

CBE COMPANIES 401(k)/ROTH RETIREMENT PLAN



PLAN HIGHLIGHTS

ELIGIBILITY

- ◆ Eligible upon date of hire
- ◆ Age 21

WEBSITE/MOBILE APP

- ◆ [Empower Retirement](#) (participant site)
- ◆ Empower App available in the App Store

ROLLOVER

- ◆ Roll an existing 401(k) or Roth account from a former employer by contacting Empower Customer Service at 855-756-4738.

CONTRIBUTIONS

Employee

401(k) before-tax and Roth after-tax contributions will be made through automatic payroll deduction

- ◆ Contributions may be elected as a dollar or percentage amount during your enrollment.
- ◆ The minimum contribution amount is \$5.00 per pay period or 1%.
- ◆ You may increase or decrease your contribution amount anytime on the [Empower website](#). Your contribution change will begin on the first available payroll.

Before-tax and After-tax IRS Contribution limits:

Increased 401(k)/Roth Deferrals		Catch-up Contributions	
Employees contribution limits could increase each year due to The Economic Growth and Tax Relief Reconciliation Act of 2001 (EGTRRA)		Plan participants <u>age 50 or over</u> can make additional elective contributions each year due to The Economic Growth and Tax Relief Reconciliation Act of 2001 (EGTRRA)	
2021	\$19,500	2021	\$6,500
2022	\$20,500	2022	\$6,500

Employer

- ◆ CBE matches at a rate of 50% on the first 4% of salary deferred. The matching contribution is paid per payroll.
- ◆ A year of vesting is counted when you completed at least 1,000 Hours of Service during a Plan Year.

VESTING

- ◆ Vesting means ownership and you will be vested in any employer contributions according to one of the schedules below.
- ◆ Your payroll contributions and rollover account balances are 100% vested at all times.

Eligible 401k participants as of October 1, 2016 or prior:

Years of service	1	2	3
Vested portion	25%	50%	100%

Eligible 401k participants as of January 1, 2017 or later:

Years of service	1	2	3
Vested portion	0%	0%	100%

HARDSHIP WITHDRAWALS

Withdrawals may be allowed in the event of certain “hardships.” Hardship withdrawals require immediate financial need as defined by the IRS for the following approved reasons:

- ◆ To pay tuition for the next semester or quarter of post secondary education for yourself, spouse or dependents.
- ◆ To purchase your primary residence.
- ◆ To pay expenditures to prevent eviction from your residence or foreclosure of the mortgage on your primary residence.
- ◆ To pay extraordinary medical expenses incurred for yourself, spouse or dependents.
- ◆ To pay for funeral expenses of parents, spouse, child or dependents.
- ◆ To pay for expenses relating to the repair of damage to the employee’s principal residence that would qualify for the casualty deduction, such as those resulting from hurricane or flood damage.

WITHDRAWAL TAXES AND PENALTIES

401(k)

If you withdraw money from your 401(k) account before age 59 1/2, you will need to pay a 10% early withdrawal penalty, in addition to income tax, on the distribution.

Roth

If you withdraw your Roth contributions and any earnings after age 59 ½ or severed employment due to disability or death and have held the account for at least five (5) years, the distribution is income tax-free and penalty-free.

If a distribution is made from your Roth account before age 59 ½ and it is not due to death or disability or reaching the five (5) year period beginning with the first contribution, you will pay income taxes, plus a 10% penalty tax on any earnings that are distributed.

BENEFIT PAYMENTS

- ◆ Upon termination of employment with CBE, the vested account balance is payable to you.
- ◆ Upon normal retirement, or upon death or total disability, the vested account balance is payable to you or a named beneficiary.

STATEMENTS

Quarterly statements will be emailed

- ◆ If you wish to receive your quarterly statements by mail you must log into your Empower account to sign up.
- ◆ Website information is updated daily and provides you access to account balance information as well as trading capability and a multitude of other communication features.

The Summary Plan Description has more details about your plan and is permanently posted on CBE’s Intranet under Human Resources/Benefits/401(k). The above information cannot change the terms or conditions of the plan. If there is a discrepancy between the Summary Plan Description and this Plan Highlights sheet, the Summary Plan Description governs.