

# Retirement Plan – 401(k)

## Studies Weekly, Inc

### PLAN HIGHLIGHTS



Congratulations! You are eligible to participate in the 401(k) retirement plan provided by Studies Weekly, Inc. Contributing to a 401(k) plan may be one of the most important things you can do to prepare for your long-term financial needs. Being on track to meet your financial goals will provide you and your loved ones peace of mind. A 401(k) plan allows you to contribute a portion of your compensation per pay period in order to prepare for retirement. If you are already contributing to the 401(k) plan, now is a perfect time to increase your contributions.

#### HOW MUCH CAN YOU SAVE?

You may elect to save up to 100% of your income.

For the current IRS contribution limits, including the age 50+ catch-up, please reference [www.nbsbenefits.com/limits](http://www.nbsbenefits.com/limits)

#### EMPLOYEE CONTRIBUTIONS OPTIONS

1. Pre-Tax
2. Roth

#### INITIAL ELIGIBILITY

You must meet the following requirements to become eligible to contribute to the 401(k) Plan:

- Minimum Age: Age 21
- Worked for the Company for at least 3 months

After meeting the above requirements, newly eligible employees may enroll in the plan on the next entry date. Your plan provides for entry dates each pay period.

#### HOW TO JOIN THE PLAN

Contact your HR representative for information on how to enroll.

#### COMPANY CONTRIBUTIONS

The company will make a “Safe Harbor” matching contribution to the plan. This means the company will make a contribution to your account equal to 100% of the first 3% of pay, plus 50% of the next 2% of pay which you contribute to the plan. The company may also elect to make a Profit Sharing contribution to the plan. Profit Sharing contributions are discretionary and will be announced when made.

You must be employed on the last day of the Plan Year and work at least 1,000 hours to share in that year’s Profit Sharing Contribution.

#### CONTRIBUTION CHANGES

You may change the amount of your contribution any pay period.

#### VESTING

You always own 100% of the contributions you make to the 401(k) and their earnings. You also own 100% of the “Safe Harbor” Matching Contributions and earnings thereon. Company contributions, if any, are based upon your years of service, and vest at the following rate.

#### Vesting Schedule

100% Immediate

(A year of service is a Plan Year during which you work at least 1,000 hours.)

#### DISTRIBUTIONS FROM THE PLAN

You or your beneficiary will be able to withdraw your vested balance when one of the following occurs:

1. Retirement
2. Severance of Service
3. Attainment of Age 59 ½
4. Total Disability
5. Death
6. Hardship
7. Loan

NOTE: A processing fee will be charged on all distributions as disclosed on the supplemental 404(a)(5) notice provided by your HR representative.

**Please refer to your Summary Plan Description for complete plan details**

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#### NBS Retirement Service Center

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#### Studies Weekly 401(k) Plan Studies Weekly, Inc.

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