

John Hancock  
P.O. Box 940  
Norwood, MA 02062-0940

123456

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**MAP RETIREMENT SAVINGS AND RETIREMENT PLAN**  
**SAFE HARBOR NOTIFICATION TO ELIGIBLE EMPLOYEES**  
**(includes Automatic Contribution Arrangement)**

This is an annual notice and only applies to the Plan Year beginning on January 1, 2022.

This notice covers the following points:

- How much you can contribute to the Plan;
- Whether the Plan's Automatic Deferral feature applies to you;
- What amounts will be automatically taken from your pay and contributed to the Plan;
- What other amounts the Employer will contribute to the Plan for you; and
- When your Plan account will be vested (that is, not lost when you leave your job), and when you can receive a distribution of your Plan account.

You can find out more information about the Plan in the Plan's Summary Plan Description (SPD). You can obtain a copy of the SPD from the Administrator.

NOTE: Many of your Plan elections are made by contacting John Hancock Retirement Plan Services, LLC ("John Hancock"). If you wish to contact John Hancock, you may do so:

- 24 hours a day via either the internet at [myplan.johnhancock.com](http://myplan.johnhancock.com) or an automated telephone system at 800.294.3575.
- 8AM to 10PM Eastern Time by calling 800-294-3575 to speak with a Participant Service Representative

#### **I. Employee deferral contributions**

You are allowed to defer a portion of your compensation to the Plan. These amounts are referred to as deferrals and are held in an account for you. When you are permitted to take a distribution from the Plan, you will be entitled to all of your deferrals, as adjusted for any gains or losses. The type of compensation that may be deferred under the Plan is explained in the Section of the Summary Plan Description entitled "What compensation is used to determine my Plan benefits?" (this is in the Article entitled "COMPENSATION AND ACCOUNT BALANCE").

You may elect to defer an amount from your compensation each year instead of receiving that amount in cash. You may defer a percentage of your compensation. Such election will also apply to irregular pay (e.g., bonuses).

Your total deferrals in any taxable year may not exceed a dollar limit which is set by law. The dollar limit may increase each year for cost-of-living adjustments. The Administrator will notify you of the maximum percentage you may defer.

If you are at least age 50 or will attain age 50 during a calendar year, then you may elect to defer additional amounts (called "catch-up contributions") to the Plan. These are additional amounts that you may defer, up to an annual limit imposed by law, regardless of any other limits imposed by the Plan.

You may make either Regular 401(k) deferrals (pre-tax) or Roth 401(k) deferrals (after-tax). If you make Regular 401(k) deferrals, your deferrals are not subject to income tax until distributed from the Plan. If you make Roth 401(k) deferrals, your deferrals are subject to income tax at the time of deferral. The Roth 401(k) deferrals, however, are not taxed when you receive a distribution from the Plan. In addition, if the distribution of Roth 401(k) deferrals is considered "qualified," then the earnings on the deferrals will not be subject to income tax when distributed from the Plan. Distributions from your Roth accounts will be considered "qualified" only if the distribution is on account of attainment of age 59 1/2, death or disability, and the distribution must not occur prior to the end of the 5-year participation period that begins with the first taxable year for which you made a Roth 401(k) deferral to the Plan, or if earlier, the first taxable year for which you made a Roth 401(k) deferral to another Roth 401(k) plan or Roth 403(b) plan that you rolled over to this Plan. Both types of deferrals are subject to Social Security taxes at the time of deferral. Your Employer will deduct the Social Security taxes, and in the case of Roth 401(k) deferrals will deduct income taxes, from your remaining compensation.

**Automatic Deferrals.** The Plan includes an automatic enrollment feature known as an eligible automatic contribution arrangement ("EACA"). Under the EACA provisions of the Plan, **if you do not complete and return a salary deferral agreement**, then the Employer will automatically withhold a portion of your eligible compensation from your pay each payroll period and contribute that amount to the Plan as a Regular 401(k) deferral (the automatic amount is described below). If you wish to defer the Automatic Deferral amount, then you do not need to complete a salary deferral agreement. However, if you do not wish to defer any of your compensation, or you wish to defer an amount of compensation different from the Automatic Deferral amount, then you may make an election to do so. This election is made by submitting a salary deferral agreement to the Administrator, in accordance with the deferral procedures of the Plan, within a reasonable time after receipt of this notice, and before the occurrence of the first Automatic Deferral to which this notice applies. Your election will be effective as soon as the Administrator reasonably can implement your election after receipt. Your election will generally remain in effect unless and until you change it.

**Application of Automatic Deferral provisions.** The Plan includes an automatic salary deferral feature. Your Employer will automatically withhold a portion of your compensation from your pay each payroll period and contribute that amount to the Plan as a Pre-Tax 401(k) deferral. The Automatic Deferral provisions apply to Employees whose employment commencement date (or reemployment commencement date) is January 1, 2022.

**Automatic Deferral provisions.** The following provisions apply to these Automatic Deferrals:

- As specified above, you may complete a salary deferral agreement to elect an alternative deferral amount or to elect not to defer under the Plan in accordance with the deferral procedures of the Plan.
- The amount to be automatically withheld from your pay each payroll period will be equal to 6% of your compensation.
- While you are a Participant, the Automatic Deferral amount will increase by 1% of compensation up to a maximum of 12% of compensation. Such increase will be applied as of the first period that begins after the period in which the initial deferral amount was withheld and will occur as of Anniversary of enrollment in the automatic increase feature.

**Limited right to withdraw Automatic Deferrals.** For a limited time, if your Employer automatically enrolled you and you did not want to participate in the Plan, you may elect to have the Plan distribute to you all of your prior Automatic Deferrals (adjusted for any earnings or losses). You may make this election by contacting John Hancock. You must make this election not later than 90 days after the first Automatic Deferral is taken from your compensation. If you elect to withdraw your Automatic Deferrals, then the entire amount, will be subject to income taxes, but you will not be subject to the 10% premature distribution penalty tax, even if you receive the distribution prior to age 59 1/2. Also, if you withdraw your prior Automatic Deferrals, then you will forfeit any matching contributions related to those Automatic Deferrals. If you take out Automatic Deferrals, then the Employer will treat you as having chosen to make no further contributions until you subsequently complete a salary deferral agreement.

## **II. Employer safe harbor contribution election**

To help you make an informed decision on the level of your own salary deferral contributions, if any, your Employer must inform you about the contributions it will make to the Plan. Your Employer has elected to make the contribution described below.

**Safe harbor matching contribution.** In order to maintain "safe harbor" status, your Employer will make a safe harbor matching contribution equal to 100% of your salary deferrals that do not exceed 3% of your compensation plus 50% of your salary deferrals between 3% and 5% of your compensation. This safe harbor matching contribution is 100% vested.

For purposes of calculating the safe harbor matching contribution, your compensation and deferrals will be determined on an annual basis. For example, if you defer 6% of compensation for six months and then change your deferral to 0% for the remaining six months of the year, then you will have deferred 3% for the purposes of determining your matching contribution.

## **III. Other Employer contributions**

In addition to the above, other contributions may be made to the Plan. You should review the Article of the SPD entitled "EMPLOYER CONTRIBUTIONS" for details regarding these other contributions.

## **IV. Suspension or reduction of safe harbor matching contribution.**

The Employer retains the right to reduce or suspend the safe harbor matching contribution under the Plan. If the Employer chooses to do so, you will receive a supplemental notice explaining the reduction or suspension of the safe harbor matching contribution at least 30 days before the change is effective. The Employer will contribute any safe harbor matching contribution you have earned up to that point. At this time, the Employer has no such intention to suspend or reduce the safe harbor matching contribution.

## **V. Vesting**

The following is a general explanation of the vesting provisions of the Plan. More details can be found in the Article of the SPD entitled "VESTING."

**100% vested contributions.** You are always 100% vested (which means that you are entitled to all of the amounts) in your accounts attributable to the following contributions:

- salary deferrals including Roth 401(k) deferrals and "catch-up contributions"
- safe harbor contributions
- "rollover" contributions

**Vesting schedules.** Your "vested percentage" for certain Employer contributions is based on vesting Years of Service. This means at the time you stop working, your account balance attributable to contributions subject to a vesting schedule is multiplied by your vested percentage. The result, when added to the amounts that are always 100% vested as shown above, is your vested interest in the Plan, which is what you will actually receive from the Plan.

## Employer Profit Sharing Contributions

Your "vested percentage" in your account attributable to profit sharing contributions is determined under the following schedule. You will always, however, be 100% vested if you are employed on or after your Normal Retirement Age or if you die or become disabled.

Vesting Schedule Profit Sharing Contributions	
Years of Service	Percentage
1	25%
2	50%
3	75%
4	100%

## VI. Distribution provisions

The Plan and law impose restrictions on when you may receive a distribution from the Plan. Below is general information on when distributions may be made under the Plan. See the SPD for more details, including details on how benefits are paid. Also, at the time you are entitled to receive a distribution, the Administrator will provide you with a notice explaining the rules regarding the taxation of the distribution.

You may elect to have your vested account balance distributed to you as soon as administratively feasible following your termination of employment. However, if the value of your vested account balance does not exceed \$5,000, then a distribution will be made to you regardless of whether you consent to receive it.

You may also withdraw money from the Plan from certain accounts if you have reached age 59 1/2 or if you have an immediate or heavy financial need. However, there are various rules and requirements that you must meet before any withdrawal is permitted. See the Article in the SPD entitled "DISTRIBUTIONS PRIOR TO TERMINATION" for more details.

You may withdraw money at any time from your "rollover account".

## VII. Administrative procedures

The amount you elect to defer will be deducted from your pay in accordance with a procedure established by the Administrator. You may elect to defer your salary as of your Entry Date. Such election will become effective as soon as administratively feasible. Your election will generally remain in effect unless and until you change it.

You are permitted to revoke your salary deferral election any time during the Plan Year. You may make any other modification as of each payroll period or in accordance with any other procedure that your Employer provides. Any modification will become effective as soon as administratively feasible after received by the Administrator.

In addition to any other election periods provided above, you may make or modify a salary deferral election during the 30-day period immediately preceding the Plan Year for which this notice is being provided. For the Plan Year you become eligible to make deferrals, you may complete a salary deferral agreement during a 30-day period that includes the date you become eligible.

If you decide to stop any automatic election that is in effect, or to subsequently start or change your salary deferral, you must contact John Hancock.

## VIII. Investments

**Right to direct investment/default investment.** You have the right to direct the investment of all of your accounts in any of the investment choices explained in the investment information materials provided to you.

We encourage you to make an investment election to ensure that amounts in the Plan are invested in accordance with your long-term investment and retirement plans. However, if you do not make an investment election, then the amounts that you could have elected to invest will be invested in a default investment that the Plan officials have selected. You will be provided with a separate notice which details these default investments and your right to switch out of the default investment if you so desire.

## IX. Employer's right to terminate Plan

Pursuant to the terms of the Plan, your Employer has the right, at any time, to terminate the Plan. Termination of the Plan will result in the discontinuance of all contributions to the Plan (including the safe harbor 401(k) contribution) with respect to any compensation you receive after the effective date of the termination. Termination of the Plan will not affect your right to receive any contributions you have accrued as of the effective date of the termination.

## X. Additional information

**This notice is not a substitute for the Summary Plan Description.** The provisions of the Plan are very complex and you should always look at the Summary Plan Description if you have any questions about the Plan. If, after reading the Summary Plan Description, you still have questions, contact the Administrator.

You may contact the Administrator at:

Contact: MAP Retirement USA LLC

Address: W6180 Aerotech Drive

Appleton, Wisconsin 54914

Telephone: 920-720-0005

**Where to go for further investment information.** You can obtain further investment information about the Plan's investment alternatives by contacting the Administrator as listed above.



# Keep *connected*, stay secure

Your retirement plan helps you prepare for your financial future. Stay connected and informed to achieve financial success.

## Register your account online today

### If you haven't yet, register your account!

Visit [myplan.johnhancock.com](https://myplan.johnhancock.com) or download John Hancock's retirement app and choose "Register now" to set up your online profile. Remember to include your personal email address and mobile phone number for an added level of security.

### Registering your account allows you to:

- Help keep your account secure
- Quickly view, download, and print documents such as statements and tax forms
- Receive notices when important documents are available
- Get timely confirmation of account transactions
- Confirm account transactions
- Reset your password quickly and easily
- Stay up to date on plan-related messages

Registering your account helps give you an easy, safe, and secure way to access your information. It also allows us to act quickly to protect your retirement savings if you don't recognize transactions or updates, so don't miss this opportunity to stay connected.

### Already registered? Update your delivery settings!

If you've already registered your account, be sure you're making the most of your online access. Update your delivery settings to receive important notifications, confirmations, and plan documents electronically. Simply log in to your account and select "My profile."

Get online account access at **myplan.johnhancock.com**, or by downloading John Hancock's retirement app.



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# Manténgase *conectado*, manténgase seguro

Su plan de jubilación le ayuda a prepararse para su futuro financiero. Manténgase conectado e informado para lograr el éxito financiero.

## Registre su cuenta en línea hoy mismo

### ¡Si aún no lo ha hecho, registre su cuenta!

Visite [myplan.johnhancock.com](http://myplan.johnhancock.com) o descargue la aplicación de jubilación de John Hancock y elija “Registrarse ahora” para configurar su perfil en línea. Recuerde incluir su dirección de correo electrónico personal y número de celular para un mayor nivel de seguridad.

### Registrar su cuenta le permite:

- Ayudar a mantener su cuenta segura;
- Ver, descargar e imprimir rápidamente documentos como estados de cuenta y formularios fiscales;
- Recibir notificaciones cuando hay documentos importantes disponibles;
- Obtener confirmaciones oportunas de las transacciones de la cuenta;
- Confirmar transacciones de su cuenta;
- Restablecer su contraseña de forma rápida y fácil;
- Mantenerse al día sobre los mensajes relacionados con el plan.

Registrar su cuenta le ayuda a tener un acceso fácil, seguro y protegido a su información. También nos permite actuar rápidamente para proteger sus ahorros de jubilación en caso de que note transacciones o actualizaciones que no reconozca, así que no pierda esta oportunidad de mantenerse conectado.

### ¿Ya está registrado? ¡Actualice su configuración de entrega!

Si ya registró su cuenta, asegúrese de aprovechar al máximo su acceso en línea. Actualice su configuración de entrega para recibir electrónicamente notificaciones, confirmaciones y documentos de planificación importantes. Solo inicie su sesión en su cuenta y seleccione “Mi perfil”.

John Hancock no recopila ni almacena la información biométrica del usuario.

El contenido de este documento es únicamente para información general y se considera exacto y confiable a partir de su fecha de publicación, pero puede estar sujeto a cambios. No está destinado a proporcionar asesoramiento relacionado con inversiones, impuestos, diseño de planes o asuntos jurídicos (a menos que se indique de otra forma). Le pedimos que consulte a su propio asesor independiente sobre cualquier declaración de inversión, fiscal o legal realizada en el presente documento.

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