



## 1. Purpose

This document contains information and a form to help ou restart, change, or stop our Savings Plus contributions. With this form, ou can also elect to automaticall increase our contributions using the Auto Increase feature.

#### 2. 2022 IRS Contribution Limits

# 3. Ways to Contribute

Savings Plus gives out he e ibilit to select hod to contribute to our account(s).

**Dollar or percentage** You can elect to have our contributions come out as a speci, c dollar amount or as a percentage of our gross pa .

**NOTE**: Whatever ou elect, there is a \$50 minimum contribution amount per month. The ma imum is determined b the amount of our pa and the contribution limits set b the IRS.

#### 4. How to Increase Your Contributions

Even small contribution increases ma make a big di erence when our funds are given the time to grow. We of errou options when it comes to increasing our contributions.

One-Time Make a one-time increase b changing our contribution amount. Changes will take e ect in the following month's pa period. Your contribution will remain the same until ou elect a new contribution amount.

Auto Increase Select the date ou Dant the increase to occur, along Dith the dollar amount or percentage of our increase, based upon our contribution method. Your contribution amount Dill automatical increase each ear b that amount.

NOTE: Auto Increase can onl be elected for the mone source(s) ou are currently contributing to. The Auto Increase method (dollar or percentage) must also match our current contribution method (dollar or percentage) on \_ le.

### 5. Additional Contribution Information

Please consider the following information when making changes to our contributions:

The ned elected contribution amount will onle be deducted if the entire amount is available to be pulled from our pacheck. The contribution amount will remain active untile ou elect to stop. Therefore, our deduction could be processed in the future if our pacincreases to a level that allows the elected amount to be deducted.

Savings Plus does not stop participant contributions. Onl ou can elect to stop our contributions. Be sure to calculate our contributions carefull and refer to the table above to avoid contributing more than the IRS limit.

Auto Increase is not turned o during an unpaid leave of absence (LOA). An Auto Increase during a LOA will be calculated and communicated to our pa center on the ne t available pa check.