

**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 8-1-2018. All other provisions are effective as described in the Summary Plan Description.

**PLAN DISTRIBUTIONS**

The Plan contains detailed rules regarding when you can receive a distribution of your benefits from the Plan. Article 8 of the SPD describes when you may receive a distribution and the tax effects of such a distribution. The Plan has been amended to modify the distributions provisions under the Plan. This Section describes the distribution provisions under the Plan, as amended.

**Automatic distribution rules.** If you terminate employment, you generally must request a distribution from the Plan in order to receive a distribution of your Plan benefits. However, if your total vested account balance under the Plan is \$5,000 or less when you terminate employment and you do not consent to a distribution, your vested account balance will be distributed in a lump sum, even if you do not consent to a distribution. If you are entitled to a distribution for which your consent is not required and you do not consent to a distribution, your vested account balance will automatically be deposited into an IRA on your behalf as checked by the Plan Administrator. (If your total vested benefit exceeds \$5,000, no distribution will be made from the Plan without your consent.) For this purpose, your vested account balance is determined without regard to any Rollover Contributions you may have under the plan.

**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:

CBIZ, Inc.  
700 West 47th Street  
Suite 1100  
Kansas City, MO 64112  
888-957-2247