

SECURE 2.0 OPERATION CHECKLIST

The SECURE 2.0 Operation Checklist (the "Checklist") is intended to track changes made to the operation of the plan named above (the "Plan") that relate to optional and required changes under the SECURE 2.0 Act of 2022 ("SECURE 2.0") which was part of the Consolidated Appropriations Act of 2023 ("CAA"), and corresponding guidance (the "Applicable Law"). Future items will be added to the Checklist as additional sections of SECURE 2.0 become effective and as additional guidance is issued. *The Checklist is not an amendment to the Plan document.* The Plan document must be amended to comply with SECURE 2.0 by the end of the 2026 Plan Year (or prior to Plan termination, if the Plan will be terminated prior to the end of the 2026 Plan Year) unless the Plan is sponsored by a governmental employer, in which case it must be amended by the end of the 2029 Plan Year (or prior to Plan termination).

SECURE 2.0 TRACKABLE PROVISIONS:

For the items below, if the check boxes are empty, the *italicized* provision will apply.

1. Employer Matching and Non-Elective Contributions Designated as Employer Roth Contributions (SECURE 2.0 Sec. 604)

The Plan does not permit Participants to designate Employer Matching or Non-Elective Contributions to be made as Employer Roth Contributions.

- a. Effective _____ (no earlier than 12/29/2022), the Plan allows Participants to designate Employer Matching Contributions as Employer Roth Contributions outlined in Section A below.
- b. Effective _____ (no earlier than 12/29/2022), the Plan allows Participants to designate Non-Elective Contributions as Employer Roth Contributions outlined in Section A below.
- c. Additional information: _____.

2. Eligibility, Entry, and Vesting for Military Spouses (SECURE 2.0 Sec. 112)

The Plan's provisions regarding eligibility, entry, and vesting remain unchanged with regard to Military Spouses.

- a. Effective _____ (Tax years beginning after 12/29/2022), the Plan allows Military Spouses to enter the Plan as of the earlier of the date that is two months following the Military Spouse's date of hire or the entry date that would otherwise apply under the Plan's existing terms. The Plan also provides for vesting and contributions pursuant to Section L below.
- b. Additional information: _____.

3. Qualified Student Loan Payments (plans with matching contributions only; SECURE 2.0 Sec. 110)

Matching contributions (if any) will not be made on behalf of Participant's who make Qualified Student Loan Payments.

- a. Effective _____ (no earlier than the first day of the Plan Year beginning on or after 01/01/2024), matching contributions may be made on behalf of Participants who make Qualified Student Loan Payments.
- b. Additional information: _____.

4. Emergency Personal Expense Distributions (SECURE 2.0 Sec. 115)

The Plan will not permit Emergency Personal Expense Distributions or Recontributions.

- a. Effective _____ (no earlier than 01/01/2024), Participants may receive Emergency Personal Expense Distributions.
- b. Effective _____ (no earlier than 01/01/2024), the Plan will accept recontribution amounts from Emergency Personal Expense Distributions.
- c. Additional information: _____.

5. Auto-Portability Rollovers (SECURE 2.0 Sec. 120)

The Plan will not permit receipt of rollovers or allow rollover distributions from auto-portability providers.

- a. Effective _____ (no earlier than 12/29/2023), the Plan may receive rollovers from an auto-portability provider.
- b. Effective _____ (no earlier than 01/01/2024), the Plan permits rollover distributions via auto-portability provider.
- c. Additional information: _____.

6. Involuntary Force-Out Limit Increase (SECURE 2.0 Sec. 304)

The Plan's involuntary force-out limit remains unchanged.

- a. Effective _____ (no earlier than 01/01/2024), the maximum vested account balance subject to involuntary force-out (i.e., distributions that may be made without the consent of the Participant or Beneficiary) is increased to \$ _____ (not to exceed \$7,000).
- b. Additional information: _____.

7. Top-Heavy Rules Applicable to Otherwise Excludable Employees (SECURE 2.0 Sec. 310)

The top-heavy provisions of the Plan (insofar as a top-heavy minimum contribution may be required) apply without regard to a Participant's age or service.

- a. Effective _____ (no earlier than the Plan Year beginning on or after 01/01/2024), Participants who do not meet the age or service requirements under Code section 410(a)(1) (without regard to subparagraph (B) thereof) ("Otherwise Excludable Employees") for a given Plan Year shall not be entitled to a top-heavy minimum contribution otherwise provided for under the terms of the Plan or Code section 416(c)(2)(A) or (B). In any Plan Year on or after the effective date (of this provision) in which the Plan is top-heavy and for which top-heavy minimum contributions would otherwise be allocated to Otherwise Excludable Employees but for the prior sentence, the Employer may, in its sole discretion, elect to provide a non-elective contribution to any Otherwise Excludable Employee who remains employed as of the last day of the Plan Year. The amount of such non-elective contribution shall not exceed the top-heavy minimum contribution to which the Otherwise Excludable Employee would have otherwise been entitled (but for the application of SECURE 2.0 Section 310 and the first sentence of this Section). Such non-elective contributions shall be subject to the same vesting schedule as would apply to top heavy minimum contributions under the terms of the Plan.
- b. Additional information: _____.

8. Domestic Abuse Distributions (SECURE 2.0 Sec. 314)

The Plan does not provide for distributions or recontributions on account of Domestic Abuse as outlined in Code sec. 72(t)(2)(K).

- a. Effective _____ (no earlier than 01/01/2024), Participants may receive distributions on account of Domestic Abuse.
- b. Effective _____ (no earlier than 01/01/2024), Participants may recontribute distributions taken on account of Domestic Abuse.
- c. Additional information: _____.

9. Distributions to Terminally Ill Participants (SECURE 2.0 Sec. 326)

The Plan does not provide for distributions on account of Terminal Illness.

- a. Effective _____ (no earlier than 12/29/2022), subject to any administrative policies adopted by the Plan Administrator, a terminally ill Participant who is otherwise entitled to an in-service distribution may request and receive a distribution that is characterized as a terminally ill distribution as provided by Code section 72(t)(2)(L) and described in IRS Notice 2024-2 section F.
- b. Effective _____ (no earlier than 12/29/2022), the Plan will accept a recontribution due to distributions to a terminally ill Participant.
- c. Additional information: _____.

10. Qualified Disaster Distributions & Loans

The Plan does not apply different limits or repayment schedules to Qualified Disaster Loans. The Plan does not allow recontribution of Participant distributions on account of a Qualified Disaster Distribution.

- a. Effective _____ (no earlier than 01/26/2021), loans that meet the criteria listed in Code section 72(p)(6)(A) (i.e., the disaster loan requirements) are subject to different limits. Specifically, the overall dollar limitation (i.e., the \$50,000 limit referenced in Code section 72(p)(2)(A)(i)) is \$ _____ (not to exceed \$100,000) and the percentage limitation _____ % (i.e., 50% of the vested account balance).
- b. Effective _____ (no earlier than 01/26/2021), the Plan allowed delayed repayment of Qualified Disaster Loans as outlined in Code section 72(p)(6)(B).
- c. Effective _____ (no earlier than 01/26/2021), the Plan allowed Participant recontributions of Qualified Disaster Distributions.
- d. Effective _____ (no earlier than 01/01/2024), the Plan allows Participant recontributions of distributions for home purchases.
- e. Additional information: _____.

11. Long-Term Part-Time ("LTPT") Employees (SECURE 1.0 Sec. 125)

The Plan allows Participants to make pre-tax Elective Deferrals that are not Catch-up Contributions:

- a. Effective _____ (no earlier than 01/01/2024) LTPT Employees who are Participants in the Plan are eligible for the following:
 - i. Catch-up Contributions.
 - ii. Roth Elective Deferrals.
 - iii. Voluntary Contributions (after-tax).
 - iv. Rollover Contributions.
 - v. Employer Matching Contributions.
 - A. Discretionary Employer Matching Contributions.

- B. Non-Discretionary (fixed) Employer Matching Contributions.
- vi. Safe Harbor Contributions.
 - A. Safe Harbor Non-Elective.
 - B. Safe Harbor Matching.
- vii. Employer Non-Elective Contributions (profit sharing).
- b. Effective _____(no earlier than 01/01/2021), subsequent LTPT Eligibility Computation Periods switch to Plan Year, begins immediately following the Employment Commencement Date.
- c. Effective _____(no earlier than 01/01/2024), LTPT Employees are included in the following Plan operations:
 - i. Automatic Enrollment.
 - ii. Automatic Escalation.
 - iii. Participant Loans.
- d. Effective _____(no earlier than 01/01/2024), LTPT Employees eligible for Elective Deferrals will be included in nondiscrimination and coverage tests under Code Sections 401(a)(4), 401(k)(3), 401(m)(2) and 410(b).
- e. Effective _____(no earlier than 01/01/2024), LTPT Employees eligible for Elective Deferrals will be included for applying the Top-Heavy contribution and vesting requirements of Code Sections 416(c) and 416(d).
- f. Additional information: _____.

12. Pension-Linked Emergency Savings Accounts (only for plans that permit Roth Elective Deferral contributions); (SECURE 2.0 Sec. 127)

The Plan will not permit Pension-Linked Emergency Savings Accounts ("PLESA").

- a. Effective _____(no earlier than the later of: (i) first day of the Plan Year beginning on or after 01/01/2024, or (ii) a date that is 30 to 90 days after the required PLESA disclosures are provided to Participants), Participants are permitted to make Roth Elective Deferral contributions to and receive not more than (must be at least one) _____distribution(s) each month from a PLESA.
- b. Additional Information _____.