

OregonSaves IRA Program

All employees will be automatically enrolled in the Oregon Saves program using the standard savings choice as required under Oregon Statute 178.210(1)(c) unless you return an opt-out form to Personnel Source or change your enrollment status on the OregonSaves website: <https://saver.oregonsaves.com>.

OregonSaves is a simple, convenient and completely voluntary way for Oregonians to save for retirement. OregonSaves is a program that allows you to automatically save for retirement through payroll deductions at work. Funds you save in this account are always your money. Your account is in your control and can go with you from job to job. Every little bit you save can potentially make a difference in retirement.

Your choices today include:

- **Start Saving**
 - Claim your account now - Establish online access and update your savings choices
 - Claim your account later - Elect to enroll and start your deductions but claim your account when it's convenient to you.
- **Opt-Out**
 - Opt-out of participating in OregonSaves to prevent contributing money from your paycheck. You can change your enrollment status at any time, just ask our staff for an enrollment form when you are ready to start saving for your retirement.

Standard savings choices – You can change your savings choice by turning in a new enrollment form to Personnel Source

- 5% of your gross pay (wages before taxes and other deductions) will be contributed to your Roth IRA. An automatic 1% increase will occur every January 1st until it reaches a maximum of 10%.
- A fixed enrollment contribution of your choice as a percent of your gross wages.

Investment Choices – You can change your investment choices by contacting OregonSaves or by logging into their website. 844.661.6777 – www.oregonsaves.com

- Your first \$1,000 will be invested in the OregonSaves Capital Preservation Fund; savings over \$1,000 will be invested in an OregonSaves Target Retirement Fund based on your age.
- Your account will be a Roth IRA. Contributions into a ROTH IRA are made after-tax and are not taxable when you remove them from your account. Any earnings on those contributions could be tax free if you meet certain IRS criteria. Roth IRAs are subject to an annual contribution and earning limits.
- The administrative charge for OregonSaves is in the form of an annual asset-based fee of approximately 1%, which means you will pay approximately \$1 per year for every \$100 in your account. You will not get a bill. This cost is automatically taken out of your OregonSaves balance on a regular basis to help pay for the administration of the program.

Those seeking tax, investment, or financial advice should contact a financial advisor. Your Employer is not in a position to provide financial advice.

OregonSaves is overseen by the Oregon Retirement Savings Board. Ascensus College Savings Recordkeeping Services, LLC (“ACRS”) is the program administrator. ACRS and its affiliates are responsible for day-to-day program operations. Participants saving through OregonSaves beneficially own and have control over their Roth IRAs, as provided in the program offering set out at saver.oregonsaves.com.

OregonSaves’ Portfolios offer investment options selected by the Oregon Retirement Savings Board. For more information on OregonSaves’ Portfolios go to saver.oregonsaves.com. Account balances in OregonSaves will vary with market conditions and are not guaranteed or insured by the Oregon Retirement Savings Board, the State of Oregon, the Federal Deposit Insurance Corporation (FDIC) or any other organization.

OregonSaves is a completely voluntary retirement program. Saving through a Roth IRA will not be appropriate for all individuals. Employer facilitation of OregonSaves should not be considered an endorsement or recommendation by your employer of OregonSaves, Roth IRAs, or these investments. Roth IRAs are not exclusive to OregonSaves and can be obtained outside of the program and contributed to outside of payroll deduction. Contributing to an OregonSaves Roth IRA through payroll deduction offers some tax benefits and consequences. You should consult your tax or financial advisor if you have questions related to taxes or investments.

OregonSaves IRA Program

Employee Enrollment and Opt-Out Form

OregonSaves is a completely voluntary program. You can change your enrollment at any time by completing this form, or a form provided by Oregon Saves, and turning it in to Personnel Source. If you choose to enroll Personnel Source, Inc. will send payroll contributions to your OregonSaves Roth IRA account. Amounts you save in this account are always your money. Your account is in your control and goes with you from job to job in accordance with the OregonSaves Program terms. Every little bit you save now can potentially make a difference in retirement.

By enrolling or not responding to this notice you will be automatically enrolled in the OregonSaves program as provided under ORS 178.210(1)(c) and starting about 90 days after your date of hire money will be deducted from your check and directed into a Roth IRA account managed through the OregonSaves program.

Legal First Name: _____ Middle Initial: _____

Legal Last Name: _____ Phone Number: _____

Social Security Number: _____ - _____ - _____

Today I am choosing to:

- Opt-Out of the OregonSaves Program – I know that I can choose to change my enrollment status at any time.
- Enroll in the OregonSaves Program at a standard deduction of 5% of my gross wages. This amount will automatically increase by 1% annually up to a maximum of 10%.
- Enroll in the OregonSaves Program at a fixed contribution rate of _____ % (Whole percent only) of my gross wages.

Employee Signature

Date

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