

# **ACCE BENEFIT TRUST PROFIT SHARING PLAN**

## **SUMMARY PLAN DESCRIPTION**

As of July 1, 2025 (unless otherwise noted)

## PLAN HIGHLIGHTS

Plan Highlights briefly describes the plan. The rest of this summary plan description explains in greater detail how the plan works.

The plan:

- Permits you to defer a percentage of your pay (up to 92%) by making 401(k) elective deferral contributions under the plan.
- May match a percentage of your 401(k) elective deferral contributions, depending on the applicable participation agreement. That may mean extra money for you.
- May provide more money for you through the contributions listed below:
  - additional contributions (for example, non-elective contributions).
  - profit sharing contributions,
  - qualified non-elective contributions (a “QNEC”) (generally only provided under certain corrective circumstances).
- Provides that your account resulting from any money you contribute and the contributions listed below always belong to you.
  - safe harbor matching contributions, if provided for under the applicable participation agreement.
  - QNECs, if contributed to your plan account.

The part of your account that belongs to you from our other employer contributions depends on your service, depending on the applicable participation agreement.

- Gives you tax deferral on any earnings until you receive them as benefits. If you choose to make Roth elective deferral contributions, earnings on such contributions will not be taxable if received in a qualified distribution (see Part 2).
- Offers different ways to receive your benefits. You choose the right way for you.

If you aren’t making 401(k) elective deferral contributions, there’s still time to start.

## About This Summary Plan Description

This document is the summary plan description. It generally explains how the plan works based on the applicable participation agreement and provides other relevant information.

If any part of this summary plan description conflicts with the terms of the plan, the terms of the plan will be followed. The plan is much more detailed.

The term “your account” refers to the account that has been set up for you under the plan. The term “your account” includes the amounts contributed to the plan on your behalf and any investment gains or losses. The term “your account” applies to both the vested part of your account and the part of your account that is not vested. The term “your vested account” refers to the vested part of the account. Part 3 of this summary plan description explains vesting. Use of the term “your account” does not give you any rights to the account or any assets of the plan other than those described in this summary plan description.

The terms “in writing” and “written” generally refer to the plan and related documents. “In writing” and “written” generally also refer to an electronic means of sending or receiving information that is acceptable to the plan administrator and is allowable by applicable law.

Ask the plan administrator if you have questions. Part 7 of this summary plan description lists the plan administrator’s contact information.

## TABLE OF CONTENTS

JOINING THE PLAN.....	PART 1
CONTRIBUTIONS TO THE PLAN.....	PART 2
YOUR ACCOUNT: VESTING AND GENERAL INFORMATION.....	PART 3
WHEN THE PLAN PAYS BENEFITS .....	PART 4
HOW THE PLAN PAYS BENEFITS .....	PART 5
IMPORTANT INFORMATION FOR YOU .....	PART 6
FACTS ABOUT THE PLAN .....	PART 7

## **PART 1 JOINING THE PLAN**

---

### **When You Join**

You join the plan as an active participant on the date provided in the applicable participation agreement, once you meet these requirements:

- You are an eligible employee, as described in the applicable participation agreement.
- You have completed the entry service as required in the applicable participation agreement.
- You have completed the age requirement as indicated in the applicable participation agreement (if required).

This date is your entry date.

Entry service, as provided in the applicable participation agreement, will be based on the number of days or months you have worked. Entry service includes your service with another Association of Chamber of Commerce Executives member employer.

You are an eligible employee if your employer is listed in one of the applicable participation agreements and you are not an employee of an excluded bargaining unit.

### **Signing Up**

If you are an eligible employee, you will be automatically enrolled to defer an amount of your pay of at least 6% (but not greater than 10%), unless you choose a different percentage. You may choose to defer a different percentage, including zero, by enrolling online at [www.principal.com](http://www.principal.com). Once you are logged in, you will see a welcome screen with directions on how to enroll in this plan online. Part 2 of this summary plan description tells you more about plan enrollment, including various types of contributions.

You may name a person who will receive any death benefit if you die before retirement. If you name someone other than your spouse and you have been married for at least one year, your spouse must agree in writing to your selection.

You need to tell us how you wish to use the investment options available for your account (see Part 3).

### **Changes in Your Participation**

You become an inactive participant on the date you are no longer an eligible employee.

You stop being a participant on the date you are not an eligible employee and your account has been fully distributed.

You rejoin the plan as an active participant when you work another hour for us as an eligible employee.

## **PART 2      CONTRIBUTIONS TO THE PLAN**

---

Plan contributions create an account for you. That account holds your money. Contributions share in investment earnings or losses. You don't pay taxes on any earnings until later—when you receive that money. If you choose to make Roth elective deferral contributions, earnings on such contributions will not be taxable if received in a qualified distribution.

### **401(k) Elective Deferral Contributions**

You are automatically enrolled to defer a percentage of your pay (not less than 6% or greater than 10%), as indicated in the applicable participation agreement as soon as administratively feasible following the date you become a participant in the plan, unless you choose a different percentage or you choose not to defer (see Part 1). Unless you elect otherwise, your automatic enrollment percentage will increase by 1% each year, up to a maximum of 15%. The increase will be contributed as pretax contributions. Please note that your enrollment percentage will not increase unless you are eligible to participate in the plan for at least six (6) months prior to January 1 of the given plan year.

Effective January 1 2026, if you are automatically enrolled and you did not want to participate in the plan, you may elect to have the plan distribute to you all of your automatically contributed 401(k) elective deferral contributions. You must make this election no later than 90 days after the first 401(k) elective deferral contributions were withheld from your pay. The amount of the withdrawal will be subject to income tax (but not the 10% penalty tax that normally applies if you have not reached age 59 1/2). If you withdraw your automatically contributed 401(k) elective deferral contributions, your associated matching contributions, if any, will be forfeited and you will be treated as having chosen to make no further contributions. However, you can always choose to continue or restart your contributions. Please note that this 90-day withdrawal provision was made effective January 1, 2025 for employees of employers that joined the plan on or after December 29, 2022.

In addition, on January 1, 2026 (or as soon as administratively possible thereafter) and at the beginning of each calendar year after 2026, the Plan will automatically increase your contribution election to the minimum contribution percentage designated by your employer. Most employers have designated a minimum contribution percentage of 6%. This will be the case even if you affirmatively elected to contribute less than this percentage. For purposes of determining whether you contribute at the applicable minimum percentage, the Plan will look across all of the contributions you may elect to contribute. For example, if you elected to contribute 3% of your compensation on a pretax basis and elected to contribute 3% of your compensation as a Roth contribution (and your employer designated a 6% minimum percentage), your contribution percentages would not be increased. On the other hand, if you elected to contribute 0% of your compensation on a pretax basis and elected to contribute 3% of your compensation as a Roth contribution, your contribution percentage will be increased. In the event your contribution percentage will be increased to 6% or other applicable minimum contribution percentage, the Plan will only increase the pretax deferral contribution percentage. You always have the right to change your participation percentage after the above-describe automatic increase and such change will apply to any contributions made to the Plan after such change. Note that the above-describe 90-day withdrawal period does not apply in these circumstances. Additionally, in the event your employer only allows you to elect dollar amounts to be contributed rather than contribution percentages, your contributions will not be automatically increased as described.

Your 401(k) elective deferral contributions will be pre-tax elective deferral contributions unless you designate all or a portion as Roth elective deferral contributions by completing an elective deferral agreement. You may defer as much as the maximum or as little as the minimum as indicated in the applicable participation agreement.

Your 401(k) elective deferral contributions will begin or change as soon as administratively feasible following your entry date or any following date. Your agreement to stop your deferrals may be made on any date and will be effective as soon as administratively feasible following that date.

Your 401(k) elective deferral contributions are pre-tax elective deferral contributions. These contributions reduce your total taxable income which reduces your current taxes. These contributions and any earnings will be taxed later when received as a benefit.

You may designate all or a portion of your 401(k) elective deferral contributions as Roth elective deferral contributions instead of pre-tax elective deferral contributions. Such designation must be made before the deferral is made and cannot be changed except for future contributions. Roth elective deferral contributions do not reduce your total taxable income and do not reduce your current taxes. Because you pay taxes on these contributions when they are made, these contributions will not be taxed later when received as a benefit. If these contributions are received in a qualified distribution, any earnings will not be taxed. If these contributions are not received in a qualified distribution, any earnings will be taxed when received as a benefit. A distribution will be a qualified distribution if the following conditions are met:

- The distribution is made on or after the date you attain age 59 1/2, on or after the date of your death, or as a result of you becoming disabled as defined in the tax code.
- The distribution is made after the end of the 5-taxable-year period beginning with the first taxable year in which you make a Roth elective deferral contribution to this plan.

Because each person's tax situation or need for an early distribution is different, you should check with your tax advisor before designating your 401(k) elective deferral contributions as Roth elective deferral contributions.

Your 401(k) elective deferral contributions:

- **May give** you an additional return on your dollars through our matching contributions.
- **Build** income for your retirement years.
- **Reduce** your income taxes, letting you save for the future with dollars you would otherwise pay in current taxes. However, you do pay income taxes on Roth elective deferral contributions when they are made to the plan, but you do not pay any taxes on the distribution from your Roth account (including earnings) if certain conditions are met.
- **May provide** investment earnings that aren't taxed until you get your benefits. However, any investment earnings on Roth elective deferral contributions will not be taxed if certain conditions are met.

You may make catch-up contributions in a taxable year if you will be at least age 50 by the end of that year. Catch-up contributions are 401(k) elective deferral contributions in excess of any limit on such contributions under the plan. For 2025, the maximum catch-up contribution is \$7,500, or \$11,250 for individuals who will turn age 60, 61, 62, and 63 during the year. For years after 2025 the maximum is subject to change each year for cost of living changes. If a maximum 401(k) elective deferral percentage is indicated in the applicable participation agreement, your 401(k) elective deferral contributions, including catch-up contributions, will be limited to the sum of the stated plan limit and the maximum catch-up contribution.

Social Security tax is based on your income before you defer. That means your Social Security benefits stay the same no matter how much you defer.

Effective January 1, 2026, if your social security wages exceed \$145,000 (or such other dollar amount determined by the IRS) in the year prior to the current calendar year, any catch-up contributions you make to the Plan must be made as Roth contributions. If your wages exceed the

stated limit, you will be asked to make an election to designate your catch-up contributions as Roth contributions. If you do not make an affirmative election, you will be deemed to have made such election and your catch-up contributions will be made as Roth contributions.

Federal law limits the amount you can defer under all plans. You can find information about the limits at the end of Part 2.

## **Matching Contributions**

Our matching contributions give you an additional return on the amount you defer. We may make a matching contribution equal to a percentage of your 401(k) elective deferral contributions as specified in the applicable participation agreement. If we make one, we choose the percentage. 401(k) elective deferrals up to a percentage of your pay we choose are matched.

Matching contributions are calculated based on your pay and 401(k) elective deferrals for the payroll period. Matching contributions are made for all persons who were active participants at any time during that payroll period.

An additional "true-up" matching contribution may be made to the plan on your behalf following the end of the plan year if there is a difference between the matching contributions you actually received during the plan year, calculated on a per payroll period basis, and the matching contributions you would have received for the plan year if matching contributions had been calculated based on your annual pay for the plan year.

The match may be made as a safe harbor matching contribution as determined in the applicable participation agreement.

## **Additional Contributions**

We may make an additional contribution for you as of the last day of each payroll period if you are an active participant at any time during that period. This contribution equals a percentage of your pay for that period, as specified in the applicable participation agreement.

## **Profit Sharing Contributions**

We may make a discretionary profit sharing contribution each plan year (see Part 7). "Discretionary" means we choose the amount of the contribution and whether or not it will be made.

We divide this contribution among participants eligible for a share on December 31. You are eligible if you were an active participant at any time during the plan year.

To figure your share, one of the following methods will be used as indicated in the applicable participation agreement:

We multiply our profit sharing contribution by this fraction:

- (a) your annual pay divided by
- (b) the total annual pay of all participants getting a share. or

We figure your share of our profit sharing contribution in the following steps:

- (a) First, we credit your account with a percentage (not more than 5.7%) of your annual pay which is not over the Social Security base or the specific amount as outlined in the applicable participation agreement plus twice that percentage (not more than 11.4%) of your annual pay over the Social Security base or the specific amount as outlined in the

applicable participation agreement.

The percentages are based on the amount we have to divide among the plan participants.

As your employer, we pay Social Security tax on your pay. When the rate we pay for the old-age insurance portion of that tax exceeds 5.7%, the percentages above will increase, too. The percentages may also change as the dollar amount of your pay which is subject to Social Security taxes increases.

(b) After step (a) above, any amount left undivided is multiplied by this fraction to figure this part of your share:

(1) your annual pay divided by

(2) the total annual pay for all participants getting a share.

This amount will not exceed the maximum amount that may be contributed for you under the law.

If our plan is top-heavy (see Part 6) special rules requiring minimum contributions may apply to some participants.

## **Qualified Nondollar Contributions**

If indicated in the applicable participation agreement and if you are eligible, we may make a safe harbor qualified nondollar contribution for you as of the last day of each payroll period. The total amount of our qualified nondollar contribution is a percentage of your pay for the plan year (see Part 7). You are eligible if you were an active participant at any time during the plan year (see Part 7).

We may make another qualified nondollar contribution each plan year (see Part 7) as specified in the applicable participation agreement. If we make one, we will choose the amount of the contribution. We divide this contribution among participants eligible for a share on December 31. You are eligible if you were an active participant at any time during the plan year (see Part 7). You are not eligible if you are a highly paid employee.

To figure your share, we multiply our qualified nondollar contribution by this fraction:

(a) your annual pay divided by

(b) the total annual pay of all participants getting a share.

## **Makeup Contributions**

You can make up missed 401(k) elective deferral contributions when you return to work for us after a period of qualified military service as required by law. If you make up such 401(k) elective deferral contributions, we will make any matching contributions that apply.

## **Helpful Terms**

**Annual pay** means your pay for the year ending on the latest December 31. Only pay while you are an active participant is counted.

**Pay** means your total pay including your elective contributions to any of our plans. For purposes of all contributions, pay may exclude any expense repayments or other allowances, fringe benefits, moving expenses, deferred compensation and welfare benefits as outlined in the applicable participation agreement.



Elective contributions are salary reduction amounts contributed by an employer at an employee's election to a 401(k) plan, simplified employee pension, cafeteria plan, qualified transportation fringe benefit plan, or tax sheltered annuity. Elective contributions also include amounts deferred under a 457 plan.

Pay includes differential wage payments (amounts we pay to you while you are on military duty that are in addition to your military pay).

Any other pay exclusions for figuring your share and the amount of contributions may be indicated in the applicable participation agreement.

**Social Security base** means an amount or percentage as outlined in the applicable participation agreement or the maximum amount of wages subject to Social Security tax in any year based on the law as in effect on the latest January 1.

In 2025, the maximum amount is \$176,100. This limit is subject to change each year for cost of living changes.

## Limits

### 401(k) Elective Deferral Limits

The law limits the amount you may defer in any tax year. For 2025, the limit under all plans of our type is \$23,500. For years after 2025, the limit is subject to change each year for cost of living changes. If you are also a participant in a plan of an unrelated employer, this limit applies to the amount you defer under both plans.

The combined limit for unrelated plans is increased if you will be at least age 50 by the end of the year. For 2025, the increase will be \$7,500, or \$11,250 for individuals who will turn age 60, 61, 62, and 63 during the year. For years after 2025, the increase is subject to change each year for cost of living changes.

If you are over the limit, you should request one or both plans to pay any excess to you. Only amounts over the limit may be paid to you, but you may choose whether it is paid from one or both plans. If you don't have the excess paid to you, it is taxable to you, but stays in the plans to be taxed again later when you receive it. Under our plan, you must tell the plan administrator by March 1 of the following year if you want any excess paid to you. If excess 401(k) elective deferral contributions are paid to you, any matching contributions made because of those 401(k) elective deferral contributions will be forfeited. Excess 401(k) elective deferral contributions paid to you may include Roth elective deferral contributions. This will not be treated as a qualified distribution and earnings on returned Roth elective deferral contributions will be treated as regular taxable income.

If your employer does not make an election to be safe harbor, as indicated in the applicable participation agreement, and if you are a highly paid employee, the law may limit your contributions and our matching contributions. Because of the limit, we will either restrict the amount you can contribute in the future, or return your contributions over the limit. Your returned 401(k) elective deferral contributions will be treated as regular taxable income. However, any Roth elective deferral contributions will not be treated as regular taxable income because you paid taxes on them when they were made. If 401(k) elective deferral contributions are paid to you, any matching contributions made because of these 401(k) elective deferral contributions will be forfeited. Other vested contributions over the limit will be paid to you. The amount paid to you will include any earnings. This will not be a qualified distribution and earnings on returned Roth elective deferral contributions will be treated as regular taxable income. Matching contributions that are not vested and are over the limit will be forfeited.

### Pay Limits

The law limits the amount of pay that may be used to determine contributions each year. The 2025 limit is \$350,000. This limit is subject to change each year for cost of living changes.

### 415 Limits

The law also limits the amount of contributions that can be made for or by you to the plan in a year to the lesser of 100% of pay or a dollar amount. This limit applies to all defined contribution plans of ours and any related employers. The dollar amount for 2025 is \$70,000. This amount is subject to change each year for cost of living changes. Ask the plan administrator if you want to know more about these limits.

## **PART 3      YOUR ACCOUNT: VESTING AND GENERAL INFORMATION**

---

### **Your Account**

Your contributions and the contributions we make for you are credited to your account. Your account equals the current value of these contributions.

### **Investing Your Account**

Contributions made to your account are invested to provide benefits under the plan. We decide which investment options are available for your account.

Many investment options have charges and restrictions that apply when you remove money or transfer funds. The dollar amount that can be removed or transferred may be restricted along with the dates on which such transactions can be made. The plan administrator can tell you more about these charges and restrictions and when they will apply.

You decide how to use the investment options for your contributions and the contributions we make for you.

From time to time we may add, remove, or change the investment options available to you. If this happens, you will be notified of the changes and the investment options available to you at that time. You must then tell us how you want your account invested based on the available investment options. If you do not provide us with your choices, or if you do not provide them in the time frame required, we will invest the applicable portion of your account according to the investment documents related to the plan.

The plan administrator will tell you more about the investment options.

### **Principal Self-Directed Brokerage Account <sup>sm</sup>**

You will have ownership of securities held in your Principal Self-Directed Brokerage Account <sup>sm</sup>, including voting rights, tender rights and rights to exchange offers. These rights can be exercised by you through the procedures and practices established by the trustee. (See Part 7 for trustee information.)

### **Vesting in Your Account**

The part of your account to which you always have a right is called your vested account. You are always 100% vested in the part of your account resulting from the following:

- 401(k) elective deferral contributions
- voluntary contributions
- safe harbor matching contributions
- qualified nonelective contributions
- rollover contributions (see Part 6)

You have a right to a percentage of your account resulting from all other contributions. This is your vesting percentage.

Your vesting percentage will be 100% if you are working for us:

- On or after the date you reach normal retirement age (see Part 4).

- On the date you become totally disabled, as defined in the plan.
- On the date you die.

Before that date, the schedule indicated in the applicable participation agreement will determine your vesting percentage.

**Vesting service** means the sum of your periods of service. A period of service begins when you start working for us. It ends on the earlier of the date you stop working (you quit or are discharged) or the date you are absent from work one year. Any period of time of less than one year when either you are not working for us, or you are absent from work because of vacation or some other reason, will count as a period of service.

Vesting service includes your service with another Association of Chamber of Commerce Executives member employer.

### **Before Your Vesting Percentage Is 100%**

If you have a forfeiture date, you forfeit (lose the right to) any part of your account that is not vested. You do not forfeit anything if the vesting percentage for all contributions to your account is 100%. You have a forfeiture date on the last day of five consecutive one-year breaks in service.

If you stop working for us or another Association of Chamber of Commerce Executives participating employers before your vesting percentage is 100% under the applicable participating agreement and then die, your vesting percentage does not change and the part of your account that is not vested becomes a forfeiture.

If you stop working for us when your vesting percentage for the following contributions is less than 100% and you are paid your complete vested account resulting from such contributions, the part of your account that is not vested is forfeited. If your vesting percentage is zero (or another percentage as designated under the applicable participation agreement) and you are paid your vested account from other contributions, you will forfeit your account from these contributions. If your vesting percentage is zero (or another percentage as designated under the applicable participation agreement) and your vested account from other contributions is zero (or another percentage as designated under the applicable participation agreement), your account from these contributions will be forfeited. Amounts from your account that could be forfeited (depending on the applicable participation agreement) include:

- matching contributions
- additional contributions
- profit sharing contributions

You may restore amounts forfeited under your account by repaying your vested account to the plan (excluding the portion resulting from rollover contributions and voluntary contributions) if you come back to work as an eligible employee (see Part 1). The repayment must be made before the earlier of:

- The date five years after the date you come back to work as an eligible employee (see Part 1).
- The end of the first period of five consecutive one-year breaks in service beginning after you receive the payment.

Your forfeited account will not be restored if a forfeiture date occurs before the date repayment is made. If there is no amount to repay because your vesting percentage for all our contributions was zero and any amount paid to you was only the value of your rollover contributions and voluntary

contributions, your forfeited account will be restored if you come back to work as an eligible employee before a forfeiture date.

**Break in service** means a period of service ends and you do not work another hour for us within one year.

Federal law delays a break in service for your pregnancy, birth of your child, placement of a child with you by reason of your adoption of such child, or your caring for such child following such birth or placement.

## **You Can Borrow from Your Account**

Loans are available under the plan. As rules issued by the Department of Labor emphasize, however, the plan's primary purpose is to provide retirement income for you. These rules help make sure your money is available when you retire.

You must be a party-in-interest who is a participant or beneficiary to receive a loan. The Employee Retirement Income Security Act of 1974 (ERISA) defines a party-in-interest. Most people cease to be a party-in-interest when they stop working for an employer. Loans are made on a reasonably equal basis under the plan's loan policy. That means the limits and rules in the following paragraphs apply in the same way to all such parties-in-interest.

The loan will be limited to the amount you may borrow without the loan being treated as a taxable loan to you. Generally, the loan may not be more than 50% of your vested account or \$50,000, reduced by any outstanding loan balance, if any, during the one-year period ending on the day before your new loan is made, if less. The minimum loan is \$1,000. Only one loan may be outstanding at a time. Your vested account will provide the security for the loan. You may not use your account as a security for a loan outside the plan.

A charge or restriction might apply for some investment options if you are granted a loan. Talk with the loan administrator (see Part 7) before you request a loan.

Because a loan may reduce benefits payable to your spouse at a later date, if you are married you may need to have your spouse's consent to make or revise a loan.

The interest rate will be based on the rates available for similar loans from commercial lending institutions. The loan administrator periodically examines the rates such lenders are using. Once a loan is granted, the interest rate on that loan will not change.

When you are granted a loan, you will need to sign a "promissory note." A promissory note is your written promise to repay the loan. The note will contain information about your loan such as the amount loaned to you, the interest charged, and any processing fees or late charges. You must assign the security for the loan to the plan when the loan is granted.

As you repay the loan, the principal and interest are credited to your account. A loan to a party-in-interest does not affect the account of any other participant.

Payment due dates and the length of the repayment period will be set out in the promissory note. Payments will be due at least quarterly. The repayment period will not be longer than five years unless the loan is used to buy a principal residence for yourself. The repayment period for a loan used to buy a principal residence will not be longer than 30 years or the repayment period currently in effect for a commercial home loan. Payroll deduction will be used to repay the loan if available. You may repay the loan before it is due. A processing fee may be charged as set out in the promissory note for payments which are not made by payroll deduction.

If any amount remains unpaid for more than 90 days after due the loan will be in default. Upon

default the entire principal balance and interest will become immediately due and payable. The amount of the outstanding loan will be treated as a distribution and will be taxable to you. To recover the amount due, the plan may use any part of your vested account available for distribution to you.

Processing fees, late charges or extra costs incurred by the plan if you default on a loan will be charged to your account.

However, no default will occur if payments are not made while you are actively serving in the military or for a period up to one year during an approved unpaid leave of absence, other than military leave. The plan administrator has established guidelines for making up these past payments after you return to work following such period of active military service or approved unpaid leave of absence.

Sixty days after you stop working for us and are not a party-in-interest, the balance of any outstanding loan is due.

The balance of any outstanding loan is due 60 days after the plan terminates.

You may request a loan by calling the Principal Financial Group® at 1-800-547-7754, logging on to [www.principal.com](http://www.principal.com) (if available), or contacting the loan administrator for instructions. You may also use the Principal Financial Group application or "app," which can be downloaded to your device from Apple's App Store or Google's Google Play store.

If your principal residence is located in a qualified federally declared disaster area and you sustain an economic loss from such qualified disaster, the maximum loan amount available to you will generally be increased from \$50,000 (or 50% of your vested account, if lower) to \$100,000 (or 100% of your vested account, if lower) and loan payments may be delayed for one year. This one-year period is disregarded in determining the loan repayment period, including the five-year maximum repayment period. Subsequent loan payments will be adjusted appropriately to reflect the payment delay, any interest accruing during that delay, and the revised loan repayment period.

## PART 4 WHEN THE PLAN PAYS BENEFITS

---

Your vested account will be used to provide benefits. If you stop working for an employer and your vested account is \$5,000 or less, your benefits will be paid to you at that time. See Part 5 for how the plan pays benefits.

### At Retirement

Benefits will start on or after your normal retirement date if you are not working for an employer you have a vested account under the plan, and you have elected the form of benefit to be paid to you. You may choose to have benefits paid on this date even if you are still working for us.

If you continue working for an employer after your normal retirement date, your benefits will start on your late retirement date, unless you elect otherwise.

**Normal retirement date** means the earliest first day of the month on or after the date you reach age 65.

**Late retirement date** means, if you continue working for us after your normal retirement date, the earliest first day of the month on or after the date you stop working. You may choose to have your benefits start on the first day of any month after your normal retirement date and before you stop working. If you do, that date becomes your late retirement date. Your benefits may begin after your late retirement date. If you think you would like to delay your benefits, talk to the plan administrator before your late retirement date.

### Required Beginning Date

Under the law you must begin receiving benefits by your required beginning date. Your required beginning date is the April 1 following the later of the calendar year in which you reach your IRS required minimum distribution age or stop working for us. However, if you are a 5% owner, your benefits must begin by the April 1 following the calendar year in which you reach your IRS required minimum distribution age. Your IRS required minimum distribution age is:

- Age 70-1/2 if you were born before July 1, 1949
- Age 72 if you were born between July 1, 1949 and December 31, 1950
- Age 73 if you were born between January 1, 1951 and December 31, 1959
- Age 75 if you were born on or after January 1, 1960

### Withdrawals From Your Account

You may request a withdrawal from your account by calling the Principal Financial Group® at 1-800-547-7754, logging on to [www.principal.com](http://www.principal.com) (if available), or contacting the plan administrator for instructions. You may also use the Principal Financial Group application or "app," which can be downloaded to your device from Apple's App Store or Google's Google Play store. More information regarding withdrawals from your account is provided below.

Federal law may require you to have your spouse's consent.

A charge or restriction might apply for some investment options if you request a withdrawal from your account. Talk with the plan administrator before you complete the form to request a withdrawal from your account.

You may withdraw all or any part of your account resulting from voluntary contributions and rollover contributions (see Part 6). You may make such a withdrawal at any time.

If you are age 59 1/2 or older, you may withdraw all or any part of your vested account resulting from:

- 401(k) elective deferral contributions
- Matching contributions
- Qualified nonelective contributions
- Additional contributions
- Profit sharing contributions

You may make such a withdrawal at any time.

If your principal residence is located in a qualified federally declared disaster area and you sustain an economic loss from such qualified disaster, you may withdraw up to \$22,000 from your vested account within 179 days of the disaster declaration date. This withdrawal is not subject to the 10% penalty tax that normally applies if you have not reached age 59 1/2, can be repaid back to your account within three years of the withdrawal date, and may be taken into account as gross income ratably over three years. The Plan allows you to withdraw such amounts from different types of contributions (and earnings thereon) made to the Plan on your behalf. These contributions may include vested deferral contributions, matching contributions, safe harbor contributions, QNECs, other non-elective contributions, rollovers, and others.

If you are a member of a reserve unit of the United States Armed Forces and were called to active duty after September 11, 2001 for a period of time that exceeds 179 days, you may withdraw all or any part of your vested account resulting from 401(k) elective deferral contributions during your period of active duty.

If you have a financial hardship, you may be able to withdraw all or any part of your vested account resulting from 401(k) elective deferral contributions, qualified matching contributions and qualified nonelective contributions.

**Financial hardship** means hardship due to immediate and heavy financial need. Federal rules allow hardship withdrawals for these reasons:

- To pay medical expenses that would be tax deductible (without regard to whether the expenses exceed the stated limit on adjusted gross income).
- To purchase your primary home, stop your eviction from your primary home, or stop foreclosure on such home.
- To pay tuition, related educational fees, and room and board expenses, for up to the next 12 months of post-secondary education for you, your spouse, your children, or your dependents (as defined in the plan).
- To pay funeral or burial expenses for your parents, your spouse, your children, or your dependents (as defined in the plan).
- To pay expenses for casualty damage and repair to your principal residence (as defined in the plan).
- To cover expenses and losses (including loss of income) you incur on account of a disaster declared by FEMA, provided that your principal residence or principal place of employment at the time of the disaster was located in an area designated by FEMA for individual assistance with respect to the disaster.

You may have a withdrawal for financial hardship only if you have received all other withdrawals available to you under our plan(s). You may not withdraw more than the amount of your immediate and heavy financial need. The amount of the withdrawal may include the amount of taxes that will result from the withdrawal. You must certify that the information you provided to the plan administrator is true and accurate.



## **At Termination**

If you stop working for us before you are eligible to retire, you may choose to have all or any part of your vested account paid to you or rolled over at any time.

You may leave your account under the plan if your vested account is more than \$5,000. Your account will continue to participate in the plan investments made by you or the plan and provide benefits when you become eligible to receive a distribution of your vested account under the plan.

## **At Death**

If you die before benefits start, your vested account will be paid to your spouse or beneficiary under one or more of the forms available under the plan (see Part 5). If you die after you start receiving benefits, death benefits will be paid according to the form of benefit you chose. Not all forms of benefits provide for death benefits to a spouse and/or beneficiary.

## **Tax Considerations**

Benefits you receive may be subject to income taxes. Certain benefits you receive from your vested account may be subject to a 10% penalty tax under Internal Revenue Code rules.

Each person's tax situation differs. Your tax advisor can help you decide the best way for you to receive benefits from your vested plan account.

## **PART 5      HOW THE PLAN PAYS BENEFITS**

---

You make an important choice when you decide how to receive your benefit. Things to consider include the money you will need every month, any death benefits you want to provide to your spouse or beneficiary, and your tax situation.

If your vested account is more than \$5,000, you may choose to have your vested account paid under any of the optional forms available under the plan and provided for under the applicable participation agreement. The plan administrator or your tax advisor can help you make your choice regarding receiving your benefits. You may also call Principal Financial Group® at this toll-free number for answers to your benefit questions: 1-800-547-7754.

The amount of the payments will depend on the amount of your vested account and the optional form chosen. If the optional form pays you a monthly income for life, the amount of the payments will depend on your age. If the option also provides a monthly income for the life of someone who survives you, the amount of the payments will also depend on the age of your surviving spouse or beneficiary, as applicable.

### **At Termination or Retirement**

If your vested account is \$5,000 or less, your vested account will be distributed in a single lump sum. Federal law requires the plan to automatically roll your vested account to an IRA in a direct rollover (see Part 6) if:

- your vested account is more than \$1,000 and \$5,000 or less
- you have not reached age 65
- you do not elect to have your vested account paid to you in a single lump sum or rolled over to another retirement plan or an IRA of your choice in a direct rollover

For more information regarding the designated IRA for automatic rollovers see Part 7. For questions regarding the automatic rollover rules, contact the plan administrator or call Principal Financial Group® at this toll-free number: 1-800-547-7754.

If your vested account is more than \$5,000, you may choose from the forms of benefit described in Forms to Choose below. You may need your spouse's consent to choose a form of benefit. See A Spouse's Rights below. You may change or cancel your choice at any time before benefits start.

If you don't choose a form or your spouse revokes consent (if consent is needed), your benefits are paid as follows:

- If you are married, benefits are paid to you monthly for life. After your death 50% of your monthly income is paid to your spouse for as long as your spouse lives. If both you and your spouse die before the total amount paid equals the amount used to purchase the annuity, payments continue to your beneficiary until the total amount paid equals the purchase price.
- If you are single, benefits are paid to you monthly for life. If you die before the total amount paid equals the amount used to purchase the annuity, payments continue to your beneficiary until the total amount paid equals the purchase price.

### **Death Benefits Before Benefits Begin**

You may name a beneficiary at any time. If you are married, you need your spouse's written consent to choose someone other than your spouse as a beneficiary. If you marry after naming a beneficiary who is not the person you marry, the beneficiary you had named will no longer be

your beneficiary unless your current spouse's written consent is obtained. See A Spouse's Rights below. You may change your beneficiary at any time (unless the above mentioned spousal consent issues apply).

If your vested account is \$5,000 or less, your vested account will be paid to your beneficiary in a single sum.

If your vested account is more than \$5,000 and your beneficiary is your spouse, your spouse can choose an optional form of death benefit. Otherwise, you may choose an optional form of death benefit for a beneficiary. If you don't choose, that beneficiary may choose an optional form. Generally, a beneficiary can elect a single sum or any of the annuity options that are available to you at retirement other than a monthly income that continues for the life of a survivor upon death. Any choice of the form of payment by your spouse or beneficiary must be made before benefits begin.

If an optional form of death benefit is not chosen, death benefits are paid as follows:

- If you are married and your spouse is your beneficiary and you have been married for the full year before your death, death benefits are paid to your spouse monthly for as long as your spouse lives. If your spouse dies before the total amount paid equals the amount used to purchase the annuity, payments continue to your spouse's beneficiary until the total amount paid equals the purchase price. Your spouse may choose when benefits start. Benefits must start by the later of the end of the next calendar year or the end of the calendar year you would have reached age your IRS required minimum distribution age.
- If you are married and your spouse is not your beneficiary or you have not been married for the full year before your death, death benefits are paid to your beneficiary in a single sum.
- If you are single, death benefits are paid to your beneficiary in a single sum.

Because of federal rules regarding when death benefits must begin and how death benefits can be paid, your beneficiary should contact the plan administrator to determine what options are available and when elections must be made.

## **Forms to Choose**

The plan offers the following optional forms of benefit:

### **Annuity Options**

- A monthly income to you for life. No benefits are payable after your death.
- A monthly income to you for life. If you die before the end of a certain number of years (you may choose 5, 10, or 15 years), payments continue to your beneficiary until that period ends.
- A monthly income to you for life. If you die before the total amount paid equals the amount used to purchase the annuity, payments continue to your beneficiary until the total amount paid equals the purchase price.
- \*A monthly income to you for life. You choose a percentage (50%, 66 2/3%, 75%, or 100%) of your monthly income to continue for the lifetime of a survivor you name. If both you and your survivor die before the total amount paid equals the amount used to purchase the annuity, payments continue to a beneficiary until the total amount paid equals the purchase price.
- A monthly income paid to you for a fixed period of time (not less than 60 months). If you die before the end of the fixed period, payments continue to your beneficiary until that period ends.

## Other Options

- A single sum payment.
- A series of substantially equal annual payments over a fixed period of whole years. You can choose to receive the payment on an annual, semi-annual, quarterly, or monthly basis. You may also request extra payments. Your payments in the calendar year in which you reach your IRS required minimum distribution age and later calendar years will be increased to the extent necessary to satisfy the minimum payment required by law.
- A specified dollar amount each year. You can choose the amount and can choose to receive the payment on an annual, semi-annual, quarterly, or monthly basis. You may also request extra payments. Your payments in the calendar year in which you reach your IRS required minimum distribution age and later calendar years will be increased to the extent necessary to satisfy the minimum payment required by law.
- Your Principal Self-Directed Brokerage Account in shares of stock.

A charge or restriction might apply for some investment options if you take all or any part of your account in a single sum. Talk with the plan administrator before making this choice.

## A Spouse's Rights

### Benefit Payments

Federal law may require you to have your spouse's consent to start benefits before the date you reach age 65. No consent is needed if your benefits are to be paid to you monthly for life with 50% of your monthly income paid to your spouse after your death.

Federal law may require you to have your spouse's consent to any form of benefit that does not pay a monthly income to you for life with 50% of your monthly income paid to your spouse after your death. Your spouse has the right to limit consent to a specific optional form of benefit or to limit consent to a specific beneficiary for any form that pays a death benefit. Your spouse can waive one or both of these rights.

Your spouse may revoke consent at any time before benefits begin. A spouse's consent is not valid for a former or a future spouse of yours.

### Beneficiary

If you have been married for a full year, you will need your spouse's written consent to change the beneficiary you name for death benefits that are payable if you die before your benefit payments start. Any consent given by your spouse before the first day of the plan year (see Part 7) in which you reach age 35 will not be valid after the first day of that year. A new consent must be obtained. If you stop working before this date, however, any consent given by your spouse after you stop working will remain valid for benefits from contributions made before you stopped working.

Your spouse may also consent to let you make future changes without his or her consent. If not, you will need a new consent to make a new choice. You do not need your spouse's consent to cancel a choice.

Your spouse may revoke consent at any time before your death. A spouse's consent is not valid for a former or a future spouse of yours.

## **PART 6      IMPORTANT INFORMATION FOR YOU**

---

### **Your Rights**

As a participant, you are entitled to certain rights and protections under the Employee Retirement Income Security Act of 1974 (ERISA). ERISA provides that all plan participants are entitled to:

- **Receive Information About the Plan and Benefits**

Examine, without charge, at the plan administrator's office and at other specified locations, such as worksites and union halls, all documents governing the plan, including insurance contracts and, if applicable, collective bargaining agreements that include provisions to establish, operate, or govern the plan, and a copy of the latest annual report (Form 5500 Series) filed by the plan with the U.S. Department of Labor and available at the Public Disclosure Room of the Employee Benefits Security Administration.

Obtain, upon written request to the plan administrator, copies of all documents governing the plan, including insurance contracts and, if applicable, collective bargaining agreements that include provisions to establish, operate, or govern the plan, and copies of the latest annual report (Form 5500 Series) and updated summary plan description. The administrator may make a reasonable charge for the copies.

Receive a summary of the plan's annual financial report. The plan administrator is required by law to furnish each participant with a copy of this summary annual report.

Obtain a statement of your account values and what part of these values would be yours if you stop working under the plan now. If you do not have a right to these values, the statement will tell you how many more years you have to work to get a right to all or a part of these values. This statement will be provided to you in writing at least once each calendar year quarter. The plan must provide the statement free of charge.

- **Prudent Actions by Plan Fiduciaries**

In addition to creating rights for plan participants ERISA imposes duties upon the people who are responsible for the operation of the employee benefit plan. The people who operate the plan, called "fiduciaries" of the plan, have a duty to do so prudently and in the interest of you and other plan participants and beneficiaries. No one, including your employer, your union (if applicable), or any other person, may fire you or otherwise discriminate against you in any way to prevent you from obtaining a pension benefit or exercising your rights under ERISA.

- **Enforce Your Rights**

If your claim for a pension benefit is denied or ignored, in whole or in part, you have a right to know why this was done, to obtain copies of documents relating to the decision without charge, and to appeal any denial, all within certain time schedules.

Under ERISA, there are steps you can take to enforce the above rights. For instance, if you request a copy of plan documents or the latest annual report from the plan and do not receive them within 30 days, you may file suit in a federal court. In such a case, the court may require the plan administrator to provide the materials and pay you up to \$110 a day until you receive the materials, unless the materials were not sent because of reasons beyond the control of the administrator. If you have a claim for benefits which is denied or ignored, in whole or in part, you may file suit in a state or federal court, but only after you

have exhausted the plan's claims and appeals process and subject to the deadline noted in Claiming Benefits Under the Plan below. In addition, if you disagree with the plan's decision or lack thereof concerning the qualified status of a domestic relations order, you may file suit in federal court. If it should happen that plan fiduciaries misuse the plan's money, or if you are discriminated against for asserting your rights, you may seek assistance from the U.S. Department of Labor, or you may file suit in a federal court. The court will decide who should pay court costs and legal fees. If you are successful the court may order the person you have sued to pay these costs and fees. If you lose, the court may order you to pay these costs and fees, for example, if it finds your claim is frivolous.

- **Assistance with Your Questions**

If you have any questions about the plan, you should contact the plan administrator. If you have any questions about this statement or about your rights under ERISA, or if you need assistance in obtaining documents from the plan administrator, contact the nearest office of the Employee Benefits Security Administration, U.S. Department of Labor, listed in your telephone directory or the Division of Technical Assistance and Inquiries, Employee Benefits Security Administration, U.S. Department of Labor, 200 Constitution Avenue N.W., Washington D.C. 20210. You may also obtain certain publications about your rights and responsibilities under ERISA by calling the publications hotline of the Employee Benefits Security Administration.

## **Qualified Domestic Relations Order (QDRO)**

A domestic relations order is a judgment, decree, or order that provides child support, alimony payments, or marital property rights. A domestic relations order may give all or part of your plan benefits to an alternate payee if it is determined to be a qualified domestic relations order (QDRO). An alternate payee is your spouse, former spouse, child or dependent. In order to be a QDRO, the domestic relations order must include certain information and meet certain other requirements.

The plan administrator is required to set up detailed procedures for determining if a domestic relations order is a QDRO. You and the alternate payee may get a copy of these procedures, without charge, from the plan administrator or by calling the Principal Client Contact Center at 800-547- 7754.

## **The Plan Administrator**

The plan administrator has the full power to decide what the plan provisions mean; to answer all questions about the plan, including those about eligibility and benefits; and to supervise the administration of the plan. The plan administrator's decisions are final.

## **Processing Distributions and Other Transactions**

Distributions, investment directions, trades, and similar transactions will be completed as soon as administratively possible once the information needed to complete such transaction has been received from you or whoever is providing the information. The time it takes to complete a transaction is not guaranteed by the plan, plan administrator, trustee, insurer, or us.

We, the plan administrator, or the trustee reserve the right not to value an investment option on any given valuation date for any reason deemed appropriate by us, the plan administrator, or the trustee.

Factors such as failure of systems or computer programs, failure of transmission of data, forces that can't be controlled or anticipated, failure of a service provider to timely receive values or prices, and corrections of errors will be used to determine how soon it is possible to complete a

transaction. While it is anticipated that most transactions will be completed in a short period of time, in no event will the time needed to process a transaction be deemed to be less than 14 days. The processing date of a transaction will be binding for all purposes under the plan and considered the applicable valuation date for any transaction.

## **Direct Rollovers**

Certain benefits that are payable to you may be paid directly to another retirement plan, or an IRA. The plan administrator will give you more specific information about this option when it applies.

## **Rollovers From Other Plans**

Under certain circumstances, you may roll over an amount from another plan to this plan. The amount comes from contributions made because of your past participation in that other plan. This is a rollover contribution and it becomes a part of your vested account.

A direct rollover (a distribution paid directly to the plan) may come from:

- other qualified plans (including after-tax employee contributions and including any portion of a designated Roth account)
- tax sheltered annuity plans (including after-tax employee contributions and including any portion of a designated Roth account)
- governmental 457 plans (including any portion of a designated Roth account)

A participant rollover (a distribution first paid to you) may come from:

- other qualified plans (excluding after-tax employee contributions and including any portion of a designated Roth account that would be included in gross income)
- tax sheltered annuity plans (excluding after-tax employee contributions and including any portion of a designated Roth account that would be included in gross income)
- governmental 457 plans (including any portion of a designated Roth account that would be included in gross income)
- traditional IRAs if the amounts would be included in gross income

Rollover contributions must meet federal rules so ask the plan administrator if you are interested in knowing more about them. You decide how to use the investment options for your rollover contributions.

## **In-plan Roth Conversions**

You may convert all or any portion of your vested non-Roth accounts to Roth accounts within the plan as an in-plan Roth conversion.

You may not convert an outstanding loan balance to a Roth account. Once made, an in-plan Roth conversion cannot be reversed.

An in-plan Roth conversion can create a significant tax liability and the rules governing the tax implications of in-plan Roth conversions are complex. Because each person's tax situation is different, you should check with your tax advisor before you request an in-plan Roth conversion.

## **Past Employee Contributions**

After-tax voluntary contributions could be made before January 1, 2016. The part of your vested account resulting from these contributions is always yours. You decide how to use the investment options for your own contributions.

You may make a withdrawal from this part of your vested account at any time. You may need your spouse's consent to make a withdrawal.

A charge or restriction might apply for some investment options if you make a withdrawal, so talk with the plan administrator first.

## **Top-heavy Plans**

We test our plan once a year to see if it is top-heavy. It would be top-heavy if the account values for key employees exceed 60% of the account values for all employees.

In general, a key employee is an officer or owner. Not all officers or owners are key employees. Factors taken into account are the number of officers or owners and their amount of pay or percentage of ownership.

For any year in which a plan is top-heavy, there are minimum requirements for contributions and vesting.

The plan administrator can tell you if the plan is top-heavy and if the minimums apply.

## **Assigning Your Benefits**

Benefits under the plan cannot be assigned, transferred, or pledged to someone else. The plan does make the following exceptions:

- Qualified domestic relations orders such as alimony payments or marital property rights to a spouse or former spouse.
- Any offset to your benefit per a judgment, order, decree, or settlement agreement because of a conviction of a crime against the plan or a violation of ERISA.

The plan administrator will tell you if either of these exceptions applies to you.

## **Your Social Security Benefits**

Your benefits from this plan are in addition to your benefits from Social Security. You should make your application for Social Security (and Medicare) benefits three months before you wish Social Security payments to begin.

## **Claiming Benefits Under the Plan**

Apply for benefits to the plan administrator. You will need to complete all necessary forms and supply needed information, such as the address where you will get your checks.

Your claim will be reviewed and a decision made within 90 days. In some cases the decision may be delayed for an additional 90 days. If so, you will be notified in writing before the end of the initial 90-day period. The notice will include the reason for the delay and the date when the decision is expected to be made.

If you make a claim and all or part of it is refused, you will be notified in writing. You will be told:

- the specific reason or reasons why your claim was refused,
- references to specific provisions of the plan governing the decision,
- what additional information is needed, if any, and why it is needed, and
- what steps you should take to have your claim reviewed, including time limits on requesting



a review, and that you have a right to sue if upon review your claim is refused.

You have 60 days after you receive written notice your claim is refused to make a written appeal to the plan administrator. If you appeal, you may also submit written comments, documents, records, and other information relating to the claim. You may request free of charge, access to, and copies of, all documents, records, and other information on which the determination was based. The plan administrator will review the claim taking into account all comments, documents, records, and other information submitted by you relating to the claim, without regard to whether such information was submitted or considered in the initial benefit determination.

A decision will be made on your appeal within 60 days. In some cases the decision may be delayed for an additional 60 days. If so, you will be notified in writing before the end of the initial 60-day period. The notice will include the reason for the delay and the date when the decision will be made.

If you make an appeal and all or part of your claim is refused, you will be notified in writing. You will be told:

- the specific reason or reasons why your claim was refused,
- references to specific provisions of the plan governing the decision,
- you may request and receive free copies of all documents, records, and other information on which the determination was based, and
- you have a right to sue.

Any civil action must be filed no later than one year after the date listed on the latest notice you received that your claim was refused.

You may authorize a representative to act on your behalf with respect to a benefit claim or an appeal. You will have to complete the necessary forms to designate an authorized representative to act on your behalf. In that case, all information and notices will be given to the representative unless you direct otherwise.

The plan administrator will perform periodic examinations, reviews, or audits of benefit claims to determine whether determinations have been made in accordance with plan documents and plan provisions have been consistently applied. Please note that you must exhaust all claims procedures before you can bring any suit against the plan.

## **Plan Expenses**

The Employee Retirement Income Security Act of 1974 (ERISA) allows certain expenses directly related to operating the plan to be paid from your account. Also, specific fees may be charged directly to your account in response to transactions that you request under the plan. Plan expenses could include any of the following:

- Investment management fees and other expenses that apply to specific investments in which your account and the accounts of other plan participants are invested are expenses related to the operation of the plan and are adjustments to the investment rate that is credited to that specific investment.
- Plan expenses for the general administration and recordkeeping of the plan can be charged to your account and the accounts of all other plan participants. The expenses that can be paid from your account have to meet certain requirements and must be paid from all accounts in a fair manner. Your share of these plan expenses is paid by a portion of the investment management fees and other expenses that apply to each specific investment in your account.
- Per-use fees:
  - Loan administration fees - fees associated with taking a loan from the plan.

- Withdrawal processing fees – fees associated with an in-service withdrawal (that may or may not apply to a hardship withdrawal).
- Distribution processing fees – fees associated with taking a distribution from the plan.
- QDRO qualification fees – fees charged to process a “qualified domestic relations order” if a portion of your account is assigned to an alternate payee. Typically, this is an assignment to a former spouse in the context of a divorce.

You may contact the plan administrator for more information on plan expenses.

## **Changing or Stopping the Plan**

The plan can be changed at any time. We will notify you of any changes that affect your benefits.

Benefits you have earned as of the date the plan is changed may not be reduced except as required by law. If the plan is changed, the plan administrator can tell you which benefits and forms of payment are preserved for you.

An earlier version of the plan may continue to apply in certain situations. For example, participants who stop working for us have their eligibility for benefits determined under the version in effect when they stopped working.

The plan can be terminated (stopped). If the plan is terminated, your account will be 100% vested and nonforfeitable. Your account will be held under the plan and continue to be credited with investment earnings until it is used to provide benefits according to the terms of the plan.

## **The Plan and the Pension Benefit Guaranty Corporation (PBGC)**

Because the plan is a defined contribution plan, we keep individual accounts for all participants. The Employee Retirement Income Security Act of 1974 (ERISA) excludes plans like this one from insurance provided through the PBGC.

## **Military Service**

You may be entitled to certain benefits under the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA). The benefits you are entitled to will be determined at the time you return to work for us based on your period of military service and whether or not you returned to work during the period of time in which you have reemployment rights.

You or your survivor may also be entitled to additional benefits under the Heroes Earnings Assistance and Relief Tax Act of 2008 (HEART Act). You may choose to have all or any part of your vested account resulting from 401(k) elective deferral contributions paid to you while you are on active military duty for more than thirty days. After you receive such contributions, you may not make 401(k) elective deferrals or other contributions to our plan(s) for six months.

If you die or become disabled during your period of military service and you would have been entitled to reemployment rights under USERRA, your account will be 100% vested.

## **PART 7      FACTS ABOUT THE PLAN**

---

The terms of the plan do not guarantee your employment with us.

### **Plan Sponsor and Identification Number**

ACCE Benefit Trust  
277 S. Washington Street, Suite 210  
Alexandria, VA 22314

EIN: 54-6487038

If you ask for it in writing, you will get information as to whether a particular employer is a sponsor of this plan, and if the employer is a plan sponsor, the sponsor's address.

### **Plan Name and Plan Number**

ACCE Benefit Trust Profit Sharing Plan

Plan Number: 001

### **Type of Plan**

Defined Contribution 401(k) Profit Sharing Plan

### **Plan Administrator**

ACCE Benefit Trust  
277 S. Washington Street, Suite 210  
Alexandria, VA 22314

Telephone: (800) 394-2223

### **Type of Administration**

Employer

### **Loan Administrator**

ACCE Benefit Trust  
277 S. Washington Street, Suite 210  
Alexandria, VA 22314

### **Plan Year**

January 1 through December 31

## **Designated IRA for Automatic Rollovers**

The IRA designated for automatic rollovers is an interest-bearing savings account. Fees and expenses will be paid by you. For more information about the designated IRA and related fees, contact:

The Principal Client Contact Center Principal Life Insurance Company 710 9th Street  
Des Moines, IA 50309 Telephone: (800) 547-7754

Automatic rollovers will be invested in an investment product designed to preserve principal and provide a reasonable rate of return and liquidity. A statement indicating how fees and expenses will be allocated will be provided to you. If you have any questions please contact Principal using the information provided directly above.

## **Funding Medium(s)**

The plan sponsor makes contributions to the plan. Those contributions are held under a trust fund (see Trustee information below) for purposes of providing benefits for participants of the plan.

## **Trustee(s) of the Plan**

Delaware Charter Guarantee & Trust Company d/b/a Principal Trust Company <sup>sm</sup>  
1013 Centre Road  
Wilmington, DE 19805-1265

## **Agent for Legal Process of the Plan**

ACCE Benefit Trust  
Attn: ACCE Benefits Team  
277 S. Washington Street, Suite 210  
Alexandria, VA 22314

Service of legal process may also be made on the plan administrator or a plan trustee.

Legal action may not be brought more than two years following the date such cause of action or proceeding arose.

## **Additional Information**

For more information about the Principal Financial Group® or the plan, you may access The Principal® website at [www.principal.com](http://www.principal.com) or you can use the Principal Financial Group application or “app,” which can be downloaded to your device from Apple’s App Store or Google’s Google Play store.

The following are member companies of the Principal Financial Group®:

- Principal Life Insurance Company
- Delaware Charter Guarantee & Trust Company d/b/a Principal Trust Company<sup>sm</sup>