

## 401(K) Enrollment

The 401(K) Plan allows you to participate in the Elective Deferral portion of the Plan (your contribution withheld from your compensation) upon completing 1 Hour of Service. The eligibility for the Employer Match is the completion of 1 Year of Service. The Match is 100% of the first 2% and 25% on the next 4% of eligible compensation you contribute to your account.

To help you start planning for retirement as soon as possible, your employer enrolls you in the Plan automatically. Here's how it works:

- You will receive a 30-day notice from Merrill Lynch once you are set up by the payroll department and transmitted to Merrill Lynch.
- If you take no action, you will be automatically enrolled 30 days after eligibility (you are immediately eligible to enroll in the Plan).
- 2% of your eligible compensation will be deducted from your paycheck on a pre-tax basis and contributed to your account in the Plan.
- Contributions will be invested according to the recommendations of the Personal Manager feature of the Advice Access service.
- If you do not want to participate in the Plan, contact Merrill Lynch before the 30-day waiting period is over by going to [www.benefits.ml.com](http://www.benefits.ml.com) or by calling the Retirement & Benefits Contact Center @ 1.800.228.4015.

Once you are enrolled, by going to [www.benefits.ml.com](http://www.benefits.ml.com) or by calling the Retirement & Benefits Contact Center @ 1.800.228.4015, you can change your contribution rate, change your investment direction, or have your pre-tax contributions increased automatically each year, starting the month and year of your choice.

Under the Plan, you may contribute up to 100% of your eligible pay in pre-tax and/or Roth 401(K) contributions. You may elect one or all of the following contribution types:

- **Pre-tax contributions** reduce your current taxable income, and any earnings are tax-deferred. Taxes are due upon withdrawal.
- **Roth 401(K) contributions** are made after taxes are withheld, but any earnings are tax-free if you take a qualified distribution.