

Retirement Plan – 401(k) RMD Management, Inc.

PLAN HIGHLIGHTS



Congratulations! You are eligible to participate in the 401(k) retirement plan provided by RMD Management, Inc. Contributing to a 401(k) plan may be one of the most important things you can do to prepare for your long-term financial needs. Being on track to meet your financial goals will provide you and your loved ones peace of mind. A 401(k) plan allows you to contribute a portion of your compensation per pay period in order to prepare for retirement. If you are already contributing to the 401(k) plan, now is a perfect time to increase your contributions.

WHAT IS A 401(K) PLAN?

401(k) refers to a section of the IRS Code that allows you to save part of your compensation on a PRE-TAX basis. This lowers your current taxable income and helps your long-term savings grow faster.

You may also choose to save part of your compensation on an AFTER-TAX (Roth) basis. Roth contributions are taxed before they are contributed to the Plan. This allows for tax free growth and distribution of the contributions and the earnings on those contributions (assuming the contributions have been invested for at least 5 years and you have reached age 59 ½)

HOW MUCH CAN YOU SAVE?

You may elect to save:

- Up to 100% of your income
- Up to \$18,000 in 2017 (*subject to change*)
- Extra \$6,000 if age 50+

Current limits can be found at www.nbsbenefits.com/limits

INITIAL ELIGIBILITY

You must meet the following requirements to become eligible to contribute to the 401(k) Plan:

- Minimum Age: Age 18

EMPLOYEE CONTRIBUTIONS

- Worked for the Company for at least 3 months

EMPLOYER CONTRIBUTIONS

- Worked for the Company for at least 12 months
- Worked at least 1,000 hours during that 12 months

After meeting the above requirements, newly eligible employees may enroll in the plan on the next entry date. Your plan provides for quarterly entry dates.

HOW TO JOIN THE PLAN

The Plan has elected to automatically enroll employees in the Plan once they have met the eligibility requirements.

Contributions for an employee who is automatically enrolled in the plan will be at 3% of compensation.

If you do not wish to be automatically enrolled in the plan you may complete an Enrollment Form available from your HR representative indicating the following, "I do not wish to contribute at this time".

You may also indicate on the form the amount of your pay you wish to save (if different from the 3%), and how you want it to be invested.

COMPANY CONTRIBUTIONS

The company may elect to match a portion of your contributions, make a profit sharing contribution, or both. Company contributions are discretionary and will be announced when made.

You must be employed on the last day of the Plan Year and work at least 1,000 hours to share in that year's Profit Sharing Contribution.

CONTRIBUTION CHANGES

You may change the amount of your contribution quarterly.

INVESTMENT CHOICES

The contributions you make to the Plan are held in a Trust Account. The Plan Trustee(s) periodically review the financial advisors and investment options offered to Plan Participants. Please contact your HR representative for a current list of these investment options and education materials. We intend this Plan to comply with Section 404(c) of the Internal Revenue Code.

INVESTMENT CHANGES

You can switch between investment alternatives as often as is permitted under the chosen investment.

VESTING

You always own 100% of the contributions you make to the 401(k) and their earnings.

NBS Retirement Service Center

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RMD Management, Inc. 401(k) Profit
Sharing Plan
RMD Management, Inc.

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