

Summary of Changes in Retirement Plan Hardship Distribution Rules

Due to recent changes in law, some of the ways that we administer hardship distributions under our Plan will change. This is a summary of these changes. To the extent that this summary differs from the Plan's Summary Plan Description or other Plan forms, you should rely on this summary.

SOURCES FOR HARDSHIP DISTRIBUTIONS

Beginning January 1, 2019, the sources for hardship distributions under the Plan are expanded. The new sources for hardship distributions are:

- Qualified Nonelective Contribution (QNEC) Account
- Qualified Matching Contribution (QMAC) Account
- Safe Harbor Employer Contribution Account
- Safe Harbor Matching Contribution Account
- Earnings on all Accounts eligible for hardship distributions

These new sources for hardship distributions are in addition to the otherwise available sources, such as Salary Deferrals, described in the Plan's Summary Plan Description.

NO NEED TO OBTAIN ALL AVAILABLE LOANS

Beginning January 1, 2019, you are no longer required to first obtain all nontaxable loans available under the Plan to receive a hardship distribution.

NO SUSPENSION OF SALARY DEFERRALS AFTER HARDSHIP DISTRIBUTION

Beginning January 1, 2019, if you take a hardship distribution from your Salary Deferral Account at any time, you are no longer suspended from making Salary Deferrals for any period of time after you receive the hardship distribution.

HARDSHIP DISTRIBUTION EVENTS

Beginning January 1, 2019, to receive a distribution on account of hardship, you must demonstrate one of the following hardship events.

- (1) You need the distribution to pay unpaid medical expenses for yourself, your spouse or any dependent.
- (2) You need the distribution to pay for the purchase of your principal residence. You must use the hardship distribution for the purchase of your principal residence. You may not receive a hardship distribution solely to make mortgage payments.
- (3) You need the distribution to pay tuition and related educational fees (including room and board) for the post-secondary education of yourself, your spouse, your children, or other dependent. You may take a hardship distribution to cover up to 12 months of tuition and related fees.
- (4) You need the distribution to prevent your eviction or to prevent foreclosure on your mortgage. The eviction or foreclosure must be related to your principal residence.
- (5) You need the distribution to pay funeral or burial expenses for your deceased parent, spouse, child or dependent.

- (6) You need the distribution to pay expenses to repair damage to your principal residence (provided the expenses would qualify for a casualty loss deduction on your tax return, without regard to 10% adjusted gross income limit).
- (7) You need the distribution to pay expenses and losses (including loss of income) incurred due to a federally-declared disaster. Your principal residence or principal place of employment at the time of the disaster must be located in the federally-declared disaster area. Please see the Plan Administrator for more information on whether you qualify for a hardship distribution upon this event.

ADDITIONAL INFORMATION

If you have any questions about the changes described in this summary or about the Plan in general, you may contact the Plan Administrator.