



PLAN NEWS

Automatic Enrollment

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Good news! Your employer, **Your Company**, helps you save and invest in your future by offering a retirement savings plan. To make plan enrollment fast and easy, you will be automatically enrolled in the plan once you are eligible.

And, whether your retirement is five or fifty years away, Transamerica Retirement Solutions (Transamerica) offers tools and guidance to help you on the path toward the retirement you deserve. Our education program provides guidance at each stage of your retirement planning process.



How does automatic enrollment work?

You will be automatically enrolled in the plan as soon as you meet these eligibility requirements:

Eligibility

- You must complete 1 year(s) of service, and during this period, you must complete 1,000 hours of service.
- You must be at least 18 years of age.
- Once enrolled, 3% of your pay will be deducted from your paycheck on a pretax basis and contributed to your retirement plan account each pay period.
- You will receive an automatic enrollment notice with more detailed information.

What do I need to do?

Designate your beneficiary by simply registering online at **TA-Retirement.com** and then selecting “Beneficiary Designation” in the left menu. Once you’re on the “Beneficiary Designation” page you can designate your beneficiary. That’s it, unless you would like to make changes to your contributions or investment choices. Fees and charges may apply.[†]

How do I make changes to my contributions and investment choices?

You can easily make changes to your contributions and investment choices by visiting the “Your Account: LOGIN” section at **TA-Retirement.com** and selecting the “First time user? Register here” link.

You may also wish to establish your own personalized investment strategy by selecting your contribution level and investment choices. You can transfer out of the default investment choice, and change your future contribution amount at **TA-Retirement.com**.

If you decide to opt out of automatic enrollment, you will need to change your contribution rate to 0%.

Can I contribute more or less?

Yes, you can contribute up to the IRS limit. And, if you are age 50 or older, you can make additional “catch-up contributions” to the plan. You can also contribute less than the automatic amount, or not at all.

How are my contributions invested?

Your contributions will be automatically invested in the Transamerica Stable Value Account. For more information, review the *Investment Choice Information* at **TA-Retirement.com**.

Additional Plan Information

Your Contributions

- You can make plan contributions up to, but not to exceed, the maximum amount allowed by the Internal Revenue Code limits.
- You can choose to make contributions before paying taxes and/or you can choose to make after-tax contributions through your plan’s Roth 401(k) account option.
- Federal tax law limits the total combined before- and after-tax contributions to \$18,500 in 2018.

Entry Date(s)

January 1, April 1, July 1 and October 1.

† Contract asset charges (CACs)

Contract asset charges (CACs) are assessed each Month according to the terms of the plan’s contract and vary based upon the amount of assets held under the contract on the 15th of each month. Based on the plan asset information provided to Transamerica, the initial monthly CAC rate assessed to the plan is estimated to be 0.1375%.



Catch-up contributions

If you are 50 or older, you may qualify to make additional before- and after-tax “catch-up” contributions. Federal catch-up contribution limit is \$6,000 for 2018, for total combined before- and after-tax contributions.

Frequency of Contribution Changes

You may increase or decrease your contribution to the plan on the first day of each plan quarter, in January, April, July, and October

You may also stop making contributions at any time.

Rollovers

You may roll over your plan account balance from a prior qualified retirement plan at any time.

Review the fees and expenses you pay, including any charges associated with transferring your account, to see if consolidating your accounts could help reduce your costs. Be sure to consider whether such a transfer changes any features or benefits that may be important to you.

Vesting

Your contributions are automatically 100% vested.

Your rollover contributions are 100% vested.

Loans

- Your plan offers a loan feature. Please check with your plan administrator and/or refer to your Summary Plan Description for details.

In-Service Withdrawals

Early Withdrawals

- You may make a withdrawal from the plan upon attaining age 59½. Certain restrictions may apply. Refer to your Summary Plan Description for details.

Hardship

- If you meet the definition of hardship, you may make a withdrawal from the plan. For more information about the strict rules governing hardship withdrawals, refer to your Summary Plan Description.

When You Retire or Leave The Company

Subject to plan provisions, upon retirement, termination, disability or death, you—or in some cases your beneficiary—can:

- Keep your money in the plan, subject to certain restrictions.
- Directly roll over your plan account balance into another eligible retirement plan or IRA.
 - You can request a rollover IRA kit online at **TA-Retirement.com**.
 - By choosing to keep your money in the plan or by electing a direct rollover of your retirement assets rather than cashing out, you will avoid the 20% mandatory federal income tax withholding as well as the 10% early withdrawal penalty that’s assessed if you have not reached age 59½.
- Receive your plan account balance in cash.
- Receive your plan account balance as an annuity or in installments. Contact your plan administrator or refer to your Summary Plan Description for additional information.

Some of these options can have significant tax consequences. Your tax advisor can help you make the decision that is best for you.



For additional plan information, please contact your plan administrator or refer to your Summary Plan Description. Descriptions of plan features and benefits are subject to the plan document, which will govern in the event of any inconsistencies.

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How do I get more information?

For convenient access to your plan information, simply visit us here:

- **TA-Retirement.com** — Our website provides you with 24-hour access to account information, investment performance, financial education, and the ability to initiate account transactions.
- **Call 800-401-8726** — Our toll-free number offers 24-hour access to your account and investment information. In addition, specialists are available to assist you from 8 a.m. to 9 p.m., Monday through Friday, ET.

Your Tools and Resources

Transamerica is here to help you save time and invest for and throughout your retirement. Here's a preview of a few tools and resources available to you:

- **Transamerica Blog Digest** — Our quarterly newsletter brings you timely news and insights that can help you plan for a more enjoyable life in and through retirement.
- **Account Statements** — Your quarterly statement is an important tool to help you evaluate your progress. The statement includes an at-a-glance account summary section, a personalized rate of return, and investment choice performance.
- **Education** — Financial education is an important way we help support your retirement savings goal. Our educational suite offers online videos, articles, podcasts, workshops, and calculators with your success in mind.
- **My TRSRetire** — Our mobile app, My **TRSRetire**, lets you put your plan in your pocket. And no matter how you access your account, you'll always know *Your Retirement Outlook*® with a personalized "weather icon" (rainy, cloudy, partly sunny, or sunny) that makes it easy to see if your strategy has you on course toward your retirement income goal—or if you need to take action.

Whether your retirement is five or fifty years away, you can act now to help prepare for your long-term financial well-being by participating in your retirement savings plan. At Transamerica, we look forward to helping you save and invest for and throughout retirement.

Important: The projections or other information generated by the engine regarding the likelihood of various investment outcomes are hypothetical, do not reflect actual investment results, and are not guarantees of future results. Results derived from the engine may vary with each use and over time. Please visit your plan website for more information regarding the criteria and methodology used, the engine's limitations and key assumptions, and other important information.

Securities offered by Transamerica Investors Securities Corporation (TISC), 440 Mamaroneck Avenue, Harrison, NY 10528. Your Company has selected Transamerica Retirement Solutions as your retirement plan provider, but there are no other affiliations between Your Company and Transamerica or its affiliate, TISC.

Plan-related recordkeeping and administration services are provided by Transamerica Retirement Solutions, LLC. The investment choices are available through a contract issued by Transamerica Financial Life Insurance Company ("TFLIC"), 440 Mamaroneck Avenue, Harrison, New York 10528, or Transamerica Life Insurance Company ("TLIC"), TA-AP-2001-CONT or TA-PC-2000-CONT. Transamerica is an affiliate of TFLIC and TLIC. TFLIC is not authorized and does not do business in the following jurisdictions: Guam, Puerto Rico, and the U.S. Virgin Islands. TLIC is not authorized in New York and does not do business in New York. Contract form and number may vary, and these investment choices may not be available in all jurisdictions. Fees and charges may apply. Certain limitations on the number of investment choices for your plan will still apply. For complete information, contact your Transamerica representative. All Transamerica companies identified are affiliated.

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