

**NOTICE TO RETIREMENT PLAN PARTICIPANTS REGARDING
NEW CORONAVIRUS-RELATED DISTRIBUTION AND LOAN RULES**

April 2020

On March 27, 2020, President Trump signed the Coronavirus, Aid, Relief and Economic Security Act (CARES Act) into law. The CARES Act includes several new rules designed to allow increased access to retirement plan accounts (and related tax breaks) for those affected by the current crisis. Our plan will eventually be formally amended to reflect the new rules, but in the meantime, we have changed our plan operations to provide for the availability of coronavirus-related distributions and loans effective immediately. A summary of the new rules is as follows:

Coronavirus-Related Distributions: The following rules apply to any distribution from our plan that qualifies as a coronavirus-related distribution:

A “coronavirus-related distribution” of up to \$100,000 will be available to you from our plan at any time during 2020 (before December 31, 2020) if you meet the criteria listed below. (Note: A coronavirus-related distribution is a new type of distribution that is technically different than a traditional hardship distribution. Traditional hardship distributions will also continue to be available, under pre-CARES Act rules.)

You qualify for a coronavirus-related distribution if you have any of the following circumstances:

A personal diagnosis of COVID-19 by a test approved by the CDC,

A spouse or dependent who has been so diagnosed, or

Adverse financial consequences due to being furloughed, quarantined or laid off, or having your paid work hours reduced due to coronavirus or the close or reduction of a business due to coronavirus, or being unable to work due to lack of child care due to coronavirus.

If you are requesting a coronavirus-related distribution, you will be asked to sign a certification that you meet the criteria listed above.

The 10% early distribution tax that normally applies to distributions taken before age 59½ is waived for any coronavirus-related distribution.

Ordinary income tax will apply to any coronavirus-related distribution. However, that tax can be spread evenly over 3 years.

Alternatively, to avoid income tax, a coronavirus-related distribution can be repaid to our plan (or to another plan or IRA), in single or multiple payments, within 3 years. Any repayment will be treated as a rollover contribution to the receiving plan or IRA.

Participant Loans: The following new rules apply to participant loans taken from our plan:

If you meet the requirements for a coronavirus-related distribution (described above), the maximum loan amount is *the lesser of* (a) \$100,000, or (b) 100% of your vested account balance under the plan. (These limits are increased from the normal limits of \$50,000 and 50% of your vested account balance.) The increased limits will be available for 180 days from the passage of the CARES Act (i.e., until September 23, 2020).

If you meet the requirements for a coronavirus-related distribution (described above) and you have an existing loan from the plan, you can delay loan repayments for up to one year. (Interest will continue to accrue during the delay. Therefore, your loan will be re-amortized and you will have a new payment amount when payments resume.)

Required Minimum Distributions: The following new rules apply to required minimum distributions (RMDs) from our plan:

If you have reached age 70½, you are required to take certain RMDs from our plan. (If you did not reach age 70½ by the end of 2019, your RMD age is age 72 in lieu of age 70½. Also, RMDs are not generally required for employees who are still working beyond their RMD age.)

All RMDs are forever waived for 2020. Therefore, no RMD from our plan will be processed for you 2020. (If you want to take a distribution during 2020, you should follow normal procedures for requesting a distribution that is not required.)

Please feel free to contact our plan administrator with any questions on any of the above.