

### Eligibility Requirements

- 21 years of age
- 12 months of service

### Entry Dates

- First day of the month following attained eligibility

### Employee Salary Contributions

- \$23,000 maximum annual contribution (under age 50, 2024)
- \$7,500 additional annual catch-up contribution (over age 50, 2024)
- Both Pre-tax (Deferral) & Post-tax (Roth) options
- Can change contributions at any time
- 100% immediate vesting on employee deferrals

### Employer Contribution

- Employer may, at its sole discretion, make an annual matching contribution to employee deferrals at the end of the year
- Employer may, at its sole discretion, make an annual profit-sharing contribution in accordance with structure outlined in the plan document.
- 6-year graded vesting schedule on employer matches (if applicable).

### Investments

- A premier line-up of diversified investment offerings is available through actively-managed and index-based funds from top fund families including Vanguard, Fidelity, Oppenheimer, and Parnassus. A complete list of available investment options can be found on the online portal.

### Additional Plan Features

- Direct rollovers
- Loans are permitted
- In-service withdrawals

### Paychex — Online Instructions

- [www.paychexflex.com](http://www.paychexflex.com)
- First time login
  - Click "Sign-Up" and enter information to create profile
  - Once in, click retirement services

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