

Co-op 401(k) Plan

QUICK START GUIDE

SPONSORED BY

Central Valley Ag Cooperative



Welcome to the Co-op 401(k) Plan!

Your Company's retirement plan provides convenient payroll deductions, multiple investment options and access to online financial tools. Once enrolled, you have the flexibility to change your contribution amount or investment elections at any time. Read on to get all the details.

Plan Facts

ELIGIBILITY

You are eligible to participate in the Co-op 401(k) Plan immediately upon satisfying the following eligibility requirements:

You are at least age 21.

All Full-Time Eligible Employees: You have completed at least 30 consecutive days of eligibility service.

All Other Eligible Employees: You have completed at least 180 consecutive days of eligibility service.

OR

You have completed at least one year of eligibility service. You are credited with a year of eligibility service if you work at least 1,000 hours during your initial year of employment. If you do not meet this requirement, you will be credited with a year of eligibility service at the end of the first Plan Year (12/31) during which you work at least 1,000 hours.

You are not covered by the Co-op 401(k) Plan if you are a leased employee, union employee, non-resident alien or contract labor.

YOUR CONTRIBUTIONS

Unless you elect otherwise, 2% of your pay will be automatically contributed to your pre-tax plan account through convenient payroll deductions.

You may elect to save more or less:

You may elect to save from 0% to 50% of total pay (subject to annual IRS limits that are not plan-specific). You can make different types of contributions.

Pre-tax contributions are deducted from your paycheck before income taxes are withheld. You pay taxes on these contributions and earnings when you withdraw the money from the plan.

Roth after-tax contributions are deducted from your paycheck after income taxes are withheld. You will not pay taxes again on these contributions or on the earnings if you receive the money as a qualified distribution.

Rollover contributions that you move from a retirement plan account with a prior employer to our plan allow you to keep all of your retirement savings in one place.

Catch-up contributions are for savers age 50 or older this year. These contributions help you save more than the annual IRS limits as you near retirement.

EMPLOYER CONTRIBUTIONS

Matching Contributions

For every dollar that you contribute up to 5% of your pay, Central Valley Ag Cooperative will make a matching contribution of 25 cents. Save at least 5% in order to take advantage of the entire matching contribution.

Profit Sharing Contribution

Central Valley Ag Cooperative may make profit sharing contributions to eligible employees. The amount may vary from year to year and in coming years, may not be made. To share in this profit sharing contribution for any given year, you must be employed on the last day of the plan year (12/31) and have worked at least 1,000 hours during the plan year.

VESTING

The term "vesting" refers to ownership of the money contributed to your retirement account. You are always 100% vested in the money you contribute, including any rollover or transfer contributions you have made plus any earnings on that money.

You gain ownership of the Employer Contributions during the time you work for Central Valley Ag Cooperative as follows:

YEARS EMPLOYED	VESTED %
Less than 2	0%
2	20%
3	40%
4	60%
5	80%
6 or more	100%

You become 100% vested if you are employed when you reach your normal retirement date (age 65), or if you leave employment due to permanent disability or death.

For vesting purposes, your years of service are calculated from your original date of hire.



YOUR INVESTMENT OPTIONS

The plan offers different approaches to investing. You may choose your investment strategy at any time at [MillimanBenefits.com](https://www.millimanbenefits.com).

- **InvestMap.** Your accounts will be invested automatically in InvestMap™, the plan's default investment, unless you make a change. InvestMap creates a portfolio for you made up of existing funds within the plan. With InvestMap, your investments become more conservative as you approach your retirement, so you take on less and less investment risk. At younger ages, these adjustments will be slight, but they'll become greater as your age increases. Since not all retirement investors are the same, InvestMap lets you personalize your election to be more conservative or more aggressive. Your contributions will automatically rebalance every quarter and reallocate along the InvestMap glide path each year following your birthday.
- **Custom Investment Portfolio.** You design your own asset allocation. You may choose to invest in any combination of the plan's investment options, which represent a broad range of risk and return characteristics within various asset classes.
- **Rockbridge Investment Management.** For advice related to your asset allocation, you may call Rockbridge at 1.888.689.2351 or visit them online at rockbridgeinvest.com/coop401k. Experienced advisors are available to assist with any retirement planning matter.

LOANS

You may borrow up to 50% of your vested account balance up to \$50,000. You are allowed one outstanding loan at any time. A setup charge may apply. To model or request a loan, log on to [MillimanBenefits.com](https://www.millimanbenefits.com).

IN-SERVICE AND HARDSHIP WITHDRAWALS

The plan provides for in-service and hardship withdrawals, which means you may be able to take money from the plan while you are still employed. Details are provided in the Summary Plan Description or on [MillimanBenefits.com](https://www.millimanbenefits.com).

DISTRIBUTIONS

Should you leave employment:

- If your vested account balance is less than \$1,000, you will automatically receive a lump sum distribution.
- If your vested account balance is \$1,000 or more, you may:
 - Leave your money in the plan.
 - Request partial distributions.
 - Set up installment payments.
 - Request a lump sum distribution.

Consider your distribution options carefully as taxes and penalties may apply. Contact the Milliman Benefits Service Center for assistance.

Read. Watch. Learn.

Take advantage of the free resources on [MillimanBenefits.com](https://www.millimanbenefits.com). You'll find articles, calculators and videos to help you make the most of your plan. Learn saving basics, explore age-based checklists and use the tools to run your numbers. Click on the Financial Wellness link at the top of the page.

Get Your RISE Score™ on MillimanBenefits.com

The goal — retire with enough money. How will you get there? Check out your RISE Score.

Your Retirement Income Security Evaluation Score (RISE Score) measures how prepared you are for financial risks in retirement.

Your score is expressed as a single number, like a credit score, that helps you assess how well you are doing. The higher your score, the more likely you'll be able to achieve a healthy financial outcome.

Simple Steps To Get Started

REGISTER YOUR ACCOUNT

Visit **MillimanBenefits.com** (choose English or Spanish), select Create an Account and follow the prompts to register. Registering is the No. 1 step you can take to protect your retirement money and avoid delays when trying to access your account or withdraw funds.

DECIDE HOW MUCH TO SAVE

Save from 0% to 50% of total pay on a pre-tax and/or Roth after-tax basis, up to annual IRS limits.

CHOOSE YOUR INVESTMENTS

Specify how to invest your contributions among the investment options.

NAME A BENEFICIARY

Designate the individuals or entities you want to receive your account balance in the event of your death. If naming an individual, have your beneficiary's Social Security number handy. To name your beneficiary, click on Beneficiaries under the Profile icon at the top right of the screen at **MillimanBenefits.com**.

NEED HELP?

Call the Benefits Service Center at 1.888.708.6988 or use Web Chat on **MillimanBenefits.com**. Representatives are available Monday through Friday from 7 a.m. to 7 p.m. Central time.

Security Tips

Follow these simple tips to safeguard your account information.

- Create a username that's easy for you to remember but difficult for others to guess.
- Change your password on a regular basis.
- Don't use simple words or personal information for your username or password.

Withdrawal Lock

Withdrawal Lock is a security feature that "locks down" your account to prevent unauthorized withdrawals. This feature is automatically applied to your account when you register. You'll get a special code in the mail, which you'll need to unlock your account when you're ready to withdraw funds. Keep this code in a safe place! If you lose the code, you'll experience delays when trying to withdraw your money.

Your Quarterly Account Statement

Milliman will provide your quarterly retirement plan statement through **MillimanBenefits.com**. You can expect your electronic statements to be available approximately 3 weeks following the end of each calendar quarter. If you register your account on **MillimanBenefits.com**, you will automatically receive an email reminder when your statement is available for viewing.

At any time, you have the right to request and obtain a free paper version of your statement. To do this, log in to your account and go to the Profile icon located at the top right of the screen. Then, choose Personal Information. You may also request a paper statement and/or opt out of electronic delivery by contacting the Milliman Benefits Service Center.

