

AUTOMATIC DATA PROCESSING, INC.

Automatic Data Processing, Inc.
Retirement and Savings Plan
598000



Your Plan's Highlights

READY TO ENROLL?

Text **401k to 72408**

Eligibility

Invest in yourself and take advantage of your retirement savings plan benefit.

You are immediately eligible to participate upon activation of your Plan account.

Contributions

Unless you elect otherwise, after you have completed 60 days of employment, ADP will automatically begin deducting 3% from your paycheck on a Before-tax basis and depositing that deduction in your retirement account in the Plan's default fund as detailed in your Welcome Letter. If you are automatically enrolled in the Plan you will also be enrolled in ADP's contribution escalation feature which will automatically increase your contribution rate by 1% each September until your Before-tax contribution rate reaches a maximum of 6%. For more information including important dates, please refer to your Welcome Letter.

Your participation in the Plan is always voluntary. If you decide that you would like to change your deferral election, you may do so at any time.

You can take an active part in your financial wellness by contributing as much as you can to your retirement account. Your contributions options are listed below:

- Before-tax and/or Roth 401(k): 1% to 50%
- After-tax: 1% to 99%

The Plan has additional opportunities and limitations on how much you can contribute:

- Your combined After-tax and Before-tax and/or Roth 401(k) contributions cannot exceed 99% of your pay. After-tax contributions may be subject to further limitations.
- If you are considered a Highly Compensated Employee, the total maximum amount you can contribute to the Plan is currently limited to 12%.

Contributions — continued

- If you are age 50 years of age or older, you may also make an additional Before-tax and/or Roth 401(k) Catch-up deferral election. The total of all of your deferral elections — including any Catch-up election — cannot exceed 99% of your pay OR the Catch-up Limit for the year (whichever is less).
- The total dollar amount you may contribute to the Plan on a Before-tax and/or Roth 401(k) basis is limited to \$20,500 unless you are age 50 or older in which case you may be able to contribute an additional \$6,500. These limits may be adjusted in future years.
- Special rules apply for Associates in Puerto Rico. Please make sure to see the Summary Plan Description for further information.

Rollovers

Rollovers from a previous qualified retirement plan or a Rollover Individual Retirement Account (IRA) are accepted into the Plan. Additional information is located on the Rollover Form.

Employer contributions

ADP will match \$1.00 for every dollar you save, up to 6% of your pay on contributions made after the 6-month anniversary of your hire date.

Vesting

Your contributions and any amounts you rolled into the Plan, adjusted for gains and losses, are always 100% yours.

Your company contribution account vests according to the following schedule:

Years of service:	1	2	3
Match % vested:	0%	0%	100%

Loans, withdrawals and distributions

Planning for your retirement is a long-term commitment and the money you have saved should be considered “untouchable” and used only as income in retirement. There are various rules governing how and when you can access your money in the Plan. Furthermore, there may be significant tax implications associated with these options that may impact your retirement savings over the long run. It is important you familiarize yourself with these options before accessing your money for non-retirement purposes.

In the event of a financial need, you have the following ways to access your retirement assets:

Loans

- Number of outstanding loans allowed at any one time: 2
- Minimum loan amount: \$1,000
- Maximum repayment period: No more than 60 months (5 years)
- Loan interest rate information can be obtained by logging into your account at >Loans & Withdrawals>View or Request a Loan

Withdrawals while employed

The following options are available to access your money while employed.

Hardship Withdrawals

- You may withdraw your contributions from the Plan in the event of a severe financial hardship.
- Hardship withdrawals are permitted only for specific reasons. Please review the Summary Plan Description for details on the rules associated with taking a Hardship Withdrawal.

Age 59 ½ in-service withdrawals

- You may withdraw any or all of your vested account balance at any time after reaching age 59 ½.

Rollover Withdrawals

- You can withdraw any or all balances that you previously rolled into the ADP Plan at any point in time.

Qualified Birth or Adoption Withdrawal

- You may withdraw your contributions from the Plan, up to \$5,000 per qualified child birth or adoption.

Withdrawals after employment

You may receive a distribution of the vested portion of some or all of your retirement account balances in the Plan for the following reasons:

- Termination of employment
- Retirement
- Disability
- Death

Special rules exist for each type of withdrawal. You may be subject to a 10% penalty in addition to federal and state taxes if you withdraw money before age 59½. For more information, review the **Special Tax Notice** located in the retirement plan website.

Account resources

You can access your retirement savings account anytime*, make changes and perform transaction through:

- ADP Mobile Solutions App
- My.ADP.com
- 1.877.401.5237
- The ADP Associate Portal

 **QUESTIONS?** Representatives are available Monday through Friday, 8 a.m. – 9 p.m., Eastern Time.

The ADP Mobile Solutions App and the website allow you to:

- Check account balances
- Enroll and make account changes
- Research plan investments and request investment changes
- Access retirement planning tools and calculators
- Get prospectuses

Quarterly Account Statement

Stay informed about your progress. Your statement has details about your account, investment performance, and account activity for the period and is located in the My Account section once you have logged into your account.

* Except during scheduled maintenance.



CONGRATULATIONS ON TAKING THE FIRST STEP TO INVEST IN YOURSELF AND YOUR RETIREMENT. ONCE YOU ARE ENROLLED IN THE PLAN, BE SURE TO TAKE ADVANTAGE OF SEVERAL FEATURES, SUCH AS:

Save Smart®

This is a plan feature that allows you to automatically increase your retirement plan contribution percentage. You can elect a 1%, 2% or 3% increase to your before-tax contribution. The increase will go into effect each year, on the date you choose.

Automatic Account Rebalancing

This is an account tool that allows you to keep your current investment mix (balance by investment fund) consistent with your current investment strategy for new contributions. Once you have made an investment allocation election for new contributions, Automatic Account Rebalancing will rebalance your account based on your preference: quarterly, semi-annually, or annually.

Keep in mind that rebalancing your funds, switching out of an investment, when the market is doing poorly means locking in the loss.

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ADP RETIREMENT SERVICES 71 Hanover Road Florham Park, NJ 07932

Descriptions of Plan features and benefits are subject to the Plan document. The Plan document will govern in the event of any inconsistencies. ADP, Inc. owns and operates the ADP.com and ADP Mobile Solutions App. Online Retirement Account Access, VRS and Participant Service Team are services offered by ADP Retirement Services, the record keeper for your organization's retirement plans.

Investment options are available through the applicable entity(ies) for each retirement product. Investment options in the "ADP Direct Products" are available through either ADP Broker-Dealer, Inc. (ADP BD), Member FINRA, an affiliate of ADP, Inc., One ADP Blvd, Roseland, NJ or (in the case of certain investments) ADP, Inc. Only licensed representatives of ADP BD may offer and sell ADP retirement products and services or speak to retirement plan features and/or investment options available in any ADP retirement products. Customer Service Center representatives are registered representatives of ADP Broker-Dealer, Inc. One ADP Blvd., Roseland, NJ; an affiliate of ADP, Inc., member FINRA. Registered representatives of ADP Broker-Dealer, Inc. do not offer investment, tax or legal advice to individuals. Please consult with your own advisors for such advice.

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