SALARY DEFERRAL ELECTION FORM

Plan Name: ____

Employee Name: ______________________________ **Social Security Number:** ______________

Date of Birth: _______________ **Date of Hire:** ________________

Instructions:

1) Enter above your Plan name, your full name, Social Security number, and your dates of birth and hire.
2) Check the appropriate boxes below. If your plan allows Roth contributions, you may choose those options.
3) If you are electing to make contributions to your Plan, enter either a percentage or dollar amount in the appropriate box.
4) Sign, date, and return this form to your Employer for payroll processing.
5) Request from your Employer the Plan's enrollment brochure and follow the instructions contained therein to complete your enrollment in the Plan. Completing this form does not constitute completion of your enrollment in the Plan.

Consider the annual IRS contribution limits when making your salary deferral elections. Consider also any amounts contributed to another 401(k)/403(b)/457 retirement plan in the current calendar year when making your contribution elections below to be sure you do not exceed the IRS deferral limits for the year.

Catch-up Contributions
Participants over the age of 50 or those who attain age 50 by the end of the current calendar year are eligible to make additional so-called "catch-up" contributions over and above the standard deferral limits published by the IRS each year (click the link in the preceding paragraph to view for the annual IRS contribution limits.) Beginning in 2025, the SECURE Act 2.0 stipulates that participants who attain any age from 60 to 63 as of the end of the calendar year (and subsequent years) are eligible for a higher catch-up contribution limit, allowing them to save more during the critical years leading up to retirement. The higher catch-up limits are disclosed in the annual IRS contribution limits chart (click the link in the preceding paragraph.) Important: Participants 64 years of age or older as of the end of the calendar year revert back to being eligible to make only the normal "catch-up" contribution for that year.

Roth Catch-up Contributions
As a Participant in the Plan, you may make pre-tax and/or Roth contributions. The same was true for catch-up contributions through 2025. However, beginning in 2026, the SECURE Act 2.0 stipulates that any catch-up eligible participant (i.e., anyone 50 years of age or older) whose prior year FICA wages (box 3 of Form W-2) from their current employer exceeded a certain dollar threshold is required to make their catch-up contributions (if any) as Roth after-tax contributions. Participants who meet the definition of Highly Paid Individual (HPI) are no longer allowed by the IRS to make tax-deferred catch-up contributions. The threshold amount of FICA wages used to determine whether an individual is considered an HPI is published by the IRS each year (indexed to inflation). Click the link above for the annual IRS contribution limits and look up Highly Paid Individual or click here for more details. Any catch-up contributions made by HPIs on a pre-tax basis in 2026 and beyond must be refunded to them or recharacterized as Roth

contributions to comply with the new law. HPIs may opt-out of catch-up contributions by using this form. Otherwise, by agreeing to defer compensation into the plan using this form, you also agree to having some pre-tax contributions recharacterized as Roth catch-up contributions (if necessary), as required by the SECURE Act 2.0. Individuals who receive K-1 compensation are exempt from this new law. If you are an HPI seeking to maximize your pre-tax contributions but also maximize your Roth catch-up contributions in accordance with the new SECURE Act 2.0 law, for purposes of the form below, you may: (1) check the box at the top of Section A to defer the maximum standard pre-tax contributions; (2) check the box at the bottom of Section A to opt-out of age 50 or older pre-tax catch-up contributions; and (3) check the box at the bottom of Section B to defer the maximum Roth catch-up contribution.

The salary deferral options of the above Plan have been explained to me by my Employer, and pursuant to that explanation I hereby make the following salary deferral elections: In accordance with the provisions of the Plan, I hereby authorize my Employer to deduct the following percent or dollar amount from my compensation each payroll period and transmit that amount to the Plan.

SECTION A – PRE-TAX CONTRIBUTIONS

Standard Pre-Tax Contributions from Salary, or Commissions (as permitted by Plan Provisions):

☐ Maximum deferral for my age ☐ ______ % per payroll ☐ $________ per payroll ☐ Opt-out

Special Pre-tax Contributions from Bonus (as permitted by Plan Provisions):

☐ Maximum deferral for my age ☐ ______ % per payroll ☐ $________ per payroll ☐ Opt-out

Age 50 or older Pre-tax Catch-up Contributions:

☐ Maximum deferral for my age ☐ ______ % per payroll ☐ $________ per payroll ☐ Opt-out

SECTION B – ROTH CONTRIBUTIONS

Standard Roth Contributions from Salary, or Commissions (as permitted by Plan Provisions):

☐ Maximum deferral for my age ☐ ______ % per payroll ☐ $________ per payroll ☐ Opt-out

Special Roth Contributions from Bonus (as permitted by Plan Provisions):

☐ Maximum deferral for my age ☐ ______ % per payroll ☐ $________ per payroll ☐ Opt-out

Age 50 or older Roth Catch-up Contributions:

☐ Maximum deferral for my age ☐ ______ % per payroll ☐ $________ per payroll ☐ Opt-out

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I understand (1) that I can cease my election upon reasonable advance notice not to exceed 30 days; (2) that I can change my election in accordance with the provisions in the Summary Plan Description (SPD); (3) that it may be necessary for the plan to reduce my contribution amount indicated above if the reduction is necessary for the Plan to comply with certain non-discrimination and/or maximum deduction tests required by the Internal Revenue Code; and (4) that it may be necessary for the Plan to recharacterize my pre-tax catch-up contributions as Roth catch-up contributions as required by the SECURE Act 2.0.

Employee Signature: ________________________________ **Effective Date:** ________________