device  
**[benefits.ml.com](https://benefits.ml.com)**

# Get to know your Plan

Here are some of your Plan's key features. You can learn more on Benefits OnLine at [benefits.ml.com](https://benefits.ml.com).

## When can I join?

You're eligible to enroll in the Plan on the first day of the pay period on or after you complete 90 days of service. If you don't enroll on your own or opt out, you will be automatically enrolled 90 days after eligibility, at a pre-tax contribution rate of 3%. If you do not want to participate, you need to contact Merrill before the 90-day waiting period is over. You can cancel your participation at any time, but contributions already made will remain in the Plan.

## How much can I contribute?

You can contribute up to 50% of your eligible pay on a pre-tax and/or Roth 401(k) basis. You can increase your pre-tax or Roth 401(k) contributions on a regular basis with a single choice. Your contributions are subject to tax law limits, which you can view at [go.ml.com/401klimits](https://go.ml.com/401klimits). You can change your contribution rate at any time.

## How much does my employer contribute?

If you are an active teammate on December 31 of the current year, you may be eligible to receive an annual company matching contribution, based on your years of service. For the 2023 Plan year, the company match was \$1.00 for every \$1.00 you contributed, according to the schedule below.

- 1 year or more, but less than 7: the company matches up to 3% of your compensation contributed.
- 7 years or more, but less than 15: the company matches up to 3.5% of your compensation contributed.
- 15 years or more: the company matches up to 4% of your compensation contributed.

The company match will follow the same investment direction as your own contributions to the Plan.

## Does my money always belong to me?

The money you contribute, including any rollover contributions, always belongs entirely to you (is 100% "vested"), adjusted for earnings or losses. Discretionary company matching contributions, adjusted for earnings or losses, are 40% vested after 2 years of service, 60% vested after 3 years, 80% vested after 4 years, and 100% vested after 5 years.

## What if I need some of my money?

You can take a loan against your vested account balance, subject to certain conditions. Before you do, consider the advantages and disadvantages of a loan carefully.

You can also withdraw funds under certain conditions (such as extreme financial hardship), and you can take a distribution when you separate from your employer.

## What about potential tax benefits?

**Pre-tax contributions** can lower your current taxable income. In addition, any earnings on your contributions are tax-deferred. So your account has the potential to grow on a federal income tax-deferred basis. You'll pay taxes on your contributions and earnings when you take a distribution. You may also be subject to a 10% additional federal tax if you take a withdrawal before age 59½, unless an exception applies.

**Roth 401(k) contributions** offer a different potential tax advantage. These contributions are made after taxes are deducted. Any earnings on Roth 401(k) contributions can generally be withdrawn federal income tax-free if you meet the two requirements for a "qualified distribution": 1) At least five years must have elapsed from the first day of the year of your initial contribution or conversion, if earlier, and 2) You must have reached age 59½ or become disabled or deceased. If you take a non-qualified withdrawal of your Roth 401(k) contributions, any Roth 401(k) investment returns are subject to regular income taxes, plus a possible 10% additional federal tax if withdrawn before age 59½, unless an exception applies. State income tax laws vary; consult a tax professional to determine how your state treats Roth 401(k) distributions.

# Your Plan makes it easy for you to invest

Whether you're new to investing or not, the Plan makes it easy to invest your way. If you are automatically enrolled, your contributions will be invested in the Moderate Portfolio of the GoalManager® Portfolio Rebalancing Service with Risk-Based Portfolios, unless you choose otherwise. You can change your investments at any time.



## Get personalized recommendations

### Advice Access

Advice Access can help provide answers — personalized to your specific financial situation — to several key questions:

- How much will you need for retirement?
- How much should you contribute to the Plan?
- How should you invest your contributions?
- Are you on track with your retirement income goal?

Visit Benefits OnLine to learn more about the program — and to view the recommendations already developed for you.



## Choose your own investments

### Core Investment Menu

Your plan offers a variety of different funds.

- Choose a mix of funds you think might be appropriate for you.
- Consider your goals, how much risk you want to accept and how long before you'll need your money.
- Diversify — don't put all your eggs in one basket. Diversification can't ensure a profit or protect against loss, but it can be a good way to help manage investment risk.



## Choose a pre-set investment mix

### GoalManager® Portfolio Rebalancing Service with Risk-Based Portfolios

You can choose from several investment mixes ("portfolios").

- Each portfolio is created from the investments available through your Plan.
- Each portfolio represents a different level of investment risk and potential return.

So you can choose whether to invest conservatively, aggressively, or somewhere in between, with a single selection.



## Have you named your beneficiary?

Naming your beneficiary means your account balance will go to who you want it to. If you haven't chosen your beneficiary yet, take a few minutes to do so. Visit Benefits OnLine to name or change your beneficiary. Or, contact Merrill for a beneficiary designation form.

[benefits.ml.com](https://benefits.ml.com)

## Learn more

Visit [Benefits OnLine](https://benefits.ml.com) for more information about your investment choices, including the Plan's default investment for those who do not make an investment choice. You'll also find fund descriptions, fund fact sheets and performance history.

# Your enrollment checklist

Participating in the Plan can help get you on the path toward financial wellness. To get started, take these important steps:

- ✓ **Enroll now.** Even though your plan offers automatic enrollment, consider enrolling sooner and choosing your own contribution rate and investments.
- ✓ **Name your beneficiary.** Help ensure that your assets are distributed according to your wishes.
- ✓ **Go paperless.** Sign up for fast and convenient e-delivery of statements, plan communications and educational resources.
- ✓ **Get your score.** Get a financial wellness score and suggested action plan to help you improve your financial health: [go.ml.com/FWtracker](https://go.ml.com/FWtracker).
- ✓ **Stay connected.** Download the Benefits OnLine app with Erica®, your virtual financial assistant, to help you keep your retirement picture in focus.\*



**Benefits OnLine app\***

[go.ml.com/BOLapp](https://go.ml.com/BOLapp)



**Benefits OnLine**

[benefits.ml.com](https://benefits.ml.com)



**Account access guide**

[go.ml.com/accessguide](https://go.ml.com/accessguide)

*Advice Access is an online investment advisory program sponsored by Merrill Lynch, Pierce, Fenner & Smith Inc. (“MLPF&S” or “Merrill”) that uses a probabilistic approach to determine the likelihood that participants in the program may be able to achieve their specified annual retirement income goal and/or to identify a potential wealth outcome that could be realized. The recommendations provided by Advice Access may include a higher level of investment risk than a participant may be personally comfortable with. Participants are strongly advised to consider their personal goals, overall risk tolerance, and retirement horizon before accepting any recommendations made by Advice Access. Participants should carefully review the explanation of the methodology used, including key assumptions and limitations as well as a description of services and related fees, which is provided in the Advice Access disclosure document (ADV Part 2A). It can be obtained through Benefits OnLine or the Retirement & Benefits Contact Center.*

*Merrill offers a broad range of brokerage, investment advisory and other services. There are important differences between brokerage and investment advisory services, including the type of advice and assistance provided, the fees charged, and the rights and obligations of the parties. It is important to understand the differences, particularly when determining which service or services to select.*

***IMPORTANT:** The projections or other information shown in the Advice Access program regarding the likelihood of various investment outcomes are hypothetical in nature, do not reflect actual investment results and are not guarantees of future results. Results may vary with each use and over time.*

**Investing involves risk, including the possible loss of the principal value invested.**

\*The app is designed to work with most mobile devices in most countries. The mobile feature, Erica, is only available in the English language. Carrier fees may apply.

This material is only a general outline of the Plan. You’re encouraged to read the Summary Plan Description to obtain more detailed information regarding the Plan’s operation. This document gives you information you need to make educated decisions about joining the Plan and maintaining a Plan account. If a provision described in this outline differs from the applicable provision of the Plan documents, the Plan documents prevail.

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