

Paychex
Retirement
Services

Advisor
Support
Information



PAYCHEX[®]

For more information, call the
toll-free Paychex Advisor Support
Line or visit our Web site.

877-283-9520

<https://online.paychex.com>

Using the Participant Web Site

<https://benefits.paychex.com>

Participant Resources

This site was built with plan participants in mind.
With ease, they can:

- enroll in the plan
- view account balances
- get answers to questions using the Tools and Learning tab
- review fund information
- change funds and allocations
- request a loan

Participant Login Instructions

Creating an Account

- Employees must access <https://benefits.paychex.com>.
- When the login screen displays, they should choose **Register for a New Account** and complete the required fields on the **Create My Account** screen.
- Employees will be prompted to answer two security questions and choose a security image.
- They must click **Submit** to save their entry.

Logging In

- After creating an account, participants can log in by entering their user name and password in the appropriate fields.
- Participants must then select their security image.
- When logging in for the first time, participants will be prompted to answer their security question.

Automated phone assistance for employees is available through Paychex Employee Services at 877-244-1771.

Employee Information *(print)*

Employer Name _____ Office/Client Number _____
Employee Name _____ Social Security Number _____ - _____ - _____
Address _____
City _____ State _____ Zip Code _____

Marital Status *(check the appropriate box)*

Married

I understand that if I am married I may only have one Primary Beneficiary which is my spouse. However, I understand I may select a Primary Beneficiary other than my spouse if my spouse signs the section below entitled "Spousal Waiver."

Not Married

I understand that if I am not married, I may designate any person(s) as the Primary and Secondary Beneficiaries. However, I further understand that if I become married, my spouse will be my Primary Beneficiary unless I complete a new Beneficiary Designation Form and my spouse consents to my designation.

Primary Beneficiary *(print)*

I hereby designate the following person(s) as my beneficiary(ies) to receive any benefit which may become due at or after my death according to the terms of the Plan. I reserve the right to change this designation with the understanding that this designation, and any change thereof, will be effective only upon delivery to the Plan Administrator. The benefit will be paid to my Primary Beneficiaries if living. In the event that my Primary Beneficiaries are not living, benefits will be paid to my Secondary Beneficiary. All married individuals will have **one** primary beneficiary unless the Spousal Waiver section is completed and notarized.

Relationship

Spouse Other Share % _____
Name _____
Address _____
City _____ ST _____ Zip _____
SSN _____ - _____ - _____

Relationship

Spouse Other Share % _____
Name _____
Address _____
City _____ ST _____ Zip _____
SSN _____ - _____ - _____

Secondary Beneficiary *(print)*

Relationship

Spouse Other Share % _____
Name _____
Address _____
City _____ ST _____ Zip _____
SSN _____ - _____ - _____

Relationship

Spouse Other Share % _____
Name _____
Address _____
City _____ ST _____ Zip _____
SSN _____ - _____ - _____

Spousal Waiver *(must be notarized)*

I am the spouse of the participant named above. I consent to my spouse's election to identify a primary beneficiary other than myself (the participant's spouse). I consent to the above named primary beneficiary(ies). I recognize that if anyone other than me is designated as Primary Beneficiary on this form, I am waiving my rights to receive benefits under the plan when my spouse dies.

Spouse Must Sign Here

The signature of the spouse must be witnessed by a notary public.

Print Name _____
Signature _____
Today's Date ____/____/____

Notary Completes This Section

Subscribed and sworn to before me on this ____
day of _____ (month, year)
Notary Signature _____

Authorization and Signature

 Employee Signs Here _____ Date ____/____/____

Note: Return this completed form to your employer. Employers should keep all beneficiary forms on file.

Nonstandardized 401(k) Qualified Retirement Plan General Information Sheet / Summary Plan Description

EMPLOYER INFORMATION

Your Employer has adopted a 401(k) Plan for the benefit of you and your co-workers. This Plan is designed to help you meet your financial needs during your retirement years. Your Employer must follow certain rules and requirements to maintain this Plan. This General Information Sheet provides some of the details of the Plan and should be used in conjunction with the Summary Plan Description (SPD) Booklet which is provided by your Employer. Definitions of terms referenced with capitalization in this document can be found in the Definitions portion of the SPD Booklet.

Name of Plan FLEXIBILITY & CO LLC 401(k) Profit Sharing Plan and Trust

Name of Adopting Employer FLEXIBILITY & CO LLC

Address 1163 OLD GATE COUT, MC LEAN, VA 22102

Telephone 703-490-9752

Employer's Federal Tax Identification Number 54-2047193

Plan Sequence Number 001

Employer's Fiscal Year End 12/31

Account Number 423874-0430-X696

SECTION ONE: EFFECTIVE DATES

This is the initial adoption of a plan by the Employer. The Plan Effective Date is _____.

If this is a restatement of an existing qualified plan (a Prior Plan), the Prior Plan was initially effective on 01/01/2002.

The restatement Effective Date is 01/01/2018.

SECTION TWO: ELIGIBILITY

See Section titled *Eligibility and Participation of the SPD Booklet*.

Age and Service: You will become eligible to participate in the Plan after you satisfy the age and service requirements as identified for each contribution type.

Age: Elective Deferrals 18 Matching Contributions 18 Employer Profit Sharing Contributions 18

Years of Eligibility Service: Elective Deferrals 0 Matching Contributions 0 Employer Profit Sharing Contributions 0

Are all Employees considered to have met the age and service requirements described above if employed on the specified date of _____? Yes No

EXCLUSION OF CERTAIN CLASSES OF EMPLOYEES

All Employees may become eligible to participate in the Plan except the following:

- Employees covered by the terms of a collective bargaining agreement (e.g., union agreement) unless the collective bargaining agreement specifies that the Employees must be covered by the Plan.
- Employees who are nonresident aliens and receive no earned income from the Employer within the United States.
- Employees who become Employees due to an asset or stock acquisition, merger, or similar transaction involving a change in the Employer of a trade or business (during the transition period only).
- A Leased Employee.
- A Highly Compensated Employee.

Hours Required For Eligibility:

The number of Hours of Service you must be employed to complete a Year of Eligibility Service is _____. The number of Hours of Service you must exceed to avoid a Break in Eligibility Service is _____.

Not applicable. The Plans has either a fractional year of service requirement or no service requirement.

Employees shall be given credit for eligibility purposes for Hours of Service with the following predecessor employer(s): _____

Entry Dates: The Entry Dates upon which you can begin Plan participation are: MONTHLY.

Participant Information – All Information is Required

Participant Name _____ Email Address _____

Company Name _____ Phone Number _____

Date of Birth ____/____/____ Date of Hire ____/____/____ SSN: XXX-XX-_____

Important: Does your rollover contain Roth Contributions? Yes No

If **no**, skip to Investment Selection Information, then review and sign the remainder of the form.

If **yes**, complete *all* information below. *Your Roth rollover cannot be processed without this information.*

Establishment Date (date of first Roth deferral) ____/____/____

Contribution Amount \$ _____ plus Earnings Amount \$ _____ equals Total Check Amount \$ _____

Note: Only plans that permit employees to make Roth 401(k) salary deferrals may accept Roth 401(k) rollovers. Refer to the General Information Sheet/Summary Plan Description or contact your plan administrator to determine if your plan accepts Roth 401(k) rollovers.

Investment Selection Information

- If you have made investment selections in your company's 401(k) retirement plan with Paychex, your rollover funds will be invested according to your current fund allocations.
- If you have **not** made investment selections and are currently eligible to participate in your company's plan, select funds by accessing the Paychex 401(k) participant web site at <https://benefits.paychex.com>, or by calling Paychex Retirement Services at 1-877-244-1771.
- If you have not made investment selections prior to your rollover being processed, your funds will be invested in the Participant Default Fund within your company's plan.

Important Information Regarding your Rollover

- Receipt of this form by Paychex does not initiate the rollover of prior plan assets. You must contact your prior plan administrator to initiate the transfer of assets to Paychex.
- If you are not yet eligible to participate in your company's plan, you may roll funds into the plan. However, a loan from the rollover balance is not available until you are eligible to participate in the plan.
- Funds rolled into the plan become subject to the terms of the plan sponsored by your employer.
- Your rollover check must be payable to "Paychex FBO Participant Name/Social Security Number."
- In order for rollover to be processed, physical check must be sent for deposit (mobile deposit not available).

Authorization

I hereby certify that this rollover represents a distribution from a qualified retirement plan, and that I understand the terms of the plan as they apply to my rollover account. The authorization set forth in this form shall become effective at the earliest time permitted by the terms of the plan. I acknowledge that I have received and reviewed the Fee Disclosure Statement for Participants.

Participant Signature _____ Date ____/____/____

✉ Email this form to
ClientSupport_Paperwork@paychex.com

✉ Paychex Retirement Services
P.O. Box 26787
New York, NY 10087-6787

📄 Attn: Client Support 585-389-7878
☎ Paychex Participant Service Center
877-244-1771

*Retirement Planning
Invest in Your Future*



PAYCHEX[®]
Retirement Services

What are your dreams for retirement — travel, vacations, time with family? Make sure you've saved enough to reach your retirement goals. Planning today for what you want tomorrow will help you reach those goals. You have an opportunity to achieve your dreams.



Your Retirement...

Where Do You Start?

Starting your planning today will involve a few decisions:

- Do you want to take advantage of a company-sponsored retirement plan to start saving?
- How much can you set aside from each paycheck?
- How will you invest that money?

What Are Your Dreams?

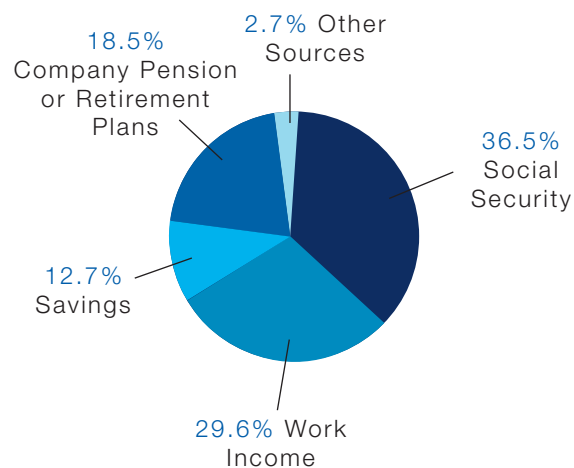
You have dreams and goals for your future. Having the financial security to reach those goals is up to you. The decision to save, plan, and invest now can determine what goals you will achieve and what freedoms you will enjoy as you grow older. You have the opportunity to begin your 401(k) savings plan today.

Living Longer-Saving Enough

Today we are living longer, healthier lives. Having enough money saved to last your lifetime is all about planning. Social security can be a significant source of income, but is it enough and will it be there when you need it? Social security is really meant as a supplement to your retirement income. Almost 60% of your income in retirement will be left up to you.

Social security, some pensions, and annuity payouts do not grow with inflation. Smart planners know that they will need other forms of income, especially for the long term. A 401(k) retirement plan can help. 401(k) savings can protect your purchasing power in retirement.

Sources of Retirement Income*

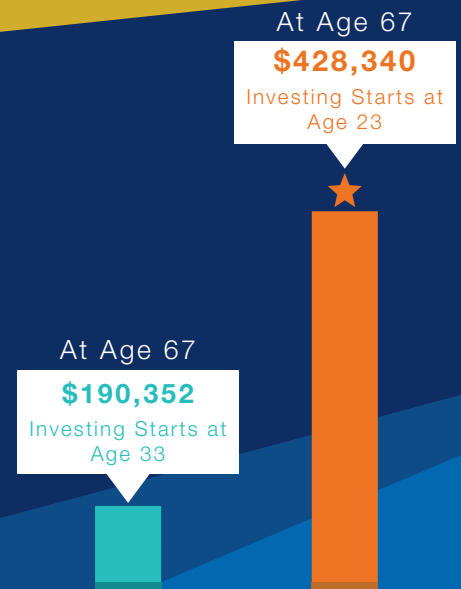


**Represents typical income sources breakdown for a current retiree*

Source: Social Security Administration 2010

By investing early, you can make a large difference in the amount you have saved by retirement age. It's never too soon to begin planning; the important thing is to get started.

Acting Sooner Can Pay Off



Your Future Plan...

Planning Ahead

Planning now for your retirement will provide you the best opportunity to reach your financial goals. The sooner you begin saving or contributing to a retirement savings plan, the better your chance of growing your investment over time.

Tax Advantages

The contributions you make to your company's 401(k) plan are deducted from your pay before taxes are withheld. As a result, your taxable income is reduced and you pay less in current taxes.

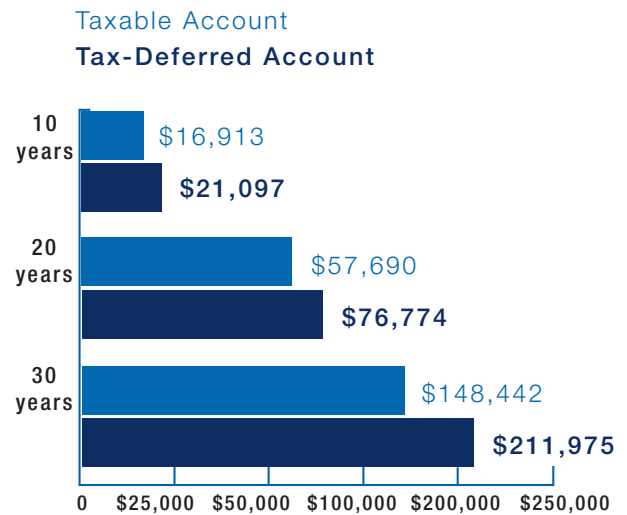
Annualized Gross Pay	\$35,000	\$35,000
401(k)	0.00	-1,750
Taxable Pay	35,000	33,250
Federal Income Tax (18%)	-6,300	-5,985
FICA (7.65%)	-2,678	-2,678
Conventional Savings Account	-1,750	0.00
Net Take Home Pay	\$24,272	\$24,587

Putting the same amount away for retirement = annualized savings of \$315

The money you have invested can also grow without being reduced by current taxes. This potential growth in savings is not taxed until the money is withdrawn, and is called tax-deferred compounding. The following chart shows the benefit of tax-deferred compounding.

The Benefit of Tax-Deferred Compounding

Savings of \$100 per month



This graph compares the growth of \$100 per month (adjusted for inflation over time) contributed to a tax-deferred retirement account and the same amount contributed to a taxable account. Balance in the tax-deferred account will be subject to income taxes on withdrawal. Assumes 8% annual return, 4% annual wage inflation, and 15% federal tax rate. From the taxable account, taxes are taken monthly on deposits and annually on gains.

* Deferrals are subject to FICA tax.

You must decide the amount of savings that is right for you. You can sometimes reduce your overall risk by spreading your contributions out over different types of investments. Talk to your company's financial advisor for guidance.



Your Savings Goal...

What Amount of Savings Is Right for You?

Investing even a small amount of your pay can make a difference at retirement. Only you can determine your personal savings goal and how much you are willing and able to contribute to your 401(k) plan each year. You can change the amount you elect to defer throughout the year if necessary.

Growth and Risk

Every investment carries some risk. Understanding the types of investments offered through your plan will help you to make smarter choices about how much and where to begin investing.

Understanding Investments	
Type of Investments	Description
Cash Equivalent/Money Market Funds	A fund that seeks to maintain a stable net asset value by investing in the short-term, high grade securities sold in the money market.
Bonds/Fixed Income Funds	A fund that invests primarily in bonds. Bond funds generally emphasize income over growth and can generate either taxable or tax-free income.
Stock Funds/Equities	A fund that invests primarily in stocks.

Diversify

Diversification means spreading your money across different types of investments to reduce your overall risk. Differing types of investments do not always perform the same way at the same time. You can smooth the ups and downs of market cycles by diversifying.

Annual Salary	If you want to contribute this percent of your annual salary				
	3%	5%	8%	10%	15%
	your monthly contribution will be:				
\$20,000	\$50	\$83	\$133	\$167	\$250
\$30,000	\$75	\$125	\$200	\$250	\$375
\$40,000	\$100	\$167	\$267	\$333	\$500
\$50,000	\$125	\$208	\$333	\$417	\$625
\$60,000	\$150	\$250	\$400	\$500	\$750

Current legislation, like the Saver's Credit, make this a great time to review your retirement plan options. By putting aside just a small percentage today, you better the chances of your savings growing over time.



Your Opportunity...

GuidedSavings

Knowing how to make investment choices that will support your short- and long-term financial goals is difficult. To help you with those decisions, Paychex has partnered with investment advisor GuidedChoice to provide an online tool called GuidedSavingsSM. GuidedSavings* provides plan advice based on your personal data, and is designed to chart what may be the most effective path toward your retirement. Through appropriate asset allocation, GuidedSavings will develop a portfolio that can maximize your expected level of return based on a level of acceptable risk defined by you.

**The GuidedSavings service is an option elected by your plan administrator. If you cannot access the tool, contact Paychex or your plan administrator to verify its availability.*

After registering for the Paychex Retirement Services website at <https://benefits.paychex.com>, simply click [Sign up now](#) (using the GuidedSavings icon) to take advantage of this service.

The Saver's Credit

You may also be eligible for added savings through the "Saver's Credit." Ask your tax professional if you qualify. The credit is generally a portion of the eligible contributions you make to a retirement plan or IRA and favors low-income individuals. You may be able to take a credit of up to \$1,000, or \$2,000 if filing jointly.

Filing Status Of	Income Up To
Single/Married Filing Separately/ Qualifying Widow	\$30,000
Head of Household	\$45,000
Married Filing Jointly	\$60,000

To claim the credit, you must have been born before January 2, 1993; not have been a full-time student during the calendar year; and not claimed as a dependent on another person's return.

For the more information, visit the IRS website at www.irs.gov or contact your tax professional.

You now have an idea of what you want your retirement to look like and realize you need to set something aside to reach your goals. Luckily, enrolling in your plan has never been easier. With the Paychex website, you can enroll with the click of a button. Our website will walk you through the steps.



Your Time Is Now...

You Can Enroll Today...Here's How

- 1 Visit <https://benefits.paychex.com> to complete your enrollment.
- 2 Select [Register for a new account](#) under the New Users heading. Once registration is complete, click [Retirement Services](#), located on the left menu. Click [Enroll Now](#) when prompted.

You can also enroll by calling the automated Paychex Employee Services phone line at 877-244-1771, Retirement Services option. Please have your social security number handy.
- 3 Determine the amount of your pay you want to contribute to your plan.
- 4 Select your investments in 1% increments, making sure they total 100%.

Additional information regarding the investments available to you can be found at <https://benefits.paychex.com>. Paychex is not licensed to provide investment advice.

If you would like to use GuidedSavings service, after registering for the Paychex Retirement Services website at <https://benefits.paychex.com>, simply click [Sign up now](#) (using the GuidedSavings icon) to take advantage.



The enclosed fund slicks outline the current fund options available in your plan. Please review these materials to help in your investment decisions.

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Paychex Employee Services
877-244-1771