

The M CORP 401(K) PROFIT SHARING PLAN AND TRUST

Join the plan



Because you deserve to retire on your own terms



Saving for retirement is about giving yourself choices.

You're putting yourself in the best position to influence what your retirement will look like. The good news is that your employer has chosen a plan that can help make your vision a reality.

Join the plan

Planning made easy

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Ascensus helps millions of people save for what matters--retirement, education, and healthcare. Our technology, market insights, and business knowledge enhance the growth and success of our partners, their clients, and savers.

Ascensus, LLC provides administrative and recordkeeping services and is not a broker-dealer or an investment advisor.

Last Modification Date: June 23, 2022 01:15:38

Why save now?

Saving for retirement is a worthwhile and achievable goal. The key is to take ownership of your savings by understanding how much you may need and making a plan.

80%

is roughly the amount of your annual pre-retirement income that many experts estimate you'll need for each year of retirement.¹

¹U.S. Department of Labor Employee Benefits Security Administration (EBSA), "Savings Fitness A Guide to Your Money and Your Financial Future," Page 6, Sept. 2019.

²Source for eggs per dozen, gas per gallon, coffee per pound: Bureau of Labor Statistics; Source for movie ticket: National Association of Theatre Owners.

³HealthView Services, 2021 Retirement Healthcare Costs Data Report, <https://hvsfinancial.com/download-2021-retirement-healthcare-costs-data-report>, December 2020.

Prepare today for the costs ahead.

While certain expenses may decrease, others may increase. Here are a few points to consider when thinking about your savings plan.

Living expenses are on the rise.²

Look at how prices for everyday items have increased in the last 20 years.

2001 to 2021

\$0.92
\$1.64



\$1.64
\$3.15



\$5.65
\$9.16



\$3.16
\$4.61



Healthcare may be your new mortgage payment.³

While you may have your home paid off by retirement, healthcare expenses could likely take its place.



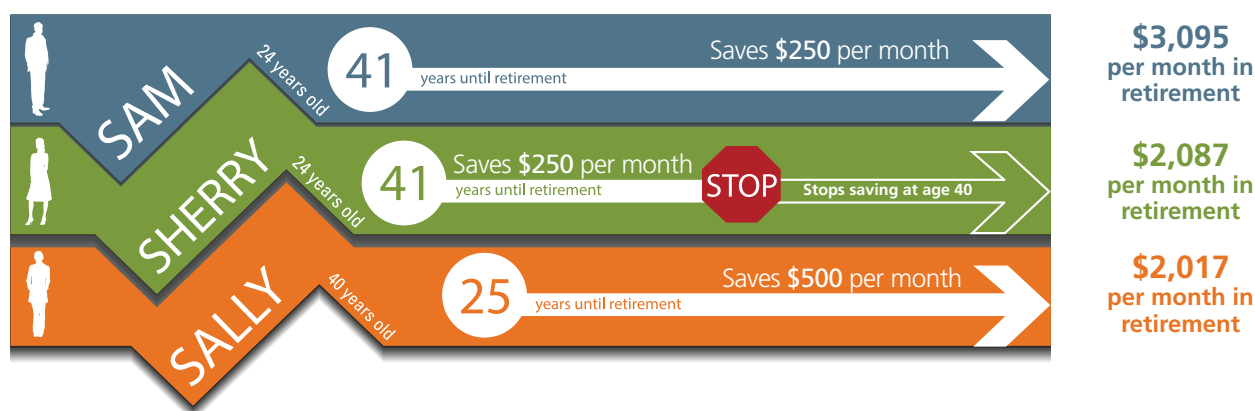
Time makes all the difference.

If you can boost your savings now, you'll give your money more time to grow. Consider the scenario below.

Who do you think comes out ahead?

- Sam starts saving early and keeps saving until retirement.
- Sherry starts saving early, but only saves for 16 years before stopping.
- Sally starts saving later, but saves double what Sam and Sherry save per year.

Projected monthly income in retirement [to age 90]



The results:

- Sam saves the most with more than **\$1,000** additional income per month in retirement.
- Sherry and Sally are neck-and-neck, although Sally contributed much more money to the account.

Put time on your side.

The illustrations above assume a retirement age of 65 and that the individual receives the monthly retirement payment shown until age 90. The amount saved until retirement assumes an annual investment return of 6%. The monthly payment amount in retirement assumes an annual investment return of 5%. The investment performance shown does not represent the return of any particular investment and does not guarantee any future rate of return.

The income in retirement does not reflect any taxes or penalties that may be due upon distribution. Withdrawals from a tax-deferred account before age 59½ are subject to a 10% federal penalty tax unless an exception applies.

Why use your plan?

Your plan offers important savings benefits to help you meet your goals.

Don't leave money on the table.

Your employer wants to see you succeed in retirement and is willing to help you along the way.

Profit sharing

Your plan includes a profit sharing feature, which means M Corp may make periodic contributions into your account on your behalf.

Convenience

A portion of your salary—as determined by you—will be deposited into your retirement account directly from your paycheck.

Ownership

The money you contribute to your account and any earnings on that money belong to you. You can take it with you throughout your career and every phase of life to use in retirement.

Tax advantages

Your money can be invested before taxes and you won't need to pay taxes on it until it's withdrawn. This reduces your taxable income each year and may allow your savings to grow faster over time.

Your plan also offers a Roth feature, which allows you to pay taxes up front so you can make withdrawals tax-free during retirement. Typically, the Roth feature is considered to be beneficial in the long term if you are a younger investor and/or if you think your income taxes will be higher at the time of your retirement.

One spot for all your retirement savings

If you have a retirement account from a previous employer, you can roll it into your M Corp account. To get started, use the rollover form on page 21.

Your Financial Wellness Benefit



Your employer offers you a holistic financial wellness program, created by Financial Finesse, through your retirement plan with Ascensus. This wellness benefit provides unbiased and personalized guidance to help you pursue financial well-being—with access to additional resources and insights that address a variety of financial topics.

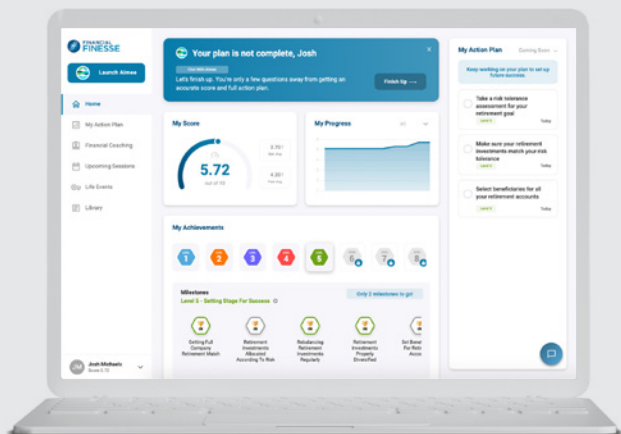
Financial Wellness can help you:

- Design, manage, and stick to a budget
- Get on track for retirement
- Improve your credit score
- Save for college
- Choose investments that are right for you
- Protect yourself financially from the unexpected
- Decide on a medical plan
- Reduce credit card debt

Meet Aimee™ - your Virtual Financial Coach

Simply answer a few questions about your current financial situation to get completely confidential and unbiased guidance from Aimee, including a tailored, ongoing action plan to improve your financial security and meet your goals.

No matter where you start, Aimee can help move you forward.



Get started today

1. Go to [myaccount.ascensus.com](https://myaccount.ascensus.com/ml)
2. Click **Visit Financial Finesse** to access the Financial Wellness Hub
3. Create or log in to your account to explore all the resources available to you
4. Start changing your financial life!

Financial Finesse is an information service only. The information provided is for general education purposes only and is not intended to substitute for the advice of your investment, legal, and tax advisors or to be the basis of specific trading or investment activity. Financial Finesse is a trademark of Financial Finesse, Inc. 427643-PSG-AE-442853 (03/21)

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How much is enough?

While the type of retirement you envision will determine how much you'll need, there are some general guidelines that can help position you for the future.

Get into the savings habit.

- Consider saving at least 10% to 15% of your pay (including any contributions your employer might make).¹
- If you're saving below this amount, continue saving as much as possible and plan to make increases each year. Every bit toward retirement counts and can make a big difference.

Create opportunities to save



Pack a lunch.²

Monthly savings = \$120



**Drop cable for
online streaming.**³

Monthly savings = \$40



Carpool to work.⁴

Monthly savings = \$38



Be a discount shopper.⁵

Monthly savings = \$40

Make saving a priority.

Life gets busy. Priorities change. Things happen. Still it's important to stay focused on retirement. Whether you're faced with financing a car, saving for a vacation, buying a home, or funding a college education, it shouldn't mean putting retirement savings on the back burner. Unlike other expenses, retirement can't be financed with a loan and you don't always have the option of putting it off. You'll be glad the money is there when you need it.

¹CNN Money, Ultimate Guide To Retirement, bit.ly/ret-save-amt, accessed August 2021.

²Based on purchasing lunch 20 times a month at \$10.00 per meal versus packing a \$4.00 lunch.

³Based on paying \$50 a month for internet and \$30 a month for Sling TV versus \$120 a month for internet and cable: <https://cordcutting.com/cord-cutting-calculator>

⁴Assumes a commute of 15 miles (each way), 5 days a week, in a vehicle getting 25.1 mpg, and an average gas price of \$3.15
Source for average vehicle mpg: Environmental Protection Agency, EPA Highlights of CO2 and Fuel Economy Trends, <http://bit.ly/avg-mpg> (preliminary number for 2018 model year). Source for average gas price: Bureau of Labor Statistics, accessed August 2021.

⁵Based on using a 20% coupon for a purchase of \$200 or greater once per month.

What ways can you invest?

You should feel comfortable making investment selections. Understanding the investments available to you can help you find a suitable approach to keep your savings strategy on target.

Here are the different ways you can invest your money.



○ By Default

MODERATE MODEL

This is where your savings will be invested if you do not make any investment elections when you join the plan. These models are created and maintained by your plan's fiduciaries. Information on each model's performance and fund makeup is available on your plan's retirement website.

📍 By Design

Morningstar® managed accounts (a post-enrollment option)

Morningstar® Retirement ManagerSM is a service available to you after you've joined the plan. When you provide basic information about your situation and goals, the professionals at Morningstar Investment Management LLC can generate a personalized savings strategy just for you. Simply go to your online retirement account when you are ready to get started.

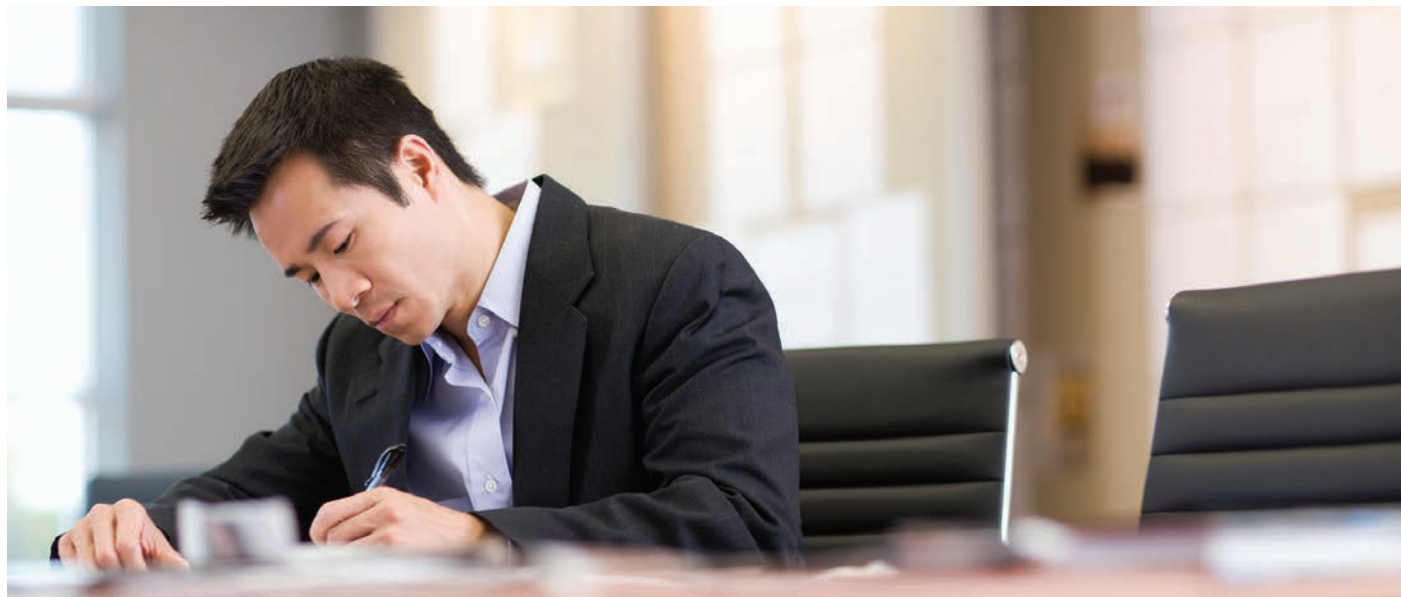
Target risk allocation model portfolios

You can narrow your options based on your tolerance for risk. You can choose one of these pre-selected investment mixes, as created and maintained by your plan's fiduciaries, based on how much risk you're willing to take. Information on each model's performance and fund makeup is available on your plan's retirement website.

- CONSERVATIVE MODEL
- CONSERVATIVE TO MODERATE MODEL
- MODERATE MODEL
- MODERATE TO AGGRESSIVE MODEL
- AGGRESSIVE MODEL

✓ By Myself

Your plan allows you to choose investments from a lineup. Information on each investment's performance is available on your plan's retirement website or in the **Investment options** section of this guide.



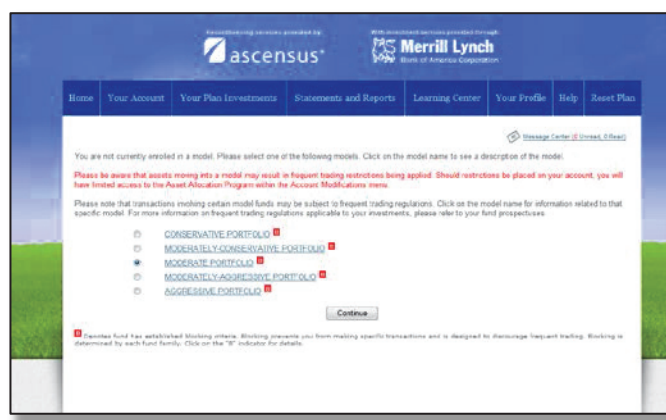
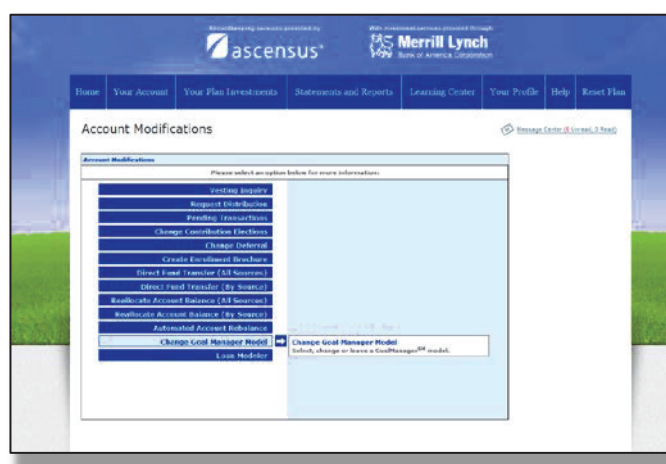
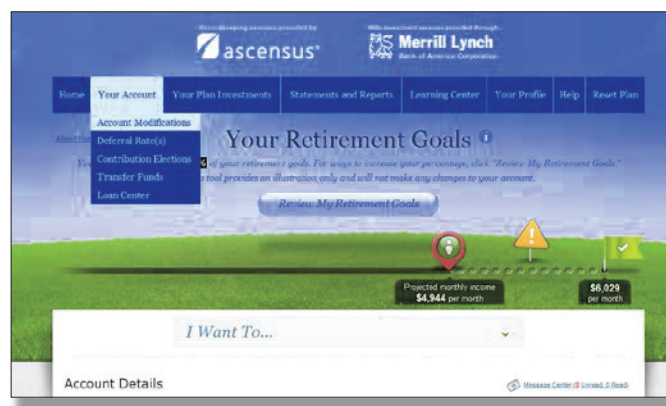
Enroll in Merrill Lynch *GoalManager*® through the Ascensus website

If you need help selecting a mix of investments, GoalManager® may be for you. For a portfolio based on investment risk, consider a Risk-Based Portfolio Model. For a portfolio based on an expected retirement date, consider a Target Date Portfolio Model.

For more information on GoalManager®, log into the Ascensus website.

How do I enroll in *GoalManager*?

- **Log into your account** – Go to www.myaccount.ascensus.com/ml
- **Select “Your Account” then “Account Modifications”**
- **Select “Change Goal Manager Model”**
- **Select “Enroll/Change Model”**
- **Choose the model you wish to enroll in**
 - Enter the percentage of your investment election (example: 100% in the Conservative Model).
 - If you are electing funds and a portfolio model, remember the investment election cannot exceed 100%.
 - Once you have completed your elections, click “Continue” and you will receive a confirmation.



GoalManager is a registered trademark of Bank of America Corporation.

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Investment options

As of March 31, 2022

	Name/Type of investment	Annual net expense ratio	3-Month Total	1-Year Total	3-Year Annual	5-Year Annual	10-Year Annual	Since Inception	Inception Date
E	Equity								
	AB Large Cap Growth Fund Class Z	0.53%	-12.59%	11.48%	20.60%	20.07%	N/A	17.16%	06/30/2015
	American Funds American Mutual Fund® Class R-6	0.27%	0.10%	16.25%	13.87%	12.27%	12.20%	13.44%	05/01/2009
	American Funds EuroPacific Growth Fund® Class R-6	0.46%	-12.24%	-9.35%	8.36%	8.01%	7.32%	8.75%	05/01/2009
	American Funds New World Fund® Class R-6	0.57%	-10.34%	-6.50%	9.91%	9.86%	7.13%	9.42%	05/01/2009
	Columbia Small Cap Index Fund Institutional 3 Class	0.20%	-5.69%	0.94%	13.33%	10.67%	N/A	10.07%	03/01/2017
	Goldman Sachs GQG Partners International Opportunities Fund Institutional Shares	0.77%	-3.57%	5.91%	13.05%	12.54%	N/A	13.61%	12/15/2016
	iShares Russell Mid-Cap Index Fund Class K	0.06%	-5.64%	6.90%	14.88%	12.60%	N/A	10.94%	05/13/2015
	iShares S&P 500 Index Fund Class K	0.03%	-4.61%	15.60%	18.90%	15.97%	14.58%	10.36%	07/30/1993
	JPMorgan Large Cap Growth Fund Class R6	0.44%	-10.21%	6.24%	24.87%	23.71%	17.18%	17.42%	11/30/2010
	Neuberger Berman Large Cap Value Fund Class R6	0.54%	4.86%	13.63%	20.38%	N/A	N/A	20.71%	01/18/2019
	Oakmark International Fund R6 Class	0.75%	-8.59%	-8.39%	N/A	N/A	N/A	0.65%	12/15/2020
B	Bond								
	Pioneer Bond Fund Class K	0.34%	-5.92%	-3.24%	3.12%	3.12%	N/A	3.10%	12/20/2012
	Western Asset Core Plus Bond Fund Class IS	0.42%	-8.82%	-6.21%	1.83%	2.63%	3.39%	5.41%	08/04/2008
C	Money market/Stable value								
	Federated Hermes Capital Preservation Fund R6	0.41%	0.33%	1.45%	1.78%	1.74%	N/A	1.44%	08/03/2012
O	Other								
	American Funds New Perspective Fund® Class R-6	0.41%	-9.96%	3.98%	17.65%	15.64%	13.13%	14.15%	05/01/2009

Your plan offers model portfolios. More information on these models is available in the What ways can you invest? section of this guide and on your plan's retirement website.

		3-month total	1-year total	3-year annual	5-year annual	10-year annual
	Benchmark comparisons					
E	Morningstar US Large Cap TR USD	-5.31%	14.88%	19.51%	16.58%	14.85%
B	Morningstar US Core Bd TR USD	2.28%	10.25%	2.89%	3.48%	3.81%
C	Morningstar Cash TR USD	0.61%	2.26%	1.36%	0.84%	0.45%

Note: Fund fact sheets and prospectuses with more investment information are available online.

Fund Disclosures

The performance data shown represent past performances, which is not a guarantee of future results. Investment returns and principal value will fluctuate, so investors' shares, when sold, may be worth more or less than their original cost. Current performance may be lower or higher than the performance data cited. For performance data current to the most recent month-end, visit <https://myaccount.ascensus.com/ml>. Figures for periods of less than one year are cumulative returns.

All other figures represent annualized returns. Performance data shown does not reflect the deduction of sales loads or fees, where applicable, and, if reflected, the load or fee would reduce the performance quoted.

A Note About Risk:

Whenever you invest, there's a chance you could lose the money. Investments that employ a "fund of funds" strategy and invest assets in other mutual funds are subject to the risks associated with those underlying funds. Diversification does not ensure a profit or protect against a loss.

An investment in a stable value fund is neither insured nor guaranteed by the U.S. government. A stable value fund is an investment option that is available only to participants in defined contribution plans. There is no assurance that the fund will be able to maintain a stable net asset value and it is possible to lose money by investing in the fund. Investment objectives, risks, charges, expenses, and other important information should be considered carefully before investing.

The Morningstar benchmarks listed above are provided solely for informational purposes and are not the benchmarks that the funds listed seek to track. The performance of the Morningstar benchmarks is not an exact representation of any particular investment, as you cannot invest directly in a benchmark. For more information about each fund's benchmark, please see the fund's prospectus.

Small- and mid-cap funds are made up of the stocks of small- and medium-sized companies. These companies have fewer financial resources than larger companies. Because of that, their stock prices can be more affected by swings in the economy.

Non-U.S. stocks or bonds have risks tied to the political and economic stability of their country or region. And if the value of the foreign currency falls, the value of the stocks or bonds would also fall.

Stocks of companies in emerging markets are generally more risky than stocks of companies in developed countries.

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Investment options

T Target date allocation **R** Target risk allocation **E** Equity **B** Bond **C** Money market/Stable value **O** Other

As of March 31, 2022

AB Large Cap Growth Fund Class Z

Ticker: APGZX
Expense Ratio: 0.53%

Fund Description: The investment seeks long-term growth of capital. The fund invests primarily in equity securities of a limited number of large, carefully selected, high-quality US companies. It invests primarily in the domestic equity securities of companies selected by the fund's Adviser for their growth potential within various market sectors. The fund emphasizes investments in large, seasoned companies. Under normal circumstances, the fund will invest at least 80% of its net assets in common stocks of large-capitalization companies. It may, at times, invest in shares of exchange-traded funds in lieu of making direct investments in securities.

American Funds American Mutual Fund® Class R-6

Ticker: RMFGX
Expense Ratio: 0.27%

Fund Description: The investment seeks current income, growth of capital and conservation of principal. The fund invests primarily in common stocks of companies that are likely to participate in the growth of the American economy and whose dividends appear to be sustainable. It invests primarily in securities of issuers domiciled in the United States and Canada. The fund may also invest in bonds and other debt securities, including those issued by the US government and by federal agencies and instrumentalities.

American Funds EuroPacific Growth Fund® Class R-6

Ticker: RERGX
Expense Ratio: 0.46%

Fund Description: The investment seeks long-term growth of capital. The fund invests primarily in common stocks of issuers in Europe and the Pacific Basin that the investment adviser believes have the potential for growth. Growth stocks are stocks that the investment adviser believes have the potential for above-average capital appreciation. It normally will invest at least 80% of its net assets in securities of issuers in Europe and the Pacific Basin. The fund may invest a portion of its assets in common stocks and other securities of companies in emerging markets.

American Funds New World Fund® Class R-6

Ticker: RNWGX
Expense Ratio: 0.57%

Fund Description: The investment seeks long-term capital appreciation. The fund invests primarily in common stocks of companies with significant exposure to countries with developing economies and/or markets. Under normal market conditions, the fund invests at least 35% of its assets in equity and debt securities of issuers primarily based in qualified countries that have developing economies and/or markets.

Columbia Small Cap Index Fund Institutional 3 Class

Ticker: CSPYX
Expense Ratio: 0.20%

Fund Description: The investment seeks total return before fees and expenses that corresponds to the total return of the Standard & Poor's (S&P) SmallCap 600® Index. Under normal circumstances, the fund invests at least 80% of its net assets (including the amount of any borrowings for investment purposes) in common stocks that comprise the S&P SmallCap 600 Index. The Investment Manager attempts to achieve at least a 95% correlation between the performance of the index and the fund's investment results, before fees and expenses. The fund may invest in derivatives, such as futures (including equity index futures), for cash equitization purposes.

Goldman Sachs GQG Partners International Opportunities Fund Institutional Shares

Ticker: GSIMX
Expense Ratio: 0.77%

Fund Description: The investment seeks long-term capital appreciation. The fund seeks to achieve its investment objective by investing primarily in equity investments in non-US issuers. It may invest without limitation in securities or obtain exposure to securities that are denominated in currencies other than the US dollar. The fund may also invest in fixed income securities, such as government, corporate and bank debt obligations and may engage in other techniques consistent with its overall investment objective.

iShares Russell Mid-Cap Index Fund Class K

Ticker: BRMKX
Expense Ratio: 0.06%

Fund Description: The investment seeks to track the investment results of the Russell Midcap® Index (the "underlying index"), which measures the performance of the mid-capitalization sector of the US equity market. The fund generally invests at least 90% of its assets, plus the amount of any borrowing for investment purposes, in securities of the underlying index. The underlying index is a float-adjusted, capitalization-weighted index of equity securities issued by approximately 800 of the smallest issuers in the Russell 1000® Index.

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As of March 31, 2022

iShares S&P 500 Index Fund Class K

Ticker: WFSPX
Expense Ratio: 0.03%

Fund Description: The investment seeks to provide investment results that correspond to the total return performance of publicly-traded common stocks in the aggregate, as represented by the Standard & Poor's 500® Index. The fund is a "feeder" fund that invests all of its assets in the Master Portfolio of MIP, which has the same investment objective and strategies as the fund. At least 90% of the value of the fund's assets is invested in securities comprising the S&P 500 Index. The percentage of the fund's assets invested in a given stock is approximately the same as the percentage such stock represents in the S&P 500 Index.

JPMorgan Large Cap Growth Fund Class R6

Ticker: JLGCMX
Expense Ratio: 0.44%

Fund Description: The investment seeks long-term capital appreciation. Under normal circumstances, at least 80% of the fund's assets will be invested in the equity securities of large, well-established companies. "Assets" means net assets, plus the amount of borrowings for investment purposes. Large, well-established companies are companies with market capitalizations equal to those within the universe of the Russell 1000® Growth Index at the time of purchase.

Neuberger Berman Large Cap Value Fund Class R6

Ticker: NRLCX
Expense Ratio: 0.54%

Fund Description: The investment seeks long-term growth of capital. The fund normally invests at least 80% of its net assets in equity securities of large-capitalization companies, which the portfolio managers defines as those with a market capitalization within the market capitalization range of the Russell 1000® Value Index at the time of purchase. The Portfolio Managers look for what they believe to be well-managed companies whose stock prices are undervalued. Although the fund invests primarily in domestic stocks, it may also invest in stocks of foreign companies.

Oakmark International Fund R6 Class

Ticker: OAZIX
Expense Ratio: 0.75%

Fund Description: The investment seeks long-term capital appreciation. The fund invests primarily in a diversified portfolio of common stocks of non-US companies. It may invest in non-US markets throughout the world, including emerging markets. Ordinarily, the fund will invest in the securities of at least five countries outside of the US. There are no geographic limits on the fund's non-US investments. The fund may invest in securities of large-, mid-, and small-capitalization companies.

Pioneer Bond Fund Class K

Ticker: PBFKX
Expense Ratio: 0.34%

Fund Description: The investment seeks current income and total return. Normally, the fund invests at least 80% of its net assets (plus the amount of borrowings, if any, for investment purposes) in debt securities issued or guaranteed by the US government, its agencies and instrumentalities, investment grade debt securities (including convertible debt) of corporate or other issuers and cash, cash equivalents and other short-term holdings. The fund may invest a substantial portion of its assets in mortgage-related securities, including commercial mortgage-backed securities, collateralized mortgage obligations and "sub-prime" mortgages, and asset-backed securities.

Western Asset Core Plus Bond Fund Class IS

Ticker: WAPSX
Expense Ratio: 0.42%

Fund Description: The investment seeks to maximize total return, consistent with prudent investment management and liquidity needs. The fund invests in a portfolio of fixed income securities of various maturities and, under normal market conditions, will invest at least 80% of its net assets in debt and fixed income securities. Although the fund may invest in securities of any maturity, it will normally maintain a dollar-weighted average effective duration within 30% of the average duration of the domestic bond market as a whole as estimated by the fund's subadvisers. The fund may invest up to 20% of its total assets in non-US dollar denominated securities.

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T Target date allocation **R** Target risk allocation **E** Equity **B** Bond **C** Money market/Stable value **O** Other

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Federated Hermes Capital Preservation Fund R6

Ticker: N/A
Expense Ratio: 0.41%

Fund Description: Federated Capital Preservation Fund is a collective investment fund that seeks to maintain a stable value of \$10.00 per Unit. The fund cannot guarantee that the value of its Units will always remain at \$10.00. The fund's investment objective is stability of principal and high current income, which is pursued by investing primarily in guaranteed investment contracts (GICs), money market mutual funds and other stable value products that can be carried at contract value.

American Funds New Perspective Fund® Class R-6

Ticker: RNPGX
Expense Ratio: 0.41%

Fund Description: The investment seeks long-term growth of capital. The fund seeks to take advantage of investment opportunities generated by changes in international trade patterns and economic and political relationships by investing in common stocks of companies located around the world. In pursuing its investment objective, it invests primarily in common stocks that the investment adviser believes have the potential for growth.

Your plan offers model portfolios. More information on these models is available in the **What ways can you invest?** section of this guide and on your plan's retirement website.

Note: Fund fact sheets and prospectuses with more investment information are available online.

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Plan highlights

Eligibility requirements

To begin contributing to the plan, you must meet the following requirements. Because your plan has multiple levels of eligibility, you must meet different requirements depending on the type of contribution. Continue reading for more details on the types of contributions available.

Your deferral contributions

Employee pretax requirements

- You must be at least 21 years of age.
- You must have worked at least 3 months as defined by the plan.
- You are eligible if employed on 2/20/2009.
- All requirements to join the plan have been waived.

The following employees are excluded:

- Union employees
- Nonresident aliens with no US earned income

Employee Roth requirements

- You must be at least 21 years of age.
- You must have worked at least 3 months as defined by the plan.
- You are eligible if employed on 2/20/2009.
- All requirements to join the plan have been waived.

The following employees are excluded:

- Union employees
- Nonresident aliens with no US earned income

Employer contributions

Profit sharing requirements

- You must be at least 21 years of age.
- You must have worked at least 1000 hours as defined by the plan.
- You must have worked at least 12 months as defined by the plan.
- You are eligible if employed on 2/20/2009.

- All requirements to join the plan have been waived.

The following employees are excluded:

- Union employees
- Nonresident aliens with no US earned income

Enrollment period (entry date)

If you meet eligibility requirements, you may enroll in the plan on 07/01/2022.

Your deferral contributions

Pretax deferrals

Pretax deferrals are contributed into the plan on a pretax basis. Unlike the compensation you actually receive, pretax deferrals will not be taxed at the time they are paid by your employer. Instead, these deferrals and any earnings accumulated while invested in the plan will be taxable to you when withdrawn from the plan. This will reduce your taxable income for each year that you make a contribution. Through payroll deduction, you can contribute from 1% up to 100% of your salary pretax as long as the amount does not exceed \$20,500, which is the maximum limit for 2022 set by the Internal Revenue Service (IRS).

Roth deferrals

Roth deferrals are contributed to the plan from amounts that have already been treated as taxable income. Roth deferrals will not reduce your taxable income in the year in which you contribute a portion of your compensation into the plan. You may contribute from 1% up to 100% of your salary as a Roth deferral as long as the total amount, when combined with any pretax deferrals, does not exceed the IRS contribution limit of \$20,500 for 2022.

When Roth deferrals are withdrawn, distributions—including contributions and any earnings—are tax free as long as certain requirements are met. In order to receive tax-free withdrawals, generally your money must remain in the account for five years and you

Plan highlights

must have reached age 59½, die, or become disabled.

Catch-up contributions

If you are age 50 or older, you are entitled to contribute an additional “catch-up contribution” beyond the maximum IRS limit of \$20,500 for 2022. This is intended to help employees boost their savings prior to retirement. The maximum catch-up contribution is \$6,500 for 2022.

Employer contributions

Profit sharing contributions

Your employer may make profit sharing contributions on your behalf.

Rollovers

You are allowed to roll over money from other qualifying retirement accounts into this account using the form on page 21.

There are important factors to consider when rolling over assets from an IRA or an employer retirement plan account. These factors include, but are not limited to, investment options in each type of account, fees and expenses, available services, potential withdrawal penalties, protection from creditors and legal judgments, required minimum distributions, and tax consequences of rolling over employer stock.

Vesting

Vesting refers to the amount of your retirement account savings that belongs to you.

- The money that you contribute from your salary and the money it earns are always 100% vested.
- Any rollover contributions you make are always 100% vested.
- The money contributed on your behalf by your employer becomes vested based on the schedule(s) below:

Profit sharing contribution vesting schedule

Years of employment	Vesting %
0	0%
1	0%
2	20%
3	40%
4	60%
5	80%
6	100%

Contribution changes

As you review and refine your savings strategy over time, you may choose to change the amount you save or how you invest your money. You may stop making or change contributions by going online or by contacting your employer. Once stopped, you have the option to begin contributing again in accordance with your plan’s policy.

Withdrawals

Money can be withdrawn from your account if:

- You are age 59½ or older.
- You have reached the normal retirement age of 65.
- You request an in-service withdrawal as defined by your plan.
- You no longer work for M Corp.
- Death
- Disability

Note: Withdrawals of certain types of elected deferrals and employer contributions may be subject to restrictions.

There are certain penalties and tax implications you should consider before making a withdrawal. In general, if you take a distribution from the plan before you are age 59½, a 10% early distribution penalty will apply to the taxable portion of your

Plan highlights

distribution. There are some exceptions to the 10% penalty.

In addition, if your distribution is eligible to be rolled over into another qualifying retirement account (e.g., an individual retirement account or IRA) and you choose to take the distribution rather than roll over the amount, 20% of the distribution must be withheld and remitted to the IRS as a credit toward the taxes you will owe on the distribution amount.

Your tax professional can provide guidance on potential outcomes of withdrawing money from your account.

arrangements with your employer. If there are any inconsistencies between this enrollment guide, the SPD, and the plan document, the plan document will be followed.

Loans

While your retirement account is designed to be used when you retire, you can take a loan if a need arises. Loans may be taken from vested employer and applicable employee contributions.

Loans must follow these guidelines:

- You can only have 2 loan(s) outstanding at a time.
- The amount you may borrow is limited by tax laws. In general, all loans will be limited to the lesser of one-half of your vested account balance or \$50,000.
- The minimum loan amount is \$1,000.
- Generally, all loans must be repaid within 60 months.
- Other requirements, limits, and certain fees may apply.
- The one-time cost of taking a loan is \$150.

Summary Plan Description

This enrollment guide offers an overview of The M CORP 401(K) PROFIT SHARING PLAN AND TRUST plan. Greater detail and other important information about the plan's features and benefits are available in the Summary Plan Description (SPD), which will be provided to you separately. You are encouraged to review the SPD carefully and contact your employer with any questions. You may also examine a copy of the plan document, which contains all of the provisions that the IRS requires, by making

What's next?

Enrollment is only the first step in getting the most from your plan. Use this checklist to make sure you take advantage of all that is available to you. To access a wide range of planning resources designed to help you succeed, register online at <https://myaccount.ascensus.com/ml>.

Your retirement account checklist

- ☐ **Join the plan quickly and conveniently** – Just go to <https://myaccount.ascensus.com/ml>.
- ☐ **Download the READYSAVE™ mobile app** – Access your retirement account, manage contributions, and stay on track for retirement – whenever, wherever.
- ☐ **Review** – Decide if you want to consolidate your investments by rolling over outside retirement assets into this account.
- ☐ **Learn more** – Go to your plan website for easy access to planning tools, investment information, and details on how your plan works.
- ☐ **Meet Aimee™, your virtual financial coach** – Visit your plan website to access the Financial Wellness Hub. In just a few minutes, Aimee will help you set personalized financial priorities and provide a tailored action plan to improve your situation--no matter where you are in your financial wellness journey.
- ☐ **Consider professional support** – Get the backing of the experts at Morningstar, a leading and trusted source for investment guidance and expertise. Through *Morningstar Retirement Manager*, you can:
 - use Morningstar's resources to create a personalized investment strategy recommended for you at no cost.
- ☐ **Track your progress** – Review your retirement outlook regularly via the READYSAVE™ app, where you can check your balance, see activity history, and adjust your savings rate.
- ☐ **Stay informed** – Get account updates through our online Message Center.
- ☐ **Update your strategy** – At least once a year, make sure your personal goals, savings rate, and account settings are in line with your retirement strategy. Do this more frequently if a major life event occurs, such as a raise, marriage, a change in your beneficiaries, or the birth of a child.

Download READYSAVE™



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Rollover form instructions

Review this information before completing the rollover form on the following pages.

- **How do I roll over my assets?**

By completing Part 1 and 2 of this rollover form and writing (or endorsing) your rollover check to the trustee or custodian, you can complete a rollover contribution to this plan.

- Part 1 of the form (on the back of this page) is what you will need to request a check to transfer your assets. The check should be returned to the Trust company per the instructions on the form.
- Part 2 of the form provides instructions on how to treat your rollover contribution. This form should be returned to your employer.

Important:

Review both Part 1 and Part 2 of the form carefully before taking action. Knowing what information you will need at each point will be helpful when you begin the process of rolling over your account. Your employer may ask you for additional information in order to verify that the funds you are contributing qualify as a rollover contribution.

Rollover form – Part 1

Check request

Name _____
first middle initial last

Social Security number _____ Email _____

Plan ID 267987

Request a check and have it sent to Ascensus Trust Company.

- Contact your retirement plan/account service provider to request a withdrawal of your account assets in the form of a check.
- The check should be payable to Ascensus Trust Company and include the Plan ID (provided above).
- Mail the check to:

Ascensus Trust Company
1655 43rd Street South
Suite 100
Fargo, ND 58103

- Your prior retirement plan/account service provider can send the check directly to Ascensus Trust Company. If instead the check is being returned to you, you must complete Part 1 of the rollover form (i.e., this page) and send it along with your check to Ascensus Trust Company. If you are sending more than one rollover check, use a separate form for each check.

My check details

Dollar amount on check: \$ _____

Date sent to Ascensus Trust Company (mm/dd/year): _____

Submitted by _____ Date _____
First middle initial last

Important:

- If the check is payable to you, you have 60 days to roll over the funds (i.e. have the check deposited into your retirement plan) or the entire amount becomes taxable.
- If you have any questions, please contact Participant Services at 888-800-5359.

Rollover form – Part 2

Savings and investment elections

Name _____
first middle initial last

Social Security number _____ Email _____

Plan ID 267987

Employer use only: Upon receipt of this form, verify that the plan document permits rollover contributions and that the rollover contribution qualifies for rollover treatment and that all information provided by the participant is accurate and complete.

Complete and return Part 2 of the Rollover form to your employer.

Important:

- This form may only be used to move (i.e., roll over) retirement plan assets from a retirement plan, traditional IRA, or SIMPLE IRA into your employer's plan.
- This form may not be used to request a rollover from this plan to another retirement plan.
- If more than one rollover contribution is being sent, use a separate form for each rollover contribution.
- If this rollover contribution is being made during or after the first year for which you must take a required minimum distribution, you cannot roll over any amount which constitutes a required minimum distribution. Please check with your employer for more information about this rule.

My savings

1. The amount of my rollover contribution attributable to pre-tax contributions is \$_____ (amount on check)
2. The amount of my rollover contribution attributable to Roth contributions is \$_____
 - a. The amount of the Roth contribution that is attributable to basis is \$_____
 - b. The first year in which I made a Roth contribution to the plan from which my rollover is being made was _____ (specify)
3. The amount of my rollover contribution attributable to after-tax (non-Roth) contributions is \$_____
 - a. The amount of the after-tax contribution attributable to basis is \$_____
4. The rollover contribution is from the following type of plan:

<input type="checkbox"/> QP/401(k)/Roth401(k) plan	<input type="checkbox"/> 403(a) plan
<input type="checkbox"/> 403(b) plan	<input type="checkbox"/> Governmental 457(b) plan
<input type="checkbox"/> Traditional IRA	<input type="checkbox"/> SIMPLE IRA
<input type="checkbox"/> Current plan	

Note: If necessary, the retirement plan/account service provider can provide the information requested above.

Continued on back

Rollover form – Part 2

Savings and investment elections

Name _____
first middle initial last

Social Security number _____ Email _____

Plan ID 267987

My investments

You have choices for investing your rollover assets. You can select a target risk allocation model portfolio OR create a custom mix. Helpful information on choosing investments is available in the **What ways can you invest?** section of this guide and on your plan's retirement website.

Important: If you don't make any investment elections but complete the rest of this form, you will be invested in the MODERATE MODEL as created and maintained by your plan's fiduciaries. More information on this model is available in the **What ways can you invest?** section of this guide and on your plan's retirement website.

Invest my rollover contribution according to my current investment elections.

☐ Check this box to invest your entire rollover contribution in the same funds and percentages you previously selected for your retirement plan contributions.

Make new investment elections for my rollover contribution.

☐ Check this box if you choose to invest your rollover contribution in different funds and/or percentages than you previously selected. **You can select a target risk allocation model portfolio OR create a custom mix.**

Option 1: Select only one; your contribution will be automatically set to 100%, and you cannot select a custom mix below. More information on these models is available in the **What ways can you invest?** section of this guide and on your plan's retirement website.

Choose a target risk allocation model portfolio, as created and maintained by your plan's fiduciaries.

- ☐ CONSERVATIVE MODEL ☐ MODERATE MODEL ☐ AGGRESSIVE MODEL
☐ CONSERVATIVE TO MODERATE MODEL ☐ MODERATE TO AGGRESSIVE MODEL

Or

Option 2: Create a custom mix

Choose one or more investments as long as the total amounts to 100%. Your elections must be made in increments of 1%. Information on each Investment's performance is available on your plan's retirement website and in the **Investment options** section of this guide.

Investment name	Investment %	Investment name	Investment %
Equity		Equity (Cont)	
AB Large Cap Growth Fund Class Z	_____ %	JPMorgan Large Cap Growth Fund Class R6	_____ %
American Funds American Mutual Fund® Class R-6	_____ %	Neuberger Berman Large Cap Value Fund Class R6	_____ %
American Funds EuroPacific Growth Fund® Class R-6	_____ %	Oakmark International Fund R6 Class	_____ %
American Funds New World Fund® Class R-6	_____ %	Bond	
Columbia Small Cap Index Fund Institutional 3 Class	_____ %	Pioneer Bond Fund Class K	_____ %
Goldman Sachs GQG Partners International Opportunities Fund Institutional Shares	_____ %	Western Asset Core Plus Bond Fund Class IS	_____ %
iShares Russell Mid-Cap Index Fund Class K	_____ %	Money market/Stable value	
iShares S&P 500 Index Fund Class K	_____ %	Federated Hermes Capital Preservation Fund R6	_____ %

Rollover form – Part 2

Savings and investment elections

Name _____
first middle initial last

Social Security number _____ Email _____

Plan ID 267987

Investment name	Investment %
Other	
American Funds New Perspective Fund® Class R-6	_____ %

My signature

Signature _____ Date _____

Your signature serves as acknowledgment that you have provided accurate information and authorize the rollover of retirement account assets in accordance with this form as soon as administratively possible.

Employer use only
Signature of plan administrator _____ Date _____
Note: To process this request in the most efficient manner, please use your employer website.

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This is your opportunity. The decision to save today can shape your future. You'll thank yourself later.

Join the plan

Retire ready. Retire happy.



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