

PLAN HIGHLIGHTS

Archdiocese of Denver Retirement Plan

Your employer-sponsored retirement plan is a powerful way to save for the future. Learn more about the benefits of your plan, and get the answers to any questions you have.

How can I contribute to my retirement plan?

You can control your contributions in the following ways:

- Archdiocese of Denver will automatically enroll you in the plan at a 3% pretax contribution rate unless you have opted out of automatic enrollment or made an affirmative election during the designated administrative timeframe.
 - This applies to all full-time benefits eligible lay employees who have not made a salary deferral election under the plan. All other employee classes will NOT be automatically enrolled. Participation in the plan is voluntary.
- Unless you manually select a different contribution rate or opt out, the plan will automatically increase your deferral rate 1% per year until you reach 6%. This also only applies to full-time benefits eligible lay employees.
- You can contribute up to 85% of your salary to your retirement savings on a pretax and/or Roth after-tax basis, not to exceed the maximum allowed by the IRS.
- You can increase or decrease your contribution rate at any time.
- You can discontinue contributions to your retirement savings plan at any time. The effective date of the changes occurs as soon as administratively possible.
- You can enroll by logging in to LincolnFinancial.com/Retirement.

Will my employer contribute to my retirement savings plan?

Your employer will contribute to your retirement savings through:

- A discretionary contribution: Each pay period, your employer may contribute a percentage of your salary.
 - This applies to all full-time benefits eligible lay employees.

When am I fully vested in my retirement plan?

“Fully vested” means you have 100% ownership of the assets in your retirement account (your plan).

- You always have 100% ownership of any money you contribute to the plan, including any earnings and/or assets consolidated from another retirement plan.
- You always have 100% ownership of your employer’s discretionary contributions, including any earnings.

What are my investment options?

You can choose from a variety of investment options to meet your retirement savings goal.

- **MAKE AN ALL-IN-ONE CHOICE** if you want one diversified portfolio managed for you.
- **MANAGE IT YOURSELF** and select your own portfolio of investments.
- **STILL UNDECIDED?** If you participate in the plan without selecting investment options, your money will be directed to the Default Investment Alternative (DIA) selected by your employer.

Can I consolidate accounts from my previous retirement plans?

You can consolidate assets from one or more previous retirement plans. When determining whether consolidation is right for you, consider:

- Investment options in the old and new plans
- Investment expense within the old and new plans
- Services available to you within the old and new plans

Contact your financial representative for assistance in determining the course of action appropriate to your situation.

Can I access balances in my retirement savings account prior to retirement?

Your retirement plan will have the greatest potential to grow if you stay invested for the long term, rather than withdrawing money from it. For that reason, the IRS limits what you can do with your account before retirement by imposing certain penalties for early distributions. However, you do have access to your savings—and may avoid penalties—under certain circumstances.

Loans

You can take a loan from certain account balances for:

- General purposes
- Purchase a primary residence

Check with your financial professional for information about loan fees, repayment, and the pros and cons of borrowing from your retirement plan.

Withdrawals of pretax balances

You may take a distribution from certain available accounts upon:

- Severance from employment
- Attainment of age 65
- Birth or adoption of a child up to \$5,000, exempt from the 10% penalty tax
- RMDs (Required Minimum Distributions)

Consult with your tax advisor before withdrawing any money from your account. You may wish to confirm with your plan sponsor the distributions available under your plan.

Withdrawals of Roth balances

You may take a distribution from Roth accounts upon:

- Attainment of age 65
- Severance from employment
- Disability
- Death

Taxation of Roth balances

If you have a Roth account, your distribution will be a qualified distribution (tax-free) if your Roth deferral or Roth rollover account has been in place for five (5) taxable years (from the first Roth contribution or the Roth rollover was made to the plan, whichever was first) and the distribution is made after one of the following:

- Attainment of age 59½
- Disability
- Death

If the distribution conditions above are not met, the earnings may be taxable and may be subject to a 10% early distribution penalty on the taxable portion of the distribution.

Consult with your tax advisor before withdrawing any money from your account. You may wish to consult with your plan sponsor or review your plan's summary plan description (SPD) to determine the distributions that are available under your plan.

How can I access my account?

You can access and manage your retirement account any time:

LincolnFinancial.com/Retirement

800-234-3500

How can I access the *Lincoln WellnessPATH*® financial wellness tool?

- Make sure you're registered for an online account at **LincolnFinancial.com/Retirement**.
- Log in to your account.
- Select **Find Your Path** on the Account Summary page.

The first time you use the tool, you'll take a short quiz to help you set goals so you can immediately take action. Then you'll have your information at a glance, the ability to link financial accounts, and suggested articles based on your quiz results. Using the tool on a regular basis will help you keep track of your complete financial picture and the actions you need to take to reach your goals.

These highlights are a brief overview of the Archdiocese of Denver Retirement Plan and not a legally binding document. Please read these materials carefully and contact your Human Resources department if you have further questions.

For any investment option in the plan, including an option that is part of an asset allocation portfolio, you may obtain a prospectus or a similar document by requesting one from your employer, visiting your plan's website, or calling a Lincoln Financial representative at 800-234-3500.