

SUMMARY OF RECENT LEGISLATIVE CHANGES AFFECTING RETIREMENT PLANS

On March 27, 2020, the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) became law. The CARES Act, often referred to as the Stimulus Package, includes several provisions that affect retirement plans. The CARES Act makes it easier for plan participants to access retirement savings. Due to the recent enactment of the CARES Act, we have made operational changes that may affect your rights under the Plan. This “Summary of Recent Legislative Changes” (“Summary”) describes how those changes may affect you. This Summary overrides any inconsistent information included in the Plan’s Summary Plan Description (SPD) or other Plan forms. We will formally amend the Plan after the IRS issues guidance applicable to these changes.

- **Minimum required distributions.** Several changes have been made to the required minimum distribution rules under the Plan.
 - For the 2020 calendar year, the required minimum distribution rules do not apply to the Plan. If you were otherwise supposed to receive a required minimum distribution for the 2020 calendar year, please contact the Plan Administrator to discuss your options.
- **Disaster-related distributions and loans.** Special rules related to certain federally-declared natural disasters may apply for distributions and loans under the Plan. If you have been affected by a federally-declared natural disaster, please contact the Plan Administrator to see if these special rules apply to you.
- **Coronavirus-related distributions.** The Plan now allows for certain distributions related to the coronavirus crisis. These coronavirus-related distributions (CRDs) are available through December 30, 2020 and may not exceed \$100,000 or 100% of your vested account balance. To be eligible to receive a CRD, you must certify that you satisfy one of the following conditions:
 1. You have been diagnosed with the virus SARS-CoV-2 or with the novel coronavirus disease (COVID-19) by a test approved by the Centers for Disease Control and Prevention (CDC).
 2. Your spouse or dependent has been diagnosed with SARS-CoV-2 or COVID-19 by a test approved by the CDC.
 3. You have experienced adverse financial consequences as a result of:
 - a) being quarantined, furloughed or laid off, or having work hours reduced due to SARS-CoV-2 or COVID-19;
 - b) being unable to work due to lack of childcare due to SARS-CoV-2 or COVID-19;
 - c) closing or reducing hours of your business operation due to SARS-CoV-2 or COVID-19.

A CRD is subject to income tax, but not an early withdrawal penalty tax. If you receive a CRD, you may spread the income tax ratably over a 3-year period or may elect to have the entire amount included in income in the year of distribution. You may avoid income taxation on the CRD, if you repay the CRD (or a portion) back to the Plan (or any other plan that you are eligible to roll money into) or to an IRA as a rollover contribution at any time within the 3-year period beginning on the day after the date of the distribution.

Contact the Plan Administrator for a Coronavirus-Related Distribution Request Form.

- **Coronavirus-related loans.** Coronavirus-related loans (CRLs) are available through September 22, 2020. The amount of a CRL may not exceed the lesser of \$100,000 or 100% of your vested account balance. To be eligible to receive a CRL, you must certify that you satisfy one of the following conditions:
 1. You have been diagnosed with the virus SARS-CoV-2 or with the novel coronavirus disease (COVID-19) by a test approved by the Centers for Disease Control and Prevention (CDC).
 2. Your spouse or dependent has been diagnosed with SARS-CoV-2 or COVID-19 by a test approved by the CDC.
 3. You have experienced adverse financial consequences as a result of:
 - a) being quarantined, furloughed or laid off, or having work hours reduced due to SARS-CoV-2 or COVID-19;
 - b) being unable to work due to lack of childcare due to SARS-CoV-2 or COVID-19;
 - c) closing or reducing hours of your business operation due to SARS-CoV-2 or COVID-19.

Also, if you are eligible to receive a CRL and you have an outstanding loan or you obtain a new loan, you may elect to delay loan repayments that are due from March 27 through December 31, 2020 for up to one year. Please note, however, that loan payments due on or after January 1, 2021 will be due as shown on your loan amortization schedule.

Contact the Plan Administrator for a Coronavirus-Related Loan Application Form to request a CRL or to delay loan payments.

ADDITIONAL INFORMATION

If you have any questions about the changes described in this Summary or about the Plan in general, you may contact our office.