

PLAN HIGHLIGHTS

Eligibility	Age 21
Entry period	Quarterly (January 1 st , April 1 st , July 1 st , October 1 st)
Automatic enrollment	5% pre-tax
Automatic increase	1% each year, up to 10%
Company match	100% match up to the first 2% saved plus 30% match on all savings over 2%
Vesting schedule	Your pre-tax, Roth, and rollover contributions are always 100% vested. Any matching or profit sharing contributions are on a three-year vesting schedule (0-2 years: 0%, 3 years: 100%).

GO MOBILE

Scan the QR code to the right for instant access to your Empower online account.



FREQUENTLY ASKED QUESTIONS

How do I enroll in the plan?

First, set up your online access. Go to www.empowermyretirement.com; first-time users should click 'Register' and enter the requested information. If you have another account with Empower, you will need to call Empower at 800.338.4015 for a temporary PIN to access your new account. Remember, after you have met the eligibility criteria, you will be automatically enrolled in the plan at 5% of your pay unless you choose a different savings amount.

How do I change my savings rate?

Go online to www.empowermyretirement.com and log into your account. Choose 'Account,' then select 'Contributions.' Click 'Edit,' use the slider bar to select your desired savings amount, and click 'Continue.' Select 'Before Tax,' 'Roth,' or 'Split your contribution,' then click 'Continue.' Review your selections, then click 'Confirm & Continue.'

How do I make investment changes?

Go online to www.empowermyretirement.com and log into your account. Choose 'Account,' then select 'Investments.' Click 'Change My Investments,' select the support level you want, then follow the steps to rebalance your current balance, change how your future contributions will be invested, or change how your current balance is invested. To discuss the investment options available in your plan, call the Shepherd Financial team at 844.975.4015.

What is the maximum I can save in the plan?

You may save up to 50% of your compensation, up to the maximum annual deferral of \$23,000. If you turn 50 at any time during the year, you may contribute an additional \$7,500, for a total contribution of \$30,500.

As an active employee, can I withdraw any of the money from my account?

In-Service Distributions: If you are over the age of 59 ½, you are eligible to request an in-service distribution; this may be subject to income taxes. Go online to www.empowermyretirement.com and log into your account. Choose 'Account,' then select 'Withdrawals.' Click 'Request a new withdrawal.'

Hardship Withdrawals: Hardship withdrawals are available from your pre-tax and Roth deferrals but may only be used to pay for medical expenses, purchase your primary residence, cover education expenses, prevent eviction or foreclosure, or pay for funeral expenses. You will be required to provide documentation of your financial hardship to your plan administrator for final approval. This distribution may be subject to income taxes and may incur an early withdrawal penalty tax if you are not at least age 59 ½. Go online to www.empowermyretirement.com and log into your account. Choose 'Account,' then select 'Withdrawals.' Click 'Request a new withdrawal.'

Can I take a loan from my account?

Yes, you may request a loan. For more information, please see the Retirement Plan Loan Guide.

If I leave, what happens to my account balance?

Please request the Former Participant Distribution Guide.

BENEFICIARY DESIGNATION

A **beneficiary** is any person or entity designated by you to receive a portion of your plan assets after you pass away. A **primary beneficiary** is first in line to receive assets, and a **contingent beneficiary** is next in line.

Keep these things in mind as you choose your beneficiary:

- If you are married, your spouse is automatically your beneficiary unless they sign a notarized waiver.
- A minor cannot legally own the assets until they are considered an adult (which varies by state); therefore, the assets must be controlled by a custodian until the child is of legal age.
- Beneficiary designations should be reviewed at least every year or as triggered by life-changing events like marriage, divorce, birth, adoption, or death.

How to designate your beneficiary

Go online to www.empowermyretirement.com and log into your account. Choose ‘Account,’ then select ‘Overview.’ Under ‘Account Information’ in the menu on the left, select ‘Beneficiaries.’ To complete the requested information, you will need to know your beneficiary’s name, date of birth, Social Security number, and address (if different from your own). Click ‘Continue.’ Review the information, then select ‘Confirm & Continue.’

ROLLOVER CONTRIBUTION

Do you have a balance in your previous employer’s retirement plan or an individual retirement account (IRA)? You may want to consider consolidating your assets. Follow the steps below to make your rollover contribution to the plan.

Request your distribution

Contact your previous employer for instructions to request your distribution. Ask for the check to be mailed to you and made payable to: **Empower Trust Company, LLC**

Once the check has been received, write the following information on the check memo line: your name, Social Security number, plan number (504129-01), and plan name (Thompson Thrift Retirement Plan).

Complete your rollover application

Go online to www.empowermyretirement.com and log into your account. Choose ‘Account,’ then select ‘Overview.’ Under ‘Plan Information’ in the menu on the left, select ‘Plan forms.’ Click ‘Incoming Transfer/Rollover’ to download the form. You may also contact Human Resources for the Empower Incoming Rollover 401(k) Plan form. Complete and sign the form, then make a copy of the form and check for your records.

Mail the information

Mail the Empower rollover form and check from your previous retirement plan to:

Empower Trust Company, LLC
PO Box 561148
Denver, CO 80256-1148

NEED MORE HELP? Call the Shepherd Financial team at **844.975.4015** or Empower Participant Services at 800.338.4015.