

Retirement Plan Enrollment Guide

Your employer's retirement savings plan was established to help employees accumulate savings for the years that you spend in retirement. An employer-sponsored retirement plan is an incredibly valuable employee benefit and is the most effective way to save for retirement because it offers employees the following savings advantages:



Pre-Tax Contributions

Your "salary deferral" contributions to your retirement plan account are made on a pre-tax basis, which means that they are not subject to federal, state, or local income taxes like the rest of your take-home pay.



Professionally-Managed Investment Options

The retirement plan includes a number of professionally-managed options for investing your account in choices that are appropriate for your risk tolerance and investment time horizon.



Tax-Deferred Growth of Your Account

Your retirement plan account grows on a tax-deferred basis. This means that the investment earnings, interest, and dividends within your account are not subject to taxation as your account grows. The only amounts that are subject to federal, state, and local income taxes are the amounts that you withdraw from your account during retirement.



"Roth" Savings Option

Some retirement plans include a "Roth" savings option in addition to the pre-tax savings option described above. With a Roth savings option, your contributions to the retirement plan are subject to federal, state, and local income taxes like the rest of your take-home pay. Then, the investment earnings, interest, and dividends within your account grow on a tax-free basis, and any withdrawals that you take from your account during retirement are not subject to income taxation. It is a way of "locking in" your current income tax rate instead of paying income taxes during retirement when your income tax rate might be higher.

If your employer's retirement plan includes a Roth savings option, you will be given the ability to select that option when you complete your plan enrollment.

The Importance of Saving for Retirement

The back cover of this Retirement Plan Enrollment Guide includes illustrations demonstrating the effectiveness of an employer-sponsored retirement plan in accumulating savings for retirement. This Retirement Plan Enrollment Guide provides instructions for creating a personalized savings strategy to meet your retirement savings goals.



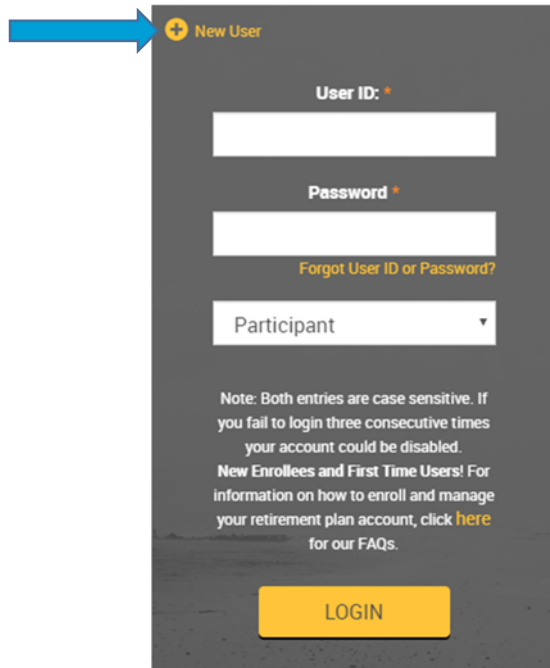
Let's Get Started!

To enroll in your employer's retirement savings plan, please follow the enrollment instructions starting on the next page.

How To Enroll In The Plan

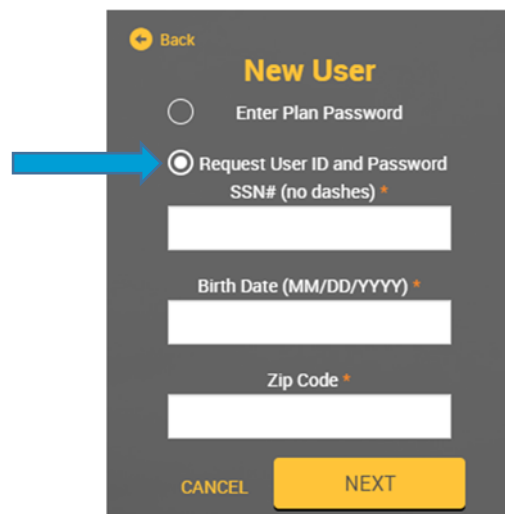
Please follow the below steps to enroll in the plan and create a comprehensive retirement savings strategy that includes your investment selections, your savings rate, and your account's beneficiaries.

- 1) Go to www.trpc401k.com.
- 2) The first time you log into your account, click "New User" in the top left corner of the log-in tile.



A screenshot of a dark grey login form. At the top left, there is a yellow plus icon followed by the text "New User". A blue arrow points to this link. Below the link are three input fields: "User ID: *", "Password *", and a dropdown menu labeled "Participant". Below the password field is a link that says "Forgot User ID or Password?". Below the dropdown menu is a note: "Note: Both entries are case sensitive. If you fail to login three consecutive times your account could be disabled. New Enrollees and First Time Users! For information on how to enroll and manage your retirement plan account, click [here](#) for our FAQs." At the bottom of the form is a yellow button labeled "LOGIN".

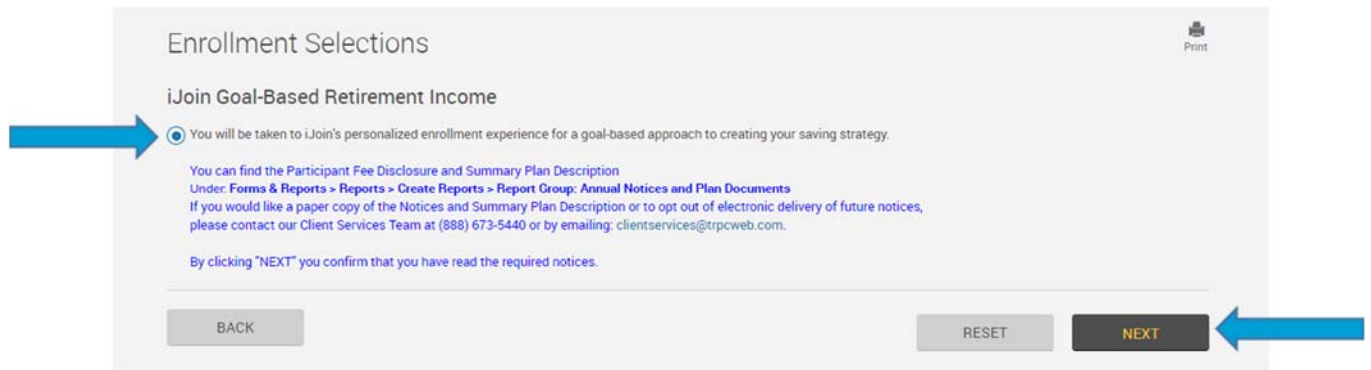
- 3) Then, select the "Request User ID and Password" option on the New User tile. Enter your Social Security Number (no dashes), your Birth Date (MM/DD/YYYY), and Zip Code and select "Next". You will then be asked to verify your Birth Date and Zip Code.



A screenshot of a dark grey form titled "New User". At the top left is a yellow left arrow icon followed by the text "Back". Below the title are two radio button options: "Enter Plan Password" and "Request User ID and Password". A blue arrow points to the "Request User ID and Password" option. Below this option are three input fields: "SSN# (no dashes) *", "Birth Date (MM/DD/YYYY) *", and "Zip Code *". At the bottom of the form are two buttons: a yellow "CANCEL" button and a yellow "NEXT" button.

- 4) Once logged in, you will be asked to answer three Security Questions and change your User ID and Password. You will also be asked to provide an email address and/or phone number that can be used to send your one-time PIN for future log-ins.

- 5) On the “Enrollment Selections” page, select *iJoin® Goal-Based Retirement Income* and follow the steps to complete your plan enrollment.



Important Plan Information

Information about plan rules/features, investments, account fees, and required regulatory disclosures can be found on the user site. After you’ve completed the enrollment steps listed above, you can access all of this additional plan information under Forms & Reports→Reports. Included are the following:

Under Report Group: Annual Notices

- 1) *Participant Fee Disclosure* – includes information about the plan’s service fees, along with historical performance and expense information for each of the plan’s investment options.
- 2) *QDIA Notice* – describes how your balance in the plan will be invested if you do not make an investment selection.
- 3) *Summary Annual Report* – a required annual disclosure that summarizes financial and other information from the plan’s Form 5500 Annual Return/Report filed with the Department of Labor (DOL).
- 4) *Safe Harbor Notice* (not applicable to all plans) – details the “safe harbor” contribution to be made to your plan account by the employer.
- 5) *Automatic Contribution Arrangement Notice* (not applicable to all plans) – describes the salary deferral contribution rate at which employees are automatically enrolled in the plan.

Under Report Group: Plan Documents (these documents are not viewable on the user site for some plans)

- 1) *Summary Plan Description* – provides an overview (in Q&A format) of all of the rules that govern the plan.
- 2) *Salary Deferral Election Form* – a simple one-page form that can be printed, completed, and returned to your employer’s plan representatives to make your salary deferral contribution election.

If you would like to receive paper copies of any of the items listed above, please contact TRPC Client Services by phone at 888-673-5440 or by email at clientservices@trpcweb.com.

“Roll Over” Another Retirement Savings Account Into Your Plan Account

You have the option to complete a tax-free transfer from your account in a previous employer’s retirement plan or from a personal IRA into your plan account as a “Rollover”. A Rollover is a popular way of combining all of your retirement savings in a single account instead of maintaining separate retirement plan accounts.

If you wish to complete a Rollover, please do the following:

- 1) Log into your plan account.
- 2) Go to Forms & Reports→Forms
- 3) Under “Select form group” choose “Rollover Money Into Your Plan” and under “Select form” choose “Rollover Form”, then click “Get Results” to download the form.
- 4) Follow the instructions on the “Making Rollovers Into Your Retirement Plan” page to complete the rollover into your account.

Questions

If you have questions about plan rules and features, setting up your account, or navigating the user site, please call TRPC Client Services at 888-673-5440, Monday through Friday between 8am-8pm ET.

The Importance of Saving for Retirement

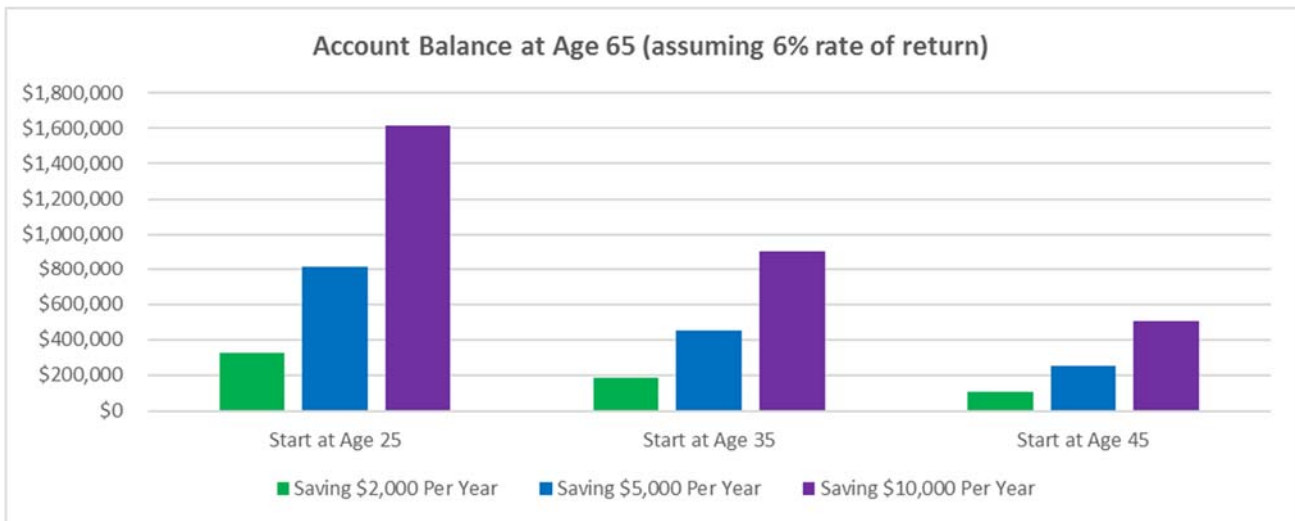
“Most financial advisors say you’ll need about 70 percent of your pre-retirement earnings to comfortably maintain your pre-retirement standard of living. If you have average earnings, your Social Security retirement benefits will replace only about 40 percent. The percentage is lower for people in the upper income brackets and higher for people with low incomes. You’ll need to supplement your Social Security benefits with savings and investments.”

- Source: Social Security Administration (www.ssa.gov)

The Importance of Starting Early

While it’s never too late to start saving for retirement because of the immediate tax benefits of retirement savings, the earlier you start saving the easier it will be to meet retirement savings goals.

The below chart shows how much an account balance would be worth at age 65 for workers who start saving at age 25, 35, or 45 (assuming a 6% rate of return). The annual savings amounts shown (\$2,000, \$5,000, or \$10,000 per year) is a combination of your salary deferral contributions and any contributions that are made to the plan by your employer.



The Significance of Compounded Investment Returns

The amounts that are contributed to your account will earn investment returns over time, and as your account grows it will earn investment returns on the investment returns themselves! This is known as “compounded investment returns”, which causes your account to grow exponentially rather than in a straight line.

The below chart shows the value of \$2,000, \$5,000, or \$10,000 invested after 20, 30, and 40 years (assuming a 6% rate of return). For example, \$10,000 invested today would be worth nearly \$60,000 in 30 years!

