IMPORTANT INFORMATION:
Your retirement account and the C.A.R.E.S. Act

These are challenging times and uncertain times. We know millions of Americans have been impacted by the pandemic and have been asked to stay home and limit their daily activities. Recognizing this may also be a difficult time financially, the C.A.R.E.S. Act (Coronavirus Aid, Relief and Economic Security Act) was signed into law on March 27, 2020.

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. In a time of important financial need, sometimes you need to change course and use all of your resources.

As part of the C.A.R.E.S. Act, you may be eligible ("qualified") to access the funds in your retirement account, if you:

- Are diagnosed with COVID-19
- Have a spouse or dependent that is diagnosed with COVID-19
- Experience difficult financial consequences as a result of
  - — Being quarantined, furloughed, laid off, having hours reduced
  - — Being unable to work due to lack of child care due to COVID-19

Should you decide you have a financial need and qualify based on one or more of the conditions listed above, you have the following options:

- **Coronavirus Related Distributions (CRD)**
- **Loan**

Information regarding retirement plan account CRDs

Any amount you withdraw from your retirement plan account will reduce your account balance and earning potential for retirement. You will be required to claim that amount as ordinary income.

As part of the C.A.R.E.S. Act, you may be eligible ("qualified") for a new CRD, if you meet any of the qualifications mentioned above. If you are qualified, the following can also apply to your distribution:

- The amount of your CRD will not be subject to the Plan's minimum withdrawal amount
- The 10% early withdrawal tax will be waived on any amount up to $100,000[1] withdrawn from your account between January 1, 2020 and December 31, 2020
- The withdrawal amount may be taxed over a 3-year period, or
- You may repay the amount back to your retirement plan account, tax-free anytime during the 3-year period after the withdrawal

1 The total amount of the CRDs you take from all retirement plans maintained by an employer (and any member of any controlled group that includes the employer) cannot exceed $100,000

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Information regarding retirement plan loans

Similar to a withdrawal, if you take a loan from your retirement plan account, you reduce your current account balance until you pay back the loan. During this time, your account has less earning potential.

If you are "qualified" based on the references outlined on the previous page, the amount available to you as a loan is increased up to $100,000, but no more than 100% of your vested account balance. If you qualify, you may choose to defer for 12 months any loan payments occurring now through the remainder of 2020. This applies to both new loans and any existing loans you might be currently repaying. If you take a loan from your retirement plan account, additional limitations and restrictions may apply.

In the event you have an outstanding loan and you terminate employment, you will be required to pay back the outstanding loan amount to your retirement plan account. If you do not repay the outstanding loan amount, you will be required to claim the outstanding loan amount as ordinary income.

Information regarding Required Minimum Distribution (RMD)

If you would have been required to take a RMD during 2020, your 2020 RMD is no longer required to be distributed to you. This applies if you would be taking your first RMD or if you have already started taking RMDs. If you want your RMD, you will need to call ADP Retirement Services.

Next Steps

Now more than ever, ADP is focused on supporting you and is available to answer questions so you can make the best decisions about your retirement savings. If you are experiencing a financial emergency, know you have options and can access funds through your retirement plan account.

To request a CRD or a loan, please call our dedicated line at **800-695-7526**. Representatives are available Monday through Friday, 8am-9pm, Eastern Time.

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