

OTHER PROVISIONS

- 20. Special effective dates (select any that apply) (if a. or b. selected, an appendix to the Adoption Agreement will be generated)
a. In-Plan Roth Rollover Contributions (may only be selected with 11.b.; may be left blank if same as Plan or Restatement Effective Date):
b. Post-severance compensation. If this is a PPA restatement and the post-severance compensation adjustments above for 415 Compensation or Plan Compensation applied other than the first day of the Plan Year beginning on or after July 1, 2007, then enter the date such provisions were first effective (leave blank if not applicable):
21. Special Trustee for collection of contributions (may only be selected with 12.b. if 12.b.1. has not been selected; leave blank if not applicable)
a. The Employer appoints the following Special Trustee with the responsibility to collect delinquent contributions pursuant to Plan Section 7.1(b):
Title
1.
Address and telephone number (skip if 21.a. not selected)
b. Use Employer address and telephone number
c. Use address and telephone number below:
1. Address
2. City
3. State
4. Zip
5. Telephone

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- 27. In-Plan Roth Transfers (if not applicable, skip to 40)
a. Include In-Plan Roth Transfers. (applies only if Roth Elective Deferrals are permitted; answer 27. as applicable)
Effective Date. This Amendment is effective: (may be left blank if same as Plan or Restatement Effective Date)
1. (enter date not earlier than January 1, 2013.)

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DOCUMENT REQUESTS

- 40. Do you want an Adoption Agreement
a. No
b. Yes
Font Options for Adoption Agreement (default is 9pt times unless otherwise selected below)
1. 8.5pt Arial
E-Sign. Select the option below if the Adoption Agreement will be signed electronically (i.e., using an e-signature) (leave blank if not applicable)
c. The Adoption Agreement will be signed electronically (if selected, "signed electronically" will be inserted in the signature lines of the Adoption Agreement)
Discretionary amendments. Include the following discretionary amendment(s)? (leave blank if not applicable)
d. In-Plan Roth Transfers (applies only if 27a selected)

- 41. Basic Supporting Forms
a. No basic forms
b. Includes all forms--SPD-8.5 x 11, Annual Notices, Tax Notices (402(f)), Administrative Forms with Guide and Resolution
c. Select Individual Forms
1. SPD-8.5 x 11
2. Resolution
3. Tax Notices (402(f))
4. Administrator's Guide
5. Administrative Forms (select all that apply)
a. General Forms
b. Distribution Forms (General)
c. Distribution Forms (Death)
d. Distribution Forms (In-Service)
e. Loan Forms (applies only if loans to Participants are permitted)

To the Plan Administrator - Explanation of Forms

Many of the forms packages include an explanation to the Plan Administrator as the first page of the forms package unless d. is selected below
d. Do NOT include administrator page with forms packages.

- 42. Format - Supporting Forms (if no selection is made defaults apply)
Font Options (default is 9pt times unless otherwise selected below)
a. 8.5pt Arial

Drafting Preferences (default is single spacing, ragged margins unless otherwise selected below)

- b. Single, right justified
c. Double, ragged
d. Double, right justified

- 43. SPD (8.5 x 11). Include headers and/or footers (leave blank if not applicable)

- a. Yes (select all that apply)
1. Header for SPD:
2. Footer for SPD:
3. Footer for SPD title page:
a.
b. same as footer at 2. above.

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SUPPORTING FORMS INFORMATION

- 47. SPD. COLA - update the SPD for the 2018 limits (optional) (Note: The SPD and forms currently reflect the 2017 dollar limitations on benefits and contributions)
a. Include amounts for the 2018 tax year as follows: (select all that apply) (a3 - a4 applies only for 401(k))
1. Annual compensation limit (401(a)(17)) \$
2. 415 dollar limit: \$
3. Regular 401(k) deferral limit: \$
4. Regular 401(k) catch-up limit: \$

SPD. Include optional language (leave blank if not applicable)

- b. Yes, include the following:
1. Spanish Text. Include in introduction (refers participants to Plan Administrator)
a. Plan Administrator Office Hours (optional)

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