RETIREMENT SERVICES

ADP ACHIEVE

Empower your employees to save for what matters

Always Designing for People™

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Help your employees achieve

Financial Security

Teach your workers how to unlock your retirement plan's full potential and become retirement ready with the ADP Achieve financial wellness education program. Achieve makes it easy to drive learning and engagement with a range of tech tools, communications, and access to live support. Tailored to address the specific needs of your plan, Achieve can help you:

- Explain the benefits of saving for retirement using a 401(k) plan
- Educate about the plan terms, choices and investment options
- Empower your employees to make informed decisions about planning for their future needs

The Achieve program is designed to help you elevate all your workers. With financial education that can help them reach their goals – so you can reach yours.

While your company is on a path toward its goals, your employees are on the road to theirs. You want them to be ready for retirement — and so do we.

Greater plan visibility

Discover how easy it can be to stay compliant and be more productive with our Plan Sponsor Website. With instant access to important plan data — anywhere and everywhere — like plan health metrics and reports on performance, investments, and cash flow. Timely, automated reminders about crucial responsibilities from our dynamic Task Bar program keep you ahead of your responsibilities. And everything you need to manage plan compliance, tasks and employee engagement in one place. So you can continually improve and effectively manage your plan.

You can also review:

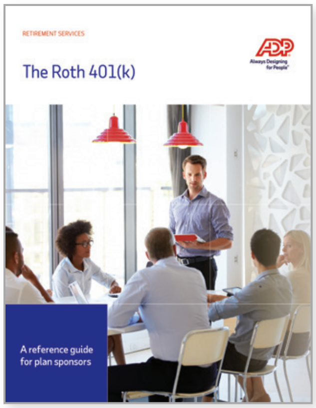
- Custom reports
- Compliance information
- Fund information[1]
- Administrative procedures and forms
- Employee education materials
- Informational resources and newsletters

Magnify plan insight

Better assess plan effectiveness, participant retirement readiness, and your fiduciary performance with our Plan Health Report. This report goes beyond basic participant measures to include retirement income replacement ratios, deferral gap, and projected monthly income data. Because the best measure of a retirement plan's success is its ability to help your workers have good retirement outcomes. And you can get your current plan health data when you want it. Conveniently available on the plan sponsor website, you can explore detailed plan health analytics that can empower you to do more to help your workers prepare for the future.

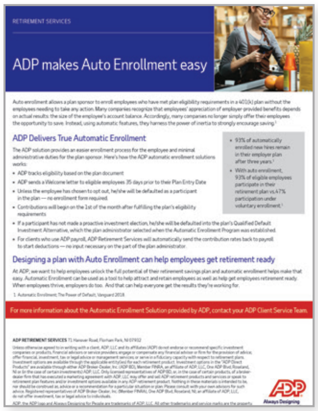
1 Investment options are available through ADP Broker-Dealer, Inc., an affiliate of ADP, LLC, One ADP Blvd., Roseland, NJ; Member FINRA.

Expand your knowledge by reviewing the following items, available on the Plan Sponsor Website.



The Roth 401(k): A Reference Guide for Plan Sponsors

Provides an overview of the Roth 401(k) feature, including how it works, how it compares to a traditional 401(k), and what you may wish to consider before making this option available in your plan.



Automatic Enrollment

Automatic enrollment can maximize employee participation in your retirement plan. Learn the many benefits of automatic enrollment, the use of Qualified Default Investment Alternatives, and how to add automatic enrollment to your plan.

Financial Engines®

Financial Engines allows you to offer your employees online investment advisory services, with an option for managed account services, that can help participants decide how much to save and how to invest their savings.[2]

Your 401(k) Plan Participation

A 401(k) retirement plan is good for your employees and smart for your business. Whether your 401(k) plan is new or established, there are numerous opportunities to boost enrollment, including:

- Instituting a comprehensive education program
- Offering optional plan features such as automatic enrollment, loans, and immediate eligibility
- Educating your employees about the benefits of saving though the plan

2 Financial Engines™ Professional Management is a service of Financial Engines Advisors L.L.C. Plans that wish to offer this participant advisory service may engage Financial Engines to serve as an investment manager or advisor to plan participants. Participant advisory and management services provided by Financial Engines Professional Management is made available to plans recordkept by ADP, LLC ("ADP"), however Financial Engines is not affiliated with ADP nor any of ADP's affiliates, parents, or subsidiaries. ADP provides technology services that facilitate a plan's connectivity to the services of Financial Engines and provides information about Financial Engines' services to you; however the provision of these services is in no way a recommendation or endorsement by ADP of Financial Engines, nor does it imply a certain level of skill or services offered by Financial Engines.

Newsletters are available on the Plan Sponsor Website.

The Retirement by Design Plan Sponsor Quarterly e-Newsletter

Provides a review of information on regulatory and legislative issues, the latest account features and updates, and how they may affect the day-to-day operations of your plan.

RETIREMENT SERVICES

Retirement by Design

ADP Retirement Services Update
April - June 2019

ADP Always Designing for People

The workplace is constantly evolving. These changes are often brought on by the introduction of new technology and the influx of new generations of workers to the advent of new competitors - who may not have existed just a few years ago. To succeed in this environment, you and your employees need to have tools that allow you to work smarter, embrace change and reach your full potential.

At ADP Retirement Services, this is our mantra. It's why we remain committed to providing you and your employees with access to state-of-the art planning tools and education resources, industry-leading research and mobile technology — all artfully designed to help unlock the potential of your retirement savings plan.

In this Issue...

What You Need to Know about Form 5500
Beginning in late May, ADP will make available your Form 5500. Here's what you need to know.
LEARN MORE

Plan Leakage Spells Risk for Employees and Employers Alike
When participants borrow from their retirement plan, they may be reducing their retirement income, while increasing your risk.
LEARN MORE

Enhance Your Financial Wellness Offering
Want to help improve the financial wellness of your employees, check out the ADP Marketplace, your go-to source for third-party apps that integrate with your ADP solutions.
LEARN MORE

Fund Changes Online, Now Easier
ADP has introduced several new features to Fund Changes Online designed to make changing your Plan's investment lineup easier than ever.
LEARN MORE

Empowering Participants to Save for Retirement

Our award-winning employee education programs drive retirement readiness. We bring smart plan design, innovative technology, meaningful communications, and service experience together to engage, inspire, and help employees achieve financial security. Because when workers understand the benefits of saving in a 401(k) plan, investment concepts, and their retirement goals, they are more likely to join the plan. Rely on us to deliver a results-focused employee education experience that provides you with the flexibility you need to design an education program that fits your plan and employee needs.

KEY TO COMMUNICATIONS

Use this key to identify education items that fit your plan needs and objectives.

- Increase Participation
- Increase Contributions
- Improve Asset Allocation
- SP Also Available In Spanish
- Informational/Awareness

Starting out right

Meet your fiduciary requirements and get participants retirement ready, with help from our Retirement Counselor team. We make your retirement plan accessible virtually anywhere with solutions designed for the way we live – and work – today. Our technology makes it easy to join the plan, get answers and stay engaged. Whether your employees are on-site or everywhere, we offer convenient access to virtual, or group enrollment meetings[3] and ongoing retirement education sessions led by a licensed Retirement Counselor. Or participants can take advantage of an ON24 on-demand pre-recorded webcast available when they want it. So your employees can get answers about your plan and feel confident about their decisions.

You can leverage this team's industry experience to help solve plan challenges. Clients can easily schedule enrollment meetings and ongoing retirement education sessions from the plan sponsor website.

Enrollment Support

Our targeted enrollment and conversion process delivers a customized, meaningful message to drive your employees to join the plan. Meetings:

- Teach how to unlock retirement plan benefits through plan features and tools
- Inform of plan changes
- Review plan benefits and the importance of saving through the plan
- Facilitate the enrollment process

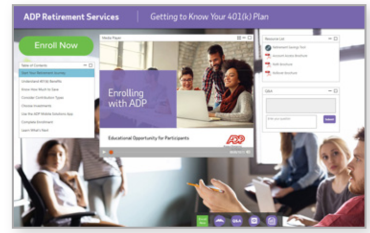
3 Meetings are intended to provide general information about the benefits of, and to assist participants to enroll in, retirement plans. Retirement Counselors do not provide, nor should their assistance at such meetings be construed as, investment or financial advice for any individual or situation.

Enrollment Programs

We're transforming the way people save for retirement by putting meaningful tools and guidance in their hands so they can plan anywhere. Like our on-demand enrollment webcasts, that let your employees learn about the plan and easily join when and where they are ready. And our education materials, customized according to your plan provisions, that cover the benefits of the plan, basics of investing, and key enrollment information.

We also equip you with materials to promote your plan and generate interest in attending the meeting.

ENROLLMENT GUIDES

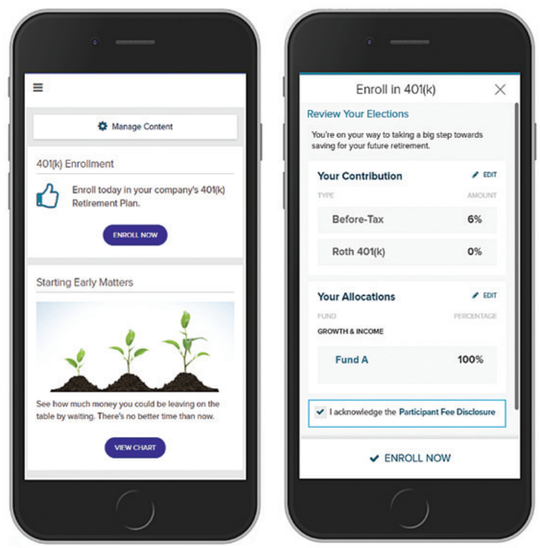


ENROLLMENT WEBCASTS

ADP Mobile App

Imagine enrollment done with just a few clicks. Our mobile enrollment tool makes it happen, quickly and easily, so participants can just get started saving. A streamlined, simple enrollment process steps employees through the process, and they can enroll wherever they are. And it is designed using research and industry best-practices to guide better informed decisions.

The ADP Mobile App can be downloaded from the Apple App Store or GooglePlay and is accessible on compatible Apple or Android mobile devices.[4]



Poster and Email Engagement

You can use these materials to increase awareness of your plan and generate interest in attending the meeting.

4 ADP Mobile App Minimum system requirements: The ADP Mobile App is available on the following devices: iPhone®, iPad®, iPod touch® iOS v7.0 or higher, Android™ v4.4 or higher. Trademarks are the intellectual property of their respective owners.

Employee Education Reimagined

At ADP® Retirement Services, enrollment is just the beginning. Take advantage of workshop programs and corresponding supplemental materials that teach your participants the skills and concepts essential to the pursuit of retirement readiness.

Your participants need answers to their questions about retirement planning. Our education programs are designed to keep them engaged and help them unlock the potential of your retirement plan. So they can get the most of their benefit.

Workshops

Workshops teach essential retirement readiness concepts and help employees get answers to their questions about retirement planning. Each workshop package includes an email invitation, presentation and handout materials.

Set Your Retirement Savings Goal

Interactive workshop teaches attendees how to:

- Calculate a retirement savings goal
- Find ways to save
- Make retirement planning easier using plan tools
- Track progress toward a savings goal

Your Retirement. Get Started Planning for It

Provides a review of the benefits of saving through the 401(k) plan and the importance of planning for retirement. It is designed for younger employees to help them overcome the challenges they may face with managing their finances. Attendees will learn about:

- Saving strategies for today and tomorrow
- Why it's important to save and how the company plan can help
- How to get started saving earlier
- How to create a retirement plan

Retirement Plan Account Access Review

A presentation that demonstrates how participants can access their retirement savings account and learn about ways to save for retirement. Topics include:

- Account access via the web or telephone
- A review of account statements
- An overview of online planning tools available through the participant website

Allocation and Investing for the Long-Term

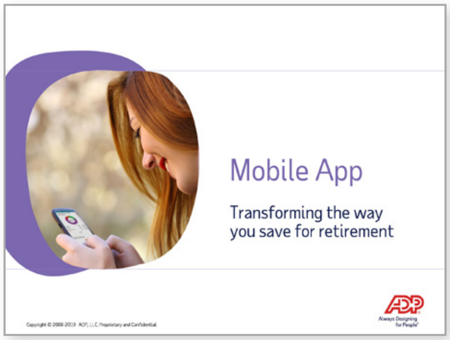
Workshop teaches the basics of asset allocation and seeks to assist with investing decision-making and promote the use of plan tools. Attendees will learn about:

- What asset allocation is and why it is important
- How they can create a diversified asset allocation that's right for their personal needs and goals
- About plan tools that can make asset allocation easy
- Other considerations that can help them stay on track toward their retirement goals

Getting to Retirement: Planning at 50+.

Interactive workshop for participants approaching their retirement years. It is designed to help them understand the financial challenges they may face in retirement and teach simple ways to prepare. The meeting helps attendees:

- Create retirement goals
- Review their asset allocation to ensure it will meet their future goals
- Develop a potential retirement payment for their plan distributions
- Review the account tools available in the plan



Ease of Access

ADP Retirement Services now offers participants the convenience of accessing and managing their retirement savings accounts through their mobile device. This workshop provides instruction and direction on how to download the ADP Mobile App and easily navigate through the process of:

- Checking account balances, vested balance, outstanding loan balance, and rate of return;
- Increasing their contribution rate; and
- Changing how future contributions are invested

Tools for Managing Risk

This brief educational module reviews common investor mistakes during times of chaotic stock market activity and strategies that may help participants keep their retirement plan on track. It offers historic insight on the stock market and how it can be used for thoughtful investing:

- Focusing on retirement goals
- Investing appropriately
- Dollar cost averaging[5]
- Diversification
- Automatic account rebalancing

5 Dollar cost averaging does not guarantee a profit or protect against loss in a declining market, so participants should consider their ability to continue investing through periods of adverse market conditions. Diversification does not assure a profit or protect against market loss.

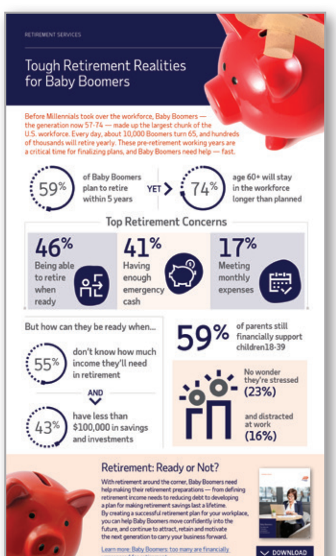
National Save for Retirement Week

Promotional materials for National Save for Retirement Week are available to raise awareness and facilitate retirement readiness. A new campaign is developed annually and materials are available, while supplies last. Campaign materials include:

- On-demand video
- Infographic
- Email Campaign

ON-DEMAND VIDEO

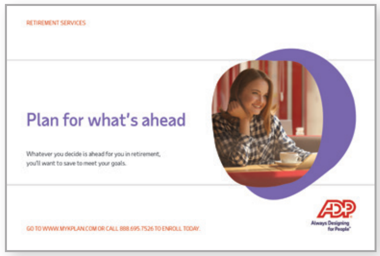
INFOGRAPHIC



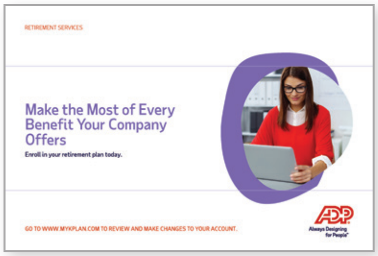
Campaign Materials

Targeted Postcards and Email Communications

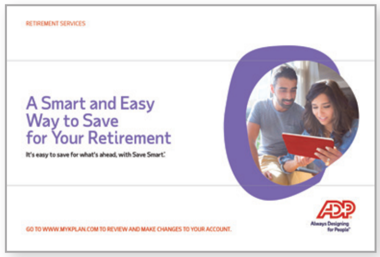
Postcards can be mailed to employees' homes or otherwise distributed.
Our range of topics allow you to target your employees, based on age and behavior.



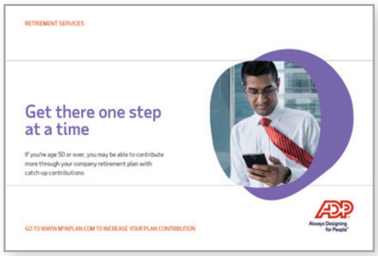
ENROLLMENT



COMPANY MATCH



SAVE SMART



CATCH UP CONTRIBUTIONS

INCREASE CONTRIBUTIONS

Campaign Posters

Complete your communications campaign with a poster that reinforces your program message. The posters can be used with the postcards, ongoing education workshops, and enrollment materials to reinforce important messages and drive behavior.

These communications, along with the following topics, are also formatted to be sent via email:

- Automatic Account Rebalancing
- Roth 401(k) Option
- Saver's Tax Credit

Educational Brief Brochures

Taking a Loan

Explains the plan loan feature and reviews the pluses and minuses of borrowing from retirement savings.

Retirement Plan Account Access

Overview of the account resources and tools available through the Website and Voice-Response System.

Tools for Managing Risk

Reviews investing strategies for periods of uncertain stock market conditions.

Target Retirement Date Funds

This brochure reviews how target date funds may be structured and generally invest in a mix of stocks, bonds and other asset classes, as well as why a TDF may help maintain a diversified asset allocation of investments within one investment option.

The Roth 401(k) Option

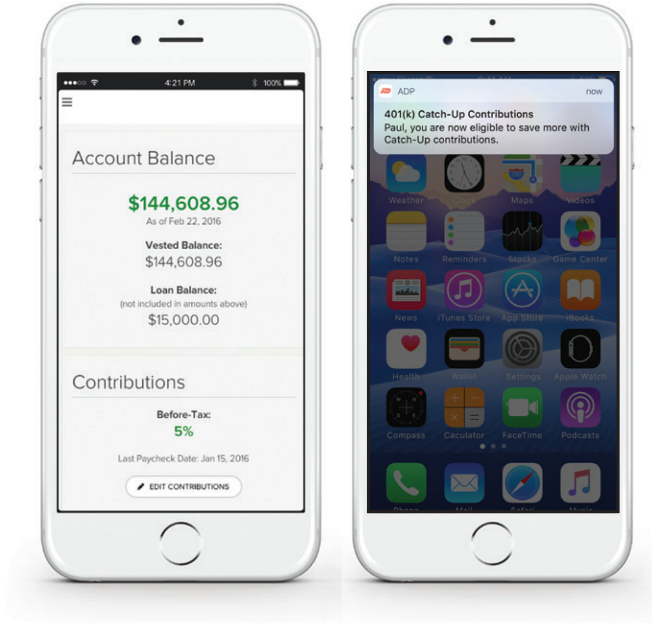
Describes the Roth 401(k) features and benefits.

Account Access

We make it easy for participants to get information about their account, and always provide account information that is accurate, timely and useful in making informed retirement planning decisions.

Participant Website

We unite innovation and technology, backed by years of real-world experience, to help your employees overcome obstacles to saving for retirement, make better decisions and stay connected through our mobile and digital solutions. Intuitive functionality and forward-thinking design make it easy for your employees to stay connected and engaged. So they can break through the barriers to saving, unlock the full potential of your retirement savings plan and become retirement ready.

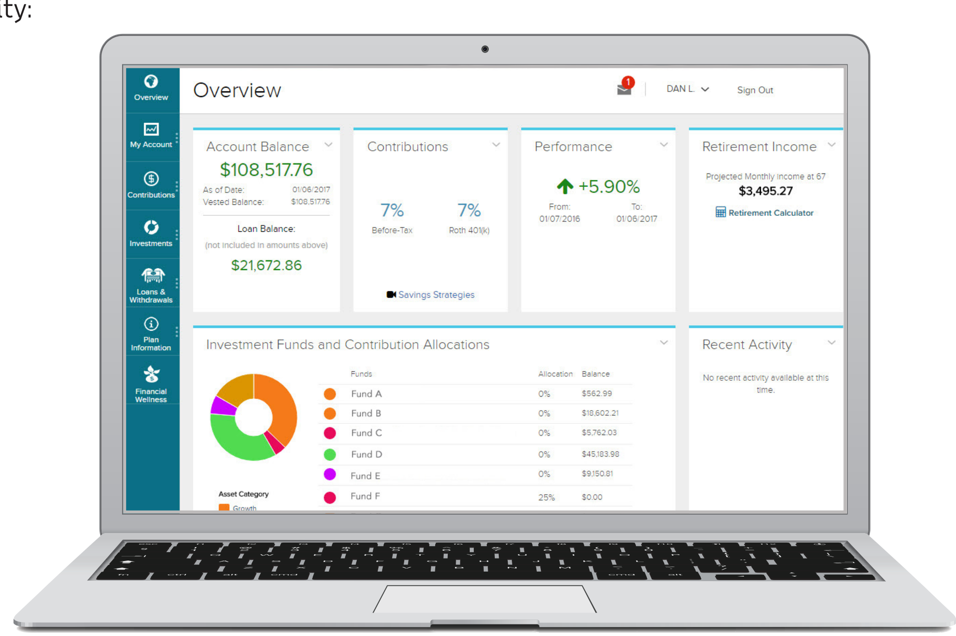


Our participant website uses a simple dashboard view that provides important information at-a-glance, and anywhere and everywhere access keeps them engaged. Also accessible through the ADP Mobile App[6], participants can:

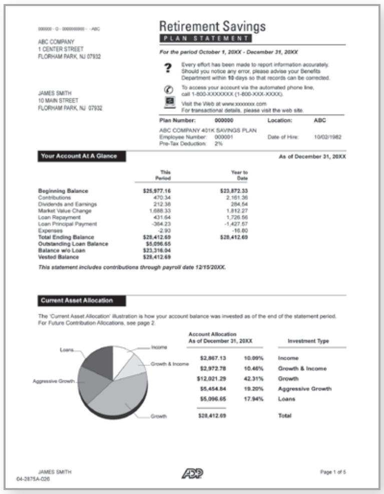
- Conduct transactions and get account and plan information
- Make account changes
- Research plan investments and get prospectuses
- Access quarterly account statements

Creating better futures means staying engaged. With an ADP retirement plan, your participants can monitor progress and build their financial security. And they can use our interactive tools and calculators to determine a retirement savings goal, estimate future healthcare costs, and achieve financial security:

- Retirement planning tool
- Healthcare cost projector
- Financial wellness website



6 If Mobile is enabled for other ADP products, additional features will be displayed on the dashboard.



000000 - 0 - 0000000000 - - ABC

ABC COMPANY
1 CENTER STREET
FLORHAM PARK, NJ 07932

JAMES SMITH
10 MAIN STREET
FLORHAM PARK, NJ 07932

Retirement Savings
PLAN STATEMENT

For the period October 1, 20XX - December 31, 20XX

Every effort has been made to report information accurately. Should you notice any error, please advise your Benefits Department within **10** days so that records can be corrected.

To access your account via the automated phone line, call 1-800-XXXXXXX (1-800-XXX-XXXX).

Visit the Web at www.xxxxxxx.com
For transactional details, please visit the web site.

Plan Number: 000000 **Location:** ABC
ABC COMPANY 401K SAVINGS PLAN
Employee Number: 000001 Date of Hire: 10/02/1982
Pre-Tax Deduction: 2%

Your Account At A Glance — As of December 31, 20XX

	This Period	Year to Date
Beginning Balance	$25,977.16	$23,872.33
Contributions	470.34	2,161.36
Dividends and Earnings	212.38	284.64
Market Value Change	1,688.33	1,812.27
Loan Repayment	431.64	1,726.56
Loan Principal Payment	-364.23	-1,427.57
Expenses	-2.93	-16.80
Total Ending Balance	$28,412.69	$28,412.69
Outstanding Loan Balance	$5,096.65	
Balance w/o Loan	$23,316.04	
Vested Balance	$28,412.69	

This statement includes contributions through payroll date 12/15/20XX.

Current Asset Allocation

The 'Current Asset Allocation' illustration is how your account balance was invested as of the end of the statement period. For Future Contribution Allocations, see page 2.

Loans, Income, Growth & Income, Aggressive Growth, Growth

Account Allocation As of December 31, 20XX		Investment Type
$2,867.13	10.09%	Income
$2,972.78	10.46%	Growth & Income
$12,021.29	42.31%	Growth
$5,454.84	19.20%	Aggressive Growth
$5,096.65	17.94%	Loans
$28,412.69		Total

JAMES SMITH
04-2875A-026
Page 1 of 5

QUARTERLY PARTICIPANT ACCOUNT STATEMENT

Our easy-to-read format provides a clear overview of account activity to help participants make decisions about their retirement. Reports account balance, allocation and activity data, performance for investments offered in the plan, and personal rate of return data.

RETIREMENT SERVICES

iParticipate

SUMMER 2019

Always Designing for People

Confused How the New Tax Law Affects You?
You may need to reconsider how you file your return

In 2018, the most significant changes to US individual taxes since 1986 took effect. Many taxpayers were happy with their increased paychecks during the year, but surprised that they had taxes to pay or a smaller refund at year-end. Now that there's more clarity in the rules, and a better understanding of how the Tax Cuts and Jobs Act affects your personal tax situation, you may want to adjust your withholding to reflect the changes.

Your paycheck

Most taxpayers should expect to see a slight reduction in income taxes from pre-2018 levels based on changes to marginal income tax rates, especially at higher incomes. The following table presents seven tax brackets under the current law for the year 2019.

Tax Rate	Married Filing Joint	Individual
10%	$0 to $19,400	$0 to $9,700
12%	$19,401 to $78,950	$9,701 to $39,475
22%	$78,951 to $168,400	$39,476 to $84,200
24%	$168,401 to $321,450	$84,201 to $160,725
32%	$321,451 to $408,200	$160,726 to $204,100
35%	$408,201 to $612,350	$204,101 to $510,300
37%	$612,351 or more	$510,301 or more

All tax rates and brackets will sunset on December 31, 2025 (meaning that Congress will need to act to keep or change the rates). However, whatever rates are then in effect will adjust each year to account for rising costs of goods and services.

Bottom line: If you were upset by this year's refund or tax bill, consider changing your withholding to prevent a repeat in the 2019 tax year. Check with your company's human resources or payroll departments to make sure you are withholding the correct amount based on the new tax brackets.

Deductions

The current law increased the standard deduction to $12,200 for individuals and $24,400 for married couples filing jointly, and repealed the prior personal exemption amount of $4,050 for tax years 2018 through 2025. In addition, many itemized deductions have been changed or eliminated. For some, the higher standard deductions mean they no longer need to itemize. Others may see higher taxes resulting from the elimination of certain itemized deductions.

Notable changes to deductibility rules include the following:

- Deductions for medical expenses for those under age 65, which had been lowered to a 7.5% of Adjusted Gross Income (AGI) floor for 2017 and 2018, have returned to 10% in 2019.
- Deductions for state and local income, sales, and property taxes are now capped at a combined $10,000 (or $5,000 for married taxpayers filing a separate return). This provision, which will sunset in 2025, is likely to affect people who live in high-income-tax states.
- Home mortgage interest deductions cannot exceed $750,000, and home equity interest payments are no longer deductible.
- Deductions for alimony payments are repealed starting in 2019, but no longer will be taxable as income to the recipient.

Continued on Page 2

QUARTERLY PARTICIPANT NEWSLETTER[7]

The newsletter addresses a variety of key retirement planning topics.

7 The articles and opinions in the newsletter are for general information only and are not intended to provide specific advice or recommendations for any participant.

Leverage the ADP Achieve program to empower your employees to reach their financial goals – and help you reach yours.

Two Year Sample Program

ADP Achieve can help you and your employees succeed. The goal of the Achieve program is to support your plan goals and help guide your employees to better retirement outcomes. The sample strategy on the following pages is designed to resolve typical plan issues and employee behaviors. Your plan's education and communications strategy should take into consideration the unique attributes of your employees and your business and support your company goals.

Simplicity rules our employee experience

For years, participant communications focused on providing education to transform employees into experienced investors. But in reality, most workers want straightforward, easy to understand communications that makes it easy to plan for their future financial security.

Inspire and engage

The Achieve program provides resources and support for every step of the financial journey to retirement. And every communication, workshop and tool focuses on inspiring action.

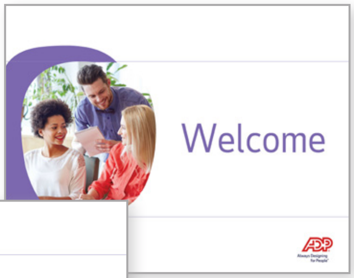
Focus on results

Whether your workforce financially is experienced or savvy, remote or on-site, ADP Achieve can help you design an employee education experience that is focused on getting the results you and your participants are working for.

The Achieve Program

Education campaigns to elevate all your employees

1 YEAR ONE



PRESENTATION

WORKSHOP

POSTER

ENROLLMENT PROGRAMS

EMPLOYEE ENGAGEMENT

Plan Enrollment/Conversion

Our enrollment and retirement planning materials are designed to make it easy for your employees to plan for retirement. Our focus is to provide the key information your employees need to plan for their future.

Participant Education Campaigns

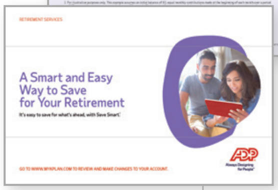
When designing programs for your plan, we will examine the factors that make your workforce unique, so we can create an effective experience for your employees.

2 YEAR TWO

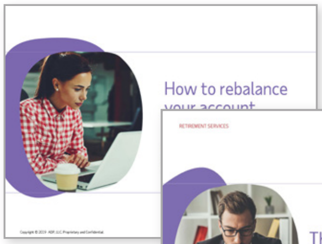
Workshops

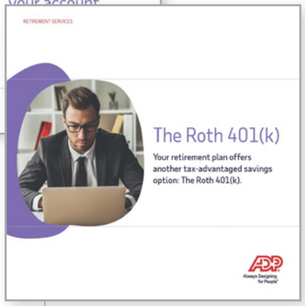
Every ADP Retirement Education Program workshop, communication and online tool focuses on:

- Participation and contribution rates
- Asset allocation decisions
- Making better choices

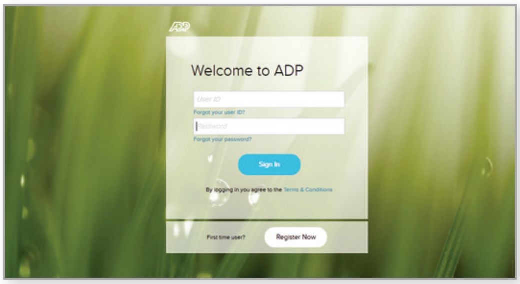


TARGETED CAMPAIGNS

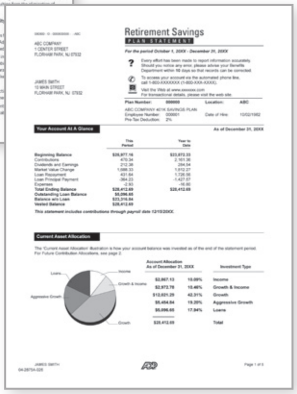




ONGOING



PARTICIPANT NEWSLETTER



PARTICIPANT ACCOUNT STATEMENT

Continuous Education Programs and Communications

Providing participants with multiple communications over time is essential to helping them make informed decisions about planning for their retirement.

TARGETED WORKSHOP

Education Support For All Your Workforce Needs

ADP offers three education support options so you can construct an education program that best fits the needs of your workforce. Each program includes comprehensive retirement and financial wellness tools and meeting support services from our team of Retirement Counselors.

Core Program	Core Plus Program	Core Preferred Program
No annual fee	**$600 annual fee**	**$1,200 annual fee**
▪ Essential foundational education ▪ Financial wellness content ▪ ON24 enrollment webcast ▪ Virtual education meetings via phone/webinar ▪ On site education meetings[8]	▪ Essential foundational education ▪ Virtual education meetings via phone/webinar ▪ ON24 enrollment webcast ▪ Financial wellness content ▪ Retirement Planning Workshops ▪ Targeted custom education campaigns	▪ Essential foundational education ▪ Financial wellness content ▪ ON24 enrollment webcast ▪ Virtual education meetings via phone/webinar ▪ On site education meeting[9]

8 On site meetings require a minimum of 50 employees.

9 On site meetings require a minimum of 20 employees. Limit 3 unique locations.

Always Designing for People™