



Automatic enrollment in the CBIZ, Inc. | Retirement Savings Plan

As a new employee, your primary focus may not be your retirement, yet it is important to plan for your future and set in place a process to help you retire with a comfortable income. To help you with the process, we have selected MassMutual as our retirement solutions provider.

When will I enroll?

A few weeks after you have begun employment at CBIZ, you will receive enrollment information in the mail at your home. It is important to review this material since there are many benefits to participating in the plan. For instance, when you participate in the plan, CBIZ will match 50% of every dollar you contribute on the first 6% of the amount you save.

Automatic enrollment

As a newly eligible employee, you will automatically begin participating in the retirement plan on the first day of the month following the completion of 60 days of service (for employees age 21 or older). You will begin contributing 3% of your salary through convenient payroll deduction. Your contributions will be invested in the appropriate T. Rowe Price Retirement Series option

according to a predetermined asset allocation strategy based on an anticipated retirement age of 65. You can change your investment allocation at any time.

Personalize enrollment

You can personalize your enrollment by increasing your contribution rate or choosing your own investment options. You may contribute up to the legal tax limit of \$17,500 for 2013. If you reach age 50 any time during the calendar year or are over 50, you may make additional catch-up contributions above normal plan and legal limits (\$5,500 for 2013). Additionally, you may choose from a number of core investments ranging from conservative to aggressive and various retirement date-based options in which to invest your contributions.

Decline automatic enrollment

If you do not want to participate in the CBIZ, Inc. Retirement Savings Plan, you must decline automatic enrollment. You must initiate a 0% deferral contribution before the first of the month following the completion of 60 days of service. Once the first contribution has been deferred to the plan, you will have 90 days from such first contribution date to request a withdrawal of

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The current tax advantage of 401(k)

The following example shows estimated federal income tax savings when saving through a 401(k) versus a traditional after-tax saving account.

Assumptions are \$30,000 annual W-2 compensation, a 3% contribution and a 15% flat tax rate.

	Traditional Savings Account	401(k)
Annual Salary	\$30,000	\$30,000
Pre-Tax Contribution	\$0	\$900**
After-Tax Savings	\$900	\$0
Taxable Earnings	\$30,000	\$29,100
Federal Tax (est.)*	\$4,500	\$4,365
Take-Home Pay After Savings	\$24,600	\$24,735
Current Federal Income Tax Savings	\$0	\$135

*The estimated tax savings is a hypothetical illustration to demonstrate the potential current Federal Tax savings of pre-tax contributions to a retirement plan. Tax information is estimated and shown for illustrative purposes only. This example is for informational purposes only and should not be construed as legal or tax advice. Your personal tax liability will likely vary. Please consult your tax adviser about any questions you may have regarding your actual tax liability.

**Subject to taxation at time of withdrawal.

these contributions and related earnings; otherwise, the deferrals will remain in the plan until you have a distributable event. However, loans and hardship withdrawals may be permitted under certain circumstances. Therefore, it is important that you decline enrollment prior to your entry date if you do not want contributions deducted from your pay.

What are my next steps?

Personalizing or declining enrollment is easy! If you want to participate at 3% and have all your contributions invested in the appropriate T. Rowe Price Retirement Series Fund determined by your date of birth and a

projected retirement age of 65, you do not need to take any action. If you would like to contribute a different percentage and/or invest in different investment options, call 1-800-743-5274 or log on to **www.retiresmart.com** and select "Create Account" to create your User ID and PIN.

Need assistance?

Call 1-800-743-5274 to speak with a MassMutual customer service representative. Representatives are available from 8 a.m. to 8 p.m. ET, Monday through Friday.

