

SUMMARY OF MATERIAL MODIFICATIONS CBIZ, Inc. Retirement Savings Plan (“PLAN”)

Due to the recent amendment of the above-referenced Plan, changes have been made that could affect your rights under the Plan. This Summary of Material Modifications (SMM) describes the recent Plan amendment and how that amendment may affect you. This Summary of Material Modifications overrides any inconsistent information included in the Plan’s Summary Plan Description (SPD) or other Plan forms.

The modifications described in this Summary of Material Modifications are effective as of 12-31-2017. All other provisions are effective as described in the Summary Plan Description.

GENERAL INFORMATION AND DEFINITIONS

Article 2 of the SPD describes general information and definitions applicable to the Plan. The Plan has been amended to change certain general information or definitions. This section describes the changes that were made to the information contained in Article 2 of the SPD.

The Plan has been amended to modify the Participating Employers under the Plan. Under the Plan as amended, in addition to CBIZ, Inc., the primary Employer maintaining the Plan, the following Employer(s) are also maintaining the Plan:

- CBIZ Accounting, Tax & Advisory of Atlanta, LLC
- CBIZ Accounting, Tax & Advisory of Chicago, LLC
- CBIZ Accounting, Tax & Advisory of Colorado, LLC
- CBIZ Accounting, Tax & Advisory of Florida, LLC
- CBIZ Accounting, Tax & Advisory of Kansas City, Inc.
- CBIZ Accounting, Tax & Advisory of Maryland, LLC
- CBIZ Accounting, Tax & Advisory of Minnesota, LLC
- CBIZ Accounting, Tax & Advisory of New York, LLC
- CBIZ Accounting, Tax & Advisory of New England, LLC
- CBIZ Accounting, Tax & Advisory of Ohio, LLC
- CBIZ Accounting, Tax & Advisory of Phoenix, LLC
- CBIZ Accounting, Tax & Advisory of St. Louis, LLC
- CBIZ Accounting, Tax & Advisory of San Diego, LLC
- CBIZ Accounting, Tax & Advisory of Topeka, LLC
- CBIZ Accounting, Tax & Advisory of Utah, LLC
- CBIZ Accounting, Tax & Advisory, LLC
- CBIZ Beatty Satchell, LLC
- CBIZ Benefits & Insurance Services, Inc.
- CBIZ Financial Solutions, Inc.
- CBIZ Gibraltar Real Estate Services, LLC
- CBIZ Insurance Services, Inc.
- CBIZ KA Consulting Services, LLC
- CBIZ M&S Consulting Services, LLC

- CBIZ M.T. Donahoe & Associates, LLC
- CBIZ National Tax Office, LLC
- CBIZ Network Solutions, LLC
- CBIZ Operations, Inc.
- CBIZ Risk & Advisory Services, LLC
- CBIZ Southern California, LLC
- CBIZ Life Insurance Solutions, Inc.
- CBIZ Valuation Group, LLC
- MHM Retirement Plan Solutions, LLC
- CBIZ Accounting Tax & Advisory of Southwest Florida LLC
- CBIZ Accounting Tax & Advisory of Memphis, LLC
- CBIZ East, Inc.
- Mayer Hoffman McCann P.C.
- CBIZ CMF, LLC

If you are an Employee of any of these Employers, you may be eligible to participate in the Plan as described in Article 1 of the SPD.

Additional Information

If you have any questions about the modifications described in this Summary of Material Modifications or about the Plan in general, or if you would like a copy of the Summary Plan Description or other Plan documents, you may contact:

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