



## **Roman Catholic Archdiocese of Boston 401(k) Retirement Savings Plan 2018 Automatic Enrollment and Default Investment Notice**

Your employer is making saving for retirement under the RCAB 401(k) Plan even easier through an Automatic Enrollment feature for all benefit-eligible employees covered by the Plan.

As an employee hired on or after September 1, 2015 who did not waive participation in the Plan or otherwise make a deferral election, you were **automatically enrolled in the Plan** starting with your first paycheck on or after 45 calendar days from your date of hire in the IOI Payroll system. This means that amounts will be or have already been taken from your eligible pay and contributed to the Plan. These automatic contributions will continue to be **3%** of your eligible pay each pay period, deferred into the Plan **on a pre-tax basis**. **To opt out of Automatic Enrollment, you can choose to contribute more, less, or even nothing.** Please see Question & Answer # 3, below, for information on this option.

This Notice gives you important information about the Plan's rules, including the Plan's automatic enrollment feature and employer matching contributions. The Notice covers these points:

- Whether the Plan's automatic enrollment feature applies to you;
- What amounts will be automatically taken from your pay and contributed to the Plan;
- How to opt out of Automatic Enrollment;
- What other amounts your employer will contribute to your Plan Account;
- How you can change the amount of your contributions.
- How your contributions will be invested;
- How you can change the investment allocation of your contributions;
- Where you can view Plan and investment-related information.

### **1. Does the Plan's Automatic Enrollment feature apply to me?**

Yes, as a benefit-eligible employee, the Plan's Automatic Enrollment feature applies to you unless you have completed and submitted a Salary Deferral Form to your location's payroll contact to make contributions to the Plan or to waive participation in the Plan (*i.e.*, not to contribute) within 30 days of your date of hire. If you made an election of how much you want to contribute, your contribution level will remain the same until you change it. You can always change your contribution level, including changing it to zero, by completing and submitting a new Salary Deferral Form to your location's payroll contact prior to the payroll date to which you intend the change to apply.

If you transfer to a non-benefit-eligible position, your salary deferral contributions will be stopped. You will no longer be subject to the Plan's Automatic Enrollment feature or to any election you made to contribute to the Plan.

**2. If I do nothing, how much will be taken from my pay and be contributed to the Plan?**

Contributions will continue to be taken out of your pay if you do nothing. If you do not turn in a completed Salary Deferral Form to your location's payroll contact within 30 days of your date of hire, 3% of your eligible salary for each pay period will continue to be taken from your salary on a pre-tax basis and contributed to the Plan. Your contributions to the Plan are not subject to federal income tax at that time. Instead, the contributions will be deposited into your 401(k) Plan account with TIAA and may grow over time with earnings. Your Plan account balance will be subject to federal income tax only when amounts are withdrawn. This helpful tax rule is a reason to save for retirement through Plan contributions.

**3. I do not want to contribute anything to the RCAB 401(k) Plan. How do I opt out of Automatic Enrollment?**

You should sign and date a Salary Deferral Form, checking the "Waive" box at the bottom of the Form to opt out of Automatic Enrollment. Provide this Form to your location's payroll contact within 30 days of your date of hire to prevent the Automatic Enrollment process from starting. You may also stop deductions at any time once they have started by following the same process.

**4. In addition to the contributions taken out of my salary, what amount will my employer contribute to my 401(k) Plan account?**

Besides contributing the amounts taken from your pay, if you have at least one Year of Service as defined by Plan rules, your employer will make a matching contribution equal to the full 3% of your contribution. In addition, if you increase your contributions to the Plan above 3%, your employer will match 50 cents per dollar that you contribute, up to a maximum of an additional 2% of your pay contributed (for a total maximum matching contribution equal to 4% of eligible pay). Therefore, to get the most from these matching contributions, you should contribute at least 5% of your eligible pay each pay period. This is more than the 3% automatic contribution rate. For more information about Years of Service, you can review the Plan document, which can be obtained from the Plan Administrator at the address listed at the end of this notice or online at [www.catholicbenefits.org/401k/formsdocs.htm](http://www.catholicbenefits.org/401k/formsdocs.htm).

**5. When will my Account be vested and available to me?**

You will always be fully vested in your contributions to the Plan. You are also fully vested in safe harbor matching contributions made on or after January 1, 2016. To be fully vested means that the contributions (together with any investment gain or loss) will always belong to you, and you will not lose them when you leave your job. For more information about vesting, you can review the Plan document, which can be obtained from the Plan Administrator at the address listed at the end of this notice or online at [www.catholicbenefits.org/401k/formsdocs.htm](http://www.catholicbenefits.org/401k/formsdocs.htm).

Even if you are vested in your Account, there are limits on when you may withdraw your funds. These limits may be important to you in deciding how much, if any, to contribute to the Plan. In general, for 401(k) plans, you may only withdraw vested money, including contributions you made to the Plan, after you leave your job, reach age 59½, or become disabled. Also, there is a 10%

federal tax penalty on distributions before age 59½. Loans are available from employee pre-tax and rollover contributions.

**6. Can I change the amount of my contributions after Automatic Enrollment begins?**

You can change the amount you contribute to the Plan at any time. If you do not want to contribute to the Plan, or if you would like to contribute a different amount than 3%, complete a Salary Deferral Form and return it to your location's payroll contact. If you discontinue automatic contributions, your employer will treat you as having chosen to make no further contributions. However, you can always choose to continue or restart your contributions by completing and submitting a new Salary Deferral Form to your location's payroll contact.

**7. What if I want to make my contributions on a Roth after-tax basis and not on a pre-tax basis?**

You should complete a Salary Deferral Form and return it to your location's payroll contact, checking the Roth option on the form. To ensure that all contributions are made to the Plan on a Roth after-tax basis, the Form should be provided to your location's payroll contact no later than 30 days from your date of hire. Roth contributions are also matched as described above.

**8. How will my contributions be invested?**

TIAA has been selected by the RCAB as the record keeper for all contributions to the 401(k) Plan, including Automatic Enrollment contributions. The Plan lets you invest the contributions in a number of different investment choices. Unless you choose a different investment option or options, your contributions will be invested in the default investment option for RCAB 401(k) Plan, which is the JP Morgan SmartRetirement suite of funds. If the default investment option changes at any time in the future, you will be notified.

Once you begin deferrals into the 401(k) Plan, TIAA will mail you a prospectus for the JP Morgan SmartRetirement Fund, which provides additional information, including the investment objectives and strategy, fund/account performance, risk and return characteristics, and fees and expenses. If you have made deferrals into the RCAB 401(k) Plan in the past, you have already received this information from TIAA. You can obtain updated information on fee expenses and a more detailed explanation of the JP Morgan SmartRetirement Fund before you receive the mailing at [www.tiaa.org](http://www.tiaa.org) or by contacting TIAA at 800-842-2252. To learn more about the Plan's investment choices, you can review the list of investments at [www.tiaa.org](http://www.tiaa.org). Also, you can contact the Plan Administrator using the contact information at the end of this notice.

**9. How can I change the investment allocation of the contributions that will be made on my behalf by my employer to another investment choice available under the Plan?**

The Plan allows you to choose from a diverse set of investment options. A list of the Plan's available investment options and a copy of the prospectus or information statement for each investment option may be obtained from TIAA at 800-842-2252 or at [www.tiaa.org](http://www.tiaa.org).

You have the right to change the allocation of your investments at any time. If you elect to change the allocation of your account from the JP Morgan SmartRetirement Fund, there are no fees or expenses imposed in connection with that transfer. But certain restrictions may apply if multiple transfers are made from any one account. See the fund prospectus at [www.tiaa.org](http://www.tiaa.org) for more details on restrictions on frequent transfers.

You can change how the contributions are invested among the Plan's offered investment options by contacting TIAA at 800-842-2252 or accessing your account online at [www.tiaa.org](http://www.tiaa.org).

**10. Where can I view Plan and investment-related information?**

To view current performance and other plan- and investment-related information, go to [www.tiaa.org](http://www.tiaa.org). If you have questions or would like a paper copy of the notices, please call TIAA at 800-842-2252.

**11. How can I make or change my beneficiary designation(s)?**

The RCAB 401(k) Plan provides for a default beneficiary with respect to your account balance if you do not designate a beneficiary. This default beneficiary is your estate. In addition to reviewing how your contributions are invested, you should also review and update your beneficiary designation if it does not reflect how you want your assets distributed upon your death. Reviewing and changing your beneficiary designation(s) in accordance with Plan rules can be made by logging into your secure account at [www.tiaa.org](http://www.tiaa.org) or by contacting TIAA at 800-842-2252.

**12. Who should I call if I have any questions?**

If you have any questions about the Plan's investment choices, how the Plan works or your rights and obligations under the Plan, or if you would like a copy of the Plan documents, please contact the Plan Administrator at:

**Carol Gustavson, Plan Administrator**  
**Roman Catholic Archdiocese of Boston**  
**66 Brooks Drive**  
**Braintree, MA 02184**  
**(617) 746-5830**  
**[cgustavson@rcab.org](mailto:cgustavson@rcab.org)**