



August 2015

Re: RCAB 401(k) Plan Enhancements Announced: Improved Benefits for Employees

Dear Employee:

All employees are encouraged to enroll in the 401(k) Plan as soon as their employment begins. The RCAB 401(k) Plan currently features an employer matching contribution of 2% of eligible compensation for benefit-eligible employees with at least one year of service who contribute at least 4% of their pay. As of July 1, 2015, nearly 2,500 employees have contributed funds to the 401(k) Plan for a total **in excess of \$5 million**. In addition, **over \$1 million** has been provided in employer matching funds so far this year. Effective January 2016, **the 401(k) Plan employer matching contribution will double, to 4%** for benefit-eligible employees with at least one year of service who contribute **at least 5% of their wages**. To receive the full 4% employer matching contribution starting in January 2016, you will need to contribute **at least 5% of eligible wages**. A Salary Deferral Form is included on the reverse of this letter, which can be completed and provided to the payroll contact at your location to begin or increase your deferrals.

In addition to adding to your retirement savings and enjoying a reduction in your current taxable income if you contribute to the 401(k) Plan on a pre-tax basis, if you participate in the Plan, you are eligible for a confidential, no-cost financial counseling session provided by TIAA-CREF, the recordkeeper for the 401(k) Plan. On-site appointments will be scheduled for 2015-16 at locations across the diocese in the coming weeks. Please ask your payroll contact for information about whether a session at your location has been scheduled. You may also contact TIAA-CREF directly at (866) 843-5640 for an appointment at a local TIAA-CREF office (Waltham, Cambridge, or Boston), or you may schedule a telephone consultation from 8 a.m. to 10 p.m., and Saturday from 9 a.m. to 6 p.m. by calling (800) 842-2252. Powerful financial planning and retirement tools are also available at www.tiaa-cref.org/rcab.

As always, please contact me directly at (617) 746-5830 or cgustavson@rcab.org with any questions about the RCAB 401(k) Plan.

Sincerely,

Carol Gustavson, RCAB 401(k) Retirement Savings Plan Administrator



**RCAB 401(k) Retirement Savings Plan
TRADITIONAL 401(k) OR ROTH 401(k) SALARY DEFERRAL FORM**

Name: _____ Effective Date of Contribution: _____

Information on the Plan's traditional 401(k) **pre-tax** employee contribution ("Salary Deferral"), and Roth 401(k) **after-tax** employee contribution ("Roth 401(k)") options has been made available to me, including through the Plan's websites (www.catholicbenefits.org/401k and www.tiaa-cref.org/rcab) and pursuant to my understanding of such information, I hereby make the following elections:

For each payroll period, I hereby elect to contribute to the Plan the amounts designated below, and I hereby authorize the **Employer** to deduct that amount or percentage from my eligible Compensation as defined by the Plan (*i.e.*, regular base earnings, excluding overtime and bonuses, but including commissions), on a pre-tax or after-tax basis as follows:

- PRE-TAX SALARY DEFERRAL CONTRIBUTION:** A dollar amount per pay period [\$_____] or a percentage of my eligible Compensation [_____%] deferred on a **pre-tax** basis.
- ROTH 401(K) CONTRIBUTION:** A dollar amount per pay period [\$_____] or a percentage of my eligible Compensation [_____%] deferred on an **after-tax** basis.
- CATCH-UP CONTRIBUTION:** *For Employees at least age 50 as of December 31 of the year in which the election is made) and who wish to defer compensation above the legal limit for non-catch up deferrals.* A dollar amount per pay period [\$_____] or a percentage of my Eligible Compensation [_____%] deferred on a **pre-tax** OR a Roth **after-tax** basis.
- WAIVE:** I have been informed of the option to make contributions to the RCAB 401(k) Plan, and I elect not to make contributions to the Plan at this time.

By my signature below, I acknowledge that I understand that:

1. I can change my election on the date or dates permitted under the Plan;
2. I can suspend or cancel my election effective 30 days after I give written notice to the payroll contact at my location;
3. It may be necessary for the Plan to reduce the percentage or dollar amount I have indicated above if the reduction is necessary for the Plan to comply with certain non-discrimination and/or maximum deduction tests required by the Internal Revenue Code;
4. My total Salary Deferral Contributions and my total Roth 401(k) Contributions cannot exceed 100% of my eligible Compensation, net of all tax withholdings and deductions, or if less, the Internal Revenue Code §402(g) and/or 414(v) limit(s) in effect for the Plan Year.
5. If a distribution of my Roth 401(k) Contributions Account is not in compliance with the requirements for a "qualified distribution," Federal income taxes will apply to the Trust investment return for such Account; and
6. My Roth 401(k) Contributions cannot be subsequently re-characterized as Salary Deferral Contributions.

Employee Signature: _____ Date: _____