

Are you on track for the tomorrow you want?

Start planning today.

Schwab Retirement Plan Services Representatives are available from 7 a.m. to 11 p.m. ET, Monday through Friday by calling **1-800-724-7526**.

Si prefiere hablar con alguien en español, por favor llámenos al **1-877-905-2553**.

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SCHWAB

Own your tomorrow.


Are you making the most of saving now?

Contributing to the Sample Retirement Plan (the "Plan") is a key way to work toward financial independence now and in the future. Social Security benefits can be an important addition to your total retirement income, but even the Social Security Administration recommends not relying only on these benefits for your retirement income.*

Here are ways that contributing now helps you live life with less worry:

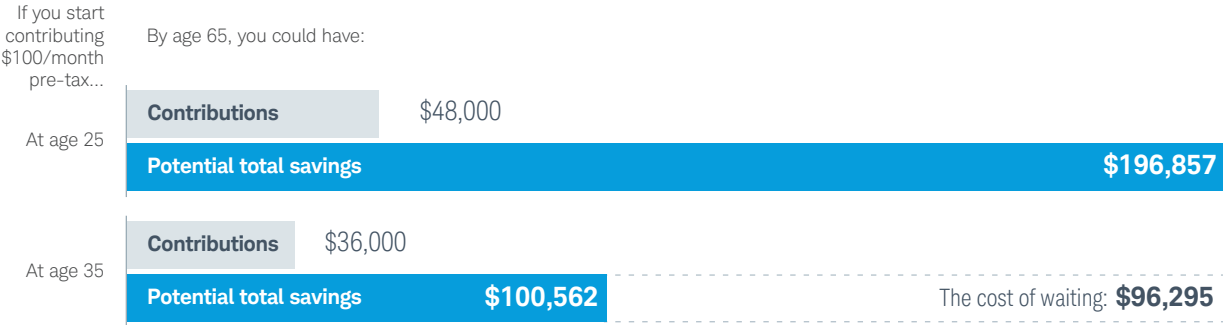
- If you wait to contribute, it could cost you in the long run. People are living longer than ever before. Start saving and creating your strategy to help make sure that you won't outlive your retirement savings.
- It's important to pay off loans and debt, but saving for the future is critical too. In fact, if you wait to start contributing to your Plan, you could be missing out on any additional earnings. It's crucial to try to find the balance to meet your needs both today and in the future. As you start planning how much to save, Schwab Retirement Plan Services has resources and tools to help.
- Furthermore, you have the flexibility to make pre-tax, Roth 401(k) and after-tax contributions to your Plan. Depending on your individual tax situation, utilizing different contribution options could offer a strategic tax-planning opportunity. More information on the contribution options available in your Plan will be covered in greater detail in this guide.

Contributing early can make a surprising difference over time.



Visit workplace.schwab.com/savingsfundamentals to find out from Charles Schwab & Co., Inc. how you can prioritize your savings.

Can you afford to wait?



Hypothetical examples are for illustrative purposes only and are not intended to represent the past or future performance of any specific investment. Investing involves risk, including loss of principal. The balances shown represent the amount contributed pre-tax and the interest compounded annually. The examples assume a hypothetical average rate of return of 6%, reinvestment of dividends and capital gains, and no current taxes paid on earnings in a retirement plan account. Schwab Retirement Plan Services, Inc. does not provide tax or legal advice.

Take advantage of the Generic Company match

When you contribute to the Plan, Generic Company does too. If you don't participate or make enough eligible contributions to receive the full employer match, you're essentially leaving money on the table. Employer contributions are paid on a pre-tax basis and may be taxable at withdrawal.

Which investment approach is right for you?

Get personalized advice

Your Plan offers you access to third-party personalized advice. This benefit can play a key role in your retirement savings.

This advice:

- Calculates a target retirement income goal
- Provides personalized recommendations on how much to save for retirement, when you can plan to retire, and when to start taking Social Security benefits
- Selects the investments for your account based on the investments available within your Plan



The power of personalization

Information such as salary, account balance, savings rate, estimated Social Security benefits, and other sources of income creates a more holistic view of you, your retirement income goals, and your investment style.

Ongoing professional management.

What's more, for a fee, you can receive professional management of your Plan account through the managed account service, which provides ongoing account monitoring and automatic adjustments to your investments as your retirement needs change and you get closer to retirement.

The fee for this service is based on your eligible average daily Plan account balance and the number of days you are in the service. Eligible balances exclude Schwab Personal Choice Retirement Account® (PCRA)^{††} and loan balances. The fee is applied to your Plan account on a quarterly basis. For more information, log in to your Plan account at workplace.schwab.com, go to **My Account > History & Statements > Statements & Reports**, and view the latest annual Fee and Investment Notice and any subsequent Change Notices listed in the **Other Account Documents** section.

Choose how much help you want

With your Plan, you have the power to choose the kind of account management that is right for you.

If you don't have time to keep up with financial planning or would feel more comfortable with ongoing professional investment management, the managed account service may be right for you. If you'd rather manage your account yourself, you can call your own shots while still getting initial personalized advice recommendations to help you make informed decisions.

Advice is provided by Morningstar Investment Management LLC, an independent registered investment adviser.^{†††}



It's easy to get started. Log in to your account at workplace.schwab.com to access the self-serve advice tool.

Get a diversified portfolio in one fund

If you want the ease of a single investment option and if you can approximate the year you want to retire, you may be a good fit for a target date fund. Investing in a target date fund enables you to direct your contributions into a single fund, from the time you begin to save until you retire. Investment allocations in these professionally managed portfolios become more conservative as the target date nears. Simply choose the fund with the target year closest to your anticipated retirement year, and also consider other factors that are important to you. For example, if you are 40 years old and plan to retire when you are 65, you may want to select the Schwab Managed Retirement Trust Funds™ 2045 fund or refer to the default mapping to find your birth year and corresponding fund.

Available within your Plan are Schwab Managed Retirement Trust Funds™,† professionally managed collective trust funds that invest in a variety of asset classes and automatically rebalance to become more conservative over time.

Note: The values of the target date collective trust funds will fluctuate up to and after the target date. There is no guarantee the funds will provide adequate income at or through retirement.

Chart your own course

Are you an experienced investor with the time and interest to conduct your own research and decide how to invest? Do you have time to review your decisions at least annually or as your financial situation changes? Then you may be interested in self-directed investing.

Plan-selected funds

Generic Company has chosen an array of investments to give you a diverse range of choices. Log in to the participant website for tools and resources to determine your risk profile and to research the available funds in the Plan. Your Plan also offers a cash-preservation option with FDIC protection of up to \$250,000 through Schwab Bank Savings.** Information is available for each fund in the Plan at workplace.schwab.com or by calling **1-800-724-7526**.

Schwab Personal Choice Retirement Account® (PCRA)[†]

PCRA is a brokerage account you manage yourself that provides access to more investment choices than are otherwise available in the Plan. To choose this investment strategy, you must first enroll in the Plan and then complete a PCRA application at workplace.schwab.com under the **Manage Account** tab.



Low-cost investments may help savings grow over time

Your Plan includes exchange-traded funds, which generally have low operating expenses.^{**} This can leave more of your contributions in your account to invest. Most exchange-traded funds disclose their holdings on a daily basis and update prices throughout the day, giving you greater transparency into what your exchange-traded funds hold and what they're worth. The Plan also offers a cash-preservation option with FDIC protection of up to \$250,000 through Schwab Bank Savings.^{**}

No matter which investment strategy you decide is best suited for you, it is important to re-evaluate it at least annually or whenever you experience a life event, such as marriage, divorce, or birth or adoption of a child.




Keeping your options open

You can change your investment elections for future contributions at any time. Please note the changes you make will be effective as soon as administratively feasible. You also can request a transfer from one investment option to another as permitted by the Plan and subject to prospectus requirements.



Take charge of your tomorrow, today.

- Access or sign up for your account as follows:

-  Visit **workplace.schwab.com** and click **Register Now** to establish your login credentials.
-  Download the Schwab Workplace Retirement AppSM from the Apple App Store[®] or the Google Play[™] store, then select **Login & Registration Help** > **Register Now** to establish your login credentials.
-  Call Participant Services at **1-800-724-7526** from 7:00 a.m. to 11:00 p.m. ET, Monday through Friday.

- Decide how much to contribute.
- Choose your investment strategy. Building your plan for tomorrow is in your hands, but we're here to help with professional support and resources along the way.
- Select your beneficiary. Designate someone to receive your Plan balance in the event of your death.



Should you contribute more?

Contribute at least 5% to earn the full employer match.

Note: You may make changes to your contributions anytime. Any changes you make will be effective as soon as they can be processed.



Review your options for existing 401(k) accounts

If you had a qualified retirement plan with a previous employer, there may be several options available to help you manage your retirement accounts. Call Participant Services at **1-800-724-7526** to learn more.



Protecting your account


Be sure to keep your financial information confidential. Don't share identifying data—including your account number, login ID, and password—and keep this information in a secure location. Avoid using the same password for multiple accounts, and change your password at least every six months. Learn more best practices at **workplace.schwab.com/privacy**.


Get help along the way.


Your Plan supports your journey to retirement with a range of financial planning tools and education resources available, including:

- My Retirement Progress™, an interactive tool available online and in the Schwab Workplace Retirement App^{SS} that helps you review progress toward your savings goal and compare the retirement income you may need with the estimated income you may have, based on your current savings approach***
- Support available when and how you want it—from a library of on-demand videos, webcasts, and articles to assistance services online, in the Schwab Workplace Retirement App^{SS} or by phone to help you understand your investment options
- Easy-to-use tools and resources, including calculators to help you explore the potential impact of savings changes and determine whether you're making the most of employer benefits
- Holistic financial education

And it's easy for you to keep tabs on and make changes to your Plan account by web, app, or phone.

 Online via the participant website: **workplace.schwab.com**. You can manage your Plan account 24 hours a day.

 On the go via the Schwab Workplace Retirement App^{SS} Available for Apple and Android operating systems.

 By phone: Contact Participant Services from 7:00 a.m. to 11:00 p.m. ET Monday through Friday, by calling **1-800-724-7526**.

Si prefieres hablar con alguien en español, por favor llámenos al **1-877-905-2553**.

To speak toll-free with a representative about your PCRA, call **1-888-393-7272**.

Whether you access the third-party advice service or explore your Plan's range of investment options, you can choose the approach that's right for you. Plus, you can count on support from Schwab Retirement Plan Services to make getting started and accessing your account simple.

There's no better time than today to take charge of your financial future.



Go paperless - it's easy

Visit **workplace.schwab.com** to sign up to have paperless statements and documents sent to your email. Simply log in to your account, go to **My Profile**, and adjust the settings in the **Communications Preferences** section.

Get to know your Plan.

Eligibility

You are eligible to begin saving in your Plan.

Automatic enrollment

If you haven't completed the enrollment process within 60 days after you're eligible to participate, you will be automatically enrolled in the Plan at a pre-tax contribution rate of 5% and invested in one of the Schwab Managed Retirement Trust Funds™ appropriate for your age, unless you elect otherwise.

Annual savings adjustments

To make things even easier, the Plan offers savings adjustments to help you increase your savings rate—automatically. An annual savings rate adjustment of 1% each year until you reach a total contribution rate of 10% is designed to help you keep pace with your savings objectives.

Your contributions

Pre-tax

You may contribute up to 60% of your eligible compensation before taxes each pay period. Federal law limits the amount you can contribute in a given year. The contribution limits are set annually and can be found at workplace.schwab.com.

Roth 401(k)

Your Plan allows you to make Roth 401(k) contributions. Your contribution will be withheld on an after-tax basis. Withdrawals of your contributions and any earnings will not be subject to taxes, provided that any distribution from this account occurs at least five years following the year you make your first Roth 401(k) contribution to the Plan and you have reached age 59½ or become disabled. In the event of your death, your beneficiary will not owe taxes on this account balance either. Your combined pre-tax and Roth 401(k) contributions cannot exceed the annual federal limit.

Catch-up

If you will be age 50 or older before December 31, you may be able to make additional catch-up contributions to the Plan. The contribution limits are set annually and can be found at workplace.schwab.com. Catch-up contributions may be made on a pre-tax and/or Roth 401(k) basis.



Voluntary after-tax contributions

You may contribute up to 60% of your eligible compensation after taxes each pay period. You will not have to pay additional taxes upon withdrawing these contributions. Any earnings on after-tax contributions will be subject to ordinary income tax and, if taken prior to age 59½, a 10% federal tax penalty at withdrawal.

Employer contributions

Employer match

Generic Company will match 100% on the first 5% of eligible compensation you contribute.

Employer contributions are paid on a pre-tax basis and may be taxable at withdrawal.

Vesting

Vesting refers to ownership of your account. You are considered fully vested when you are entitled to 100% of your account upon the termination of your employment.

Your contributions

You are always 100% vested in your own contributions, including any rollovers you make to your account.

Employer contributions, matching

Generic Company's contributions to your account are vested according to the following schedule:

Year 1: **20%** | Year 2: **40%** | Year 3: **60%** | Year 4: **80%** | Year 5: **100%**

Withdrawals

There are certain restrictions on when money may be withdrawn from your account. You may take money out of your account under the following circumstances:

- Upon reaching age 59½
- Under eligible financial hardship circumstances while still employed
- Upon retirement, total and permanent disability, or termination of service

You must pay any applicable income tax. Penalties may apply. In the event of your death, your vested account balance will be paid to your designated beneficiary or beneficiaries. For more information about your withdrawal options, call **1-800-724-7526**.

*Retirement Benefits, Publication No. 05-10035, Social Security Administration, January 2019.

¹Schwab Personal Choice Retirement Account® (PCRA) is offered through Charles Schwab & Co., Inc. (Member SIPC), a registered broker-dealer, as part of the Plan, with Plan recordkeeping services provided by Schwab Retirement Plan Services, Inc.

²The Schwab Workplace Retirement App requires a wireless signal or mobile connection. System availability and response times are subject to market conditions and your mobile connection limitations. Functionality may vary by operating system and/or device.

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Access to electronic services may be limited or unavailable during periods of peak demand, market volatility, systems upgrade or maintenance, or for other reasons.

³At the direction of the Plan Sponsor or Plan Administrator, Participants may have access to advice services that can provide Participants with a retirement savings and investment strategy for their Plan account, furnished by Morningstar Investment Management LLC, an independent registered investment adviser and subsidiary of Morningstar, Inc. Recommendations are formulated and provided by Morningstar Investment Management through Morningstar® Retirement ManagerSM, an advice (non-discretionary investment advice) and managed accounts (discretionary investment advice and asset management) program which is intended for citizens or legal residents of the United States and its territories, and can be accessed through workplace.schwab.com. Morningstar Investment Management will select investment options appropriate for each Participant's strategy from the investment options available under the Plan as selected by the Plan Sponsor, Plan Administrator or other Plan fiduciary. Morningstar Investment Management is not affiliated with or an agent of Schwab Retirement Plan Services, Inc. (SRPS); Charles Schwab & Co., Inc. (CS&Co.), a federally registered investment advisor; or their affiliates. Neither SRPS, CS&Co., nor their affiliates supervise, make recommendations with respect to, or take responsibility for monitoring the advice services provided to the Participants by Morningstar Investment Management. Advice Consultants are registered representatives of CS&Co., not employees of Morningstar Investment Management, who may facilitate Participant access to Morningstar Retirement Manager, but do not provide investment advice or recommendations regarding the Morningstar Investment Management services. The term "personalized advice" refers to personal participant data such as age, salary, and Plan account balance, which will form the basis by which Morningstar Investment Management will establish the Participant's savings and investment recommendations. Diversification and asset allocation strategies do not ensure a profit and cannot protect against losses in a declining market. **There is no guarantee a Participant's savings and investment strategy will provide adequate income at or through their retirement. Projections and other information regarding the likelihood of various retirement income and/or investment outcomes are hypothetical in nature, do not reflect actual results, and are not guarantees of future results. Results may vary with each use and over time.** There is no additional cost for the non-discretionary investment advice, beyond the expenses imposed by the underlying investments and the standard fees paid to SRPS, CS&Co. and their affiliates for recordkeeping and related services. However, for Participants using the managed account program, an asset-based fee may be charged to Participant Plan accounts based on the Participant's account balance in the managed account program. For a complete list of investment options available under the Plan, as well as information pertaining to fees and expenses applicable to the Plan account, log in to workplace.schwab.com to find the most recent annual Fee and Investment Notice and any subsequent Change Notices under "History & Statements." More information about fees and compensation that SRPS, CS&Co. and their affiliates receive is detailed in the Charles Schwab & Co., Inc. Advice Services with Morningstar Investment Management LLC Disclosure Brochure (Form ADV Part 2A). Participants should carefully consider information contained in the materials furnished at their employer's direction regarding the services provided by SRPS and its affiliates and Morningstar Investment Management, including information regarding compensation, affiliations and potential conflicts. The Morningstar name and logo are registered marks of Morningstar, Inc.

This information is not intended to be a substitute for specific individualized tax, legal, or investment planning advice. Where specific advice is necessary or appropriate, you should consult with a qualified tax advisor, CPA, financial planner, or investment manager.

Investment Products: Not FDIC-Insured • No Bank Guarantee • May Lose Value

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Schwab Retirement Plan Services, Inc. provides recordkeeping and related services with respect to retirement plans and has provided this communication to you as part of the recordkeeping services it provides to the Plan.

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Own your tomorrow.