**2025 Supplement Regarding Long-Term Part-Time (LTPT) Employees**

**Instructions**

The following is an attachment which will be used with your safe harbor and/or automatic enrollment notices for 401(k) plans. This attachment is designed to explain how long-term part-time employees are treated for the purposes of safe harbor and other employer contributions and automatic enrollment provisions for 2025. It also explains changes in distributions and catch-ups.

If the plan does not provide for catch-up contributions, or will not implement the higher catch-up for employees who are 60, 61, 62, or 63, delete the paragraph labeled “Catch-up Contributions”

If the plan will not implement the $7,000 cash-out limit (perhaps because the plan limits cash-outs to $1,000 and so the old $5,000 limit does not apply), delete the paragraph labeled “Mandatory Distributions.”

If the plan does not have automatic enrollment provisions, or if LTPT Employees are subject to automatic enrollment, delete the last paragraph, “LTPT Automatic Enrollment.”

Some employers will need to modify the Supplement. For example, if the employer will make contributions for LTPT employees, then you will need to modify the next to the last paragraph accordingly.

**2025 Supplemental Notice**

Congress has passed several important changes which the company is applying in its 401(k) Plan. These changes modify information included in the Notice.

**Catch-up contributions.** Under the Plan, if you are over 50, in 2025 you can make a catch-up contribution as an additional elective deferral. Under a new law, if you turn 60, 61, 62, or 63 in 2025, that amount is increased by 50%. In the year you turn 64, the maximum catch-up returns to the regular dollar limit.

**Mandatory distributions.** The Notice describes certain distribution rules which apply to participants with account balances of $5,000 or less. That amount has increased to $7,000.

**Long-Term Part-Time Employees.** New rules went into effect relating to certain Long-Term Part-Time (LTPT) Employees, that impact the information included in this Notice. This describes the rules in place for 2025.

You are an LTPT Employee if you have 2 consecutive years (beginning back in 2021) of employment with 500 – 999 hours of service with the employer each year and had turned 21 before the end of the second such year. If you have ever had 1000 hours of service in a year, you are not an LTPT employee. An employee who is eligible to participate in the Plan, outside of the new LTPT rules, is not an LTPT employee.

LTPT employees (other than those excluded from the Plan for reasons other than service) will be eligible to save for retirement by deferring compensation to the Plan, but they are not eligible to receive **any** employer contributions, including safe harbor or matching contributions, if any. LTPT employees can choose whether to defer and how much to defer to the plan. If an LTPT employee elects to do so, the deferrals will be withheld from the employee’s compensation and will be deposited in the employee’s account in the Plan.

**LTPT automatic enrollment.** The Notice describes certain automatic contribution provisions, under which an employee will be treated as having elected to defer unless the employee makes a contrary election. Those provisions do not apply to you if you are an LTPT employee. Deferrals will be withheld from an LTPT Employee’s compensation and deposited in the plan only if the employee affirmatively elects the withholding.