

# **SUMMARY PLAN DESCRIPTION FOR**

## **CBIZ, Inc. Retirement Savings Plan**

**1-1-2010**

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## **OBTAINING INFORMATION ABOUT YOUR RETIREMENT BENEFITS UNDER THE PLAN**

You have your own retirement account under the Plan to hold the contributions made to the Plan in your behalf and to track the earnings on those contributions. You may access information about your retirement account in several ways, as described below:

- **Online**

Access your retirement account information and learn about your investment options online at [www.massmutual.com/retire](http://www.massmutual.com/retire). This site helps you enroll in and manage your retirement account. You may review your account balance and daily performance, make transactions, and get a statement on demand that includes your estimated personal rate of return.

- **Phone**

Access your retirement account information over the phone at 1-800-74-FLASH<sup>SM</sup> (1-800-743-5274). When using FLASH<sup>SM</sup> you can check your account balance, review investment performance, change your investment selection, and transfer assets between investment options.

- **Talk To a MassMutual Customer Services Representative**

When you call FLASH (Monday through Friday, 8 a.m. to 8 p.m., Eastern Time), you can be connected with MassMutual's Participant Information Center. Customer Service representatives can answer your questions and guide you through transactions.

In addition, this booklet and its attached Addendum contain a summary of your rights and benefits under the Plan. You should read this material carefully and keep it with your records for future reference.

## **CBIZ, Inc. Retirement Savings Plan SUMMARY PLAN DESCRIPTION**

### **ARTICLE 1 INTRODUCTION**

CBIZ, Inc. has adopted the CBIZ, Inc. Retirement Savings Plan (the “Plan”) to help you save for retirement. As an employee of CBIZ, Inc., you may be entitled to participate in the Plan, provided you satisfy the conditions for participation as described in this Summary Plan Description. In addition, if you are an employee of any of the Participating Employers listed in Article 2, you also may be entitled to participate in the CBIZ, Inc. Retirement Savings Plan.

This Summary Plan Description (“SPD”) is designed to help you understand the retirement benefits provided under the Plan and your rights and obligations with respect to the Plan. This Summary Plan Description contains a summary of the major features of the Plan, including the conditions you must satisfy to participate under the Plan, the amount of benefits you are entitled to as a Plan participant, when you may receive distributions from the Plan, and other valuable information you should know to understand your Plan benefits. We encourage you to read this SPD and contact the CBIZ Employee Service Center (ESC) if you have any questions regarding your rights and obligations under the Plan.

This SPD does not replace the formal Plan document, which contains all of the legal and technical requirements applicable to the Plan. However, this SPD does attempt to explain the Plan language in a non-technical manner that will help you understand your retirement benefits. If the non-technical language under this SPD and the technical, legal language under the Plan document conflict, the Plan document always governs. If you have any questions regarding the provisions contained in this SPD or if you wish to receive a copy of the legal Plan document, please contact the CBIZ ESC.

The Plan document may be amended or modified due to changes in law, to comply with pronouncements by the Internal Revenue Service (IRS) or Department of Labor (DOL), or due to other circumstances. If the Plan is amended or modified in a way that changes the provisions under this SPD, you will be notified of such changes.

This SPD does not create any contractual rights to employment nor does it guarantee the right to receive benefits under the Plan. Benefits are payable under the Plan only to individuals who have satisfied all of the conditions under the Plan document for receiving benefits.

### **ARTICLE 2 GENERAL PLAN INFORMATION AND KEY DEFINITIONS**

This Article 2 contains information regarding the day-to-day administration of the Plan as well as the definition of key terms used throughout this Summary Plan Description.

**Plan Name:** CBIZ, Inc. Retirement Savings Plan

**Plan Number:** 003

**Employer/Plan Sponsor:**

**Name:** CBIZ, Inc.

**Address:**

11440 Tomahawk Creek Parkway  
Leawood, Kansas 66211

**Telephone number:** 888-957-2247

**Employer Identification Number (EIN):** 22-2769024

**Employee Service Center:**

**Phone:** 1-877-227-4372

**Fax:** 1-972-383-7848

**Website:** [www.cbizesc.com](http://www.cbizesc.com)

**Address:**

CBIZ ESC - Enrollment  
4851 LBJ Freeway  
Suite 800  
Dallas, TX 75244

In addition to the Employer listed above, this Plan is also maintained by the following Participating Employer(s):

- 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 Northern California, LLC
- CBIZ Accounting, Tax & Advisory of Ohio, LLC
- CBIZ Accounting, Tax & Advisory of Orange County, 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 Wichita, 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 Medical Management Professionals, Inc.
- CBIZ National Tax Office, LLC
- CBIZ Network Solutions, LLC
- CBIZ Network Solutions Canada, Inc.
- CBIZ Operations, Inc.
- CBIZ Retirement Consulting, Inc.
- CBIZ Risk & Advisory Services, LLC
- CBIZ Southern California, LLC
- CBIZ Special Risk Insurance Services, Inc.
- CBIZ Technologies, LLC
- CBIZ Valuation Group, LLC
- EFL Associates, Inc.
- MHM Retirement Plan Solutions, LLC

**Predecessor Employer(s):**

In applying the eligibility rules under Article 5 and the vesting rules under Article 7, all service you perform with us is taken into account. In addition, service may be credited with certain “predecessor”

employers. For this purpose, you will receive credit for any service you performed with the following Predecessor Employers:

- All Predecessor Employers and Related Employers

You will receive credit for any service you performed with the above Predecessor Employer(s) for purposes of determining eligibility and vesting under this Plan. Thus, in applying the eligibility rules under Article 5 and the vesting rules under Article 7, any service you performed with the above Predecessor Employer(s) will be taken into account.

In addition, the following special provisions apply for purposes of crediting service with a Predecessor Employer: an Employee's employment with MMP's client physician's offices and the client physician's prior administrative service company shall be treated as employment with an Employer for purposes of determining vesting service under the Plan.

**Plan Administrator:**

The Plan Administrator is responsible for the day-to-day administration and operation of the Plan. For example, the Plan Administrator maintains the Plan records, provides you with forms necessary to request a distribution from the Plan, and directs the payment of your vested benefits when required under the Plan. The Plan Administrator may designate another person or persons to perform the duties of the Plan Administrator. The Plan Administrator or its delegate, as the case may be, has full discretionary authority to interpret the Plan, including the authority to resolve ambiguities in the Plan document and to interpret the Plan's terms, including who is eligible to participate under the Plan and the benefit rights of participants and beneficiaries. All interpretations, constructions and determinations of the Plan Administrator or its delegate shall be final and binding on all persons, unless found by a court of competent jurisdiction to be arbitrary and capricious. The Plan Administrator also will allow you to review the formal Plan document and other materials related to the Plan.

The Employer/Plan Sponsor listed above is acting as Plan Administrator. The Plan Administrator may designate other persons to carry on the day-to-day operations of the Plan. If you have any questions about the Plan or your benefits under the Plan, you should contact the CBIZ ESC.

**Trustee(s):**

All amounts contributed to the Plan are held by the Plan Trustee in a qualified Trust. The Trustee is responsible for the safekeeping of the trust funds and must fulfill all Trustee duties in a prudent manner and in the best interest of you and your beneficiaries. The Employer has designated a separate Trustee to hold the assets under the Plan. If you would like more information regarding the separate Trustee, contact the Plan Administrator.

**Service of Legal Process:**

Service of legal process may be made upon the Plan Trustee or the Plan Administrator.

**Effective Date of Plan:**

This Plan is a restatement of an existing Plan to comply with current law. This Plan was originally effective 1-1-1998. However, unless designated otherwise, the provisions of the Plan as set forth in this Summary Plan Description are effective as of 1-1-2010.

**Plan Year:**

Many of the provisions of the Plan are applied on the basis of the Plan Year. For this purpose the Plan Year is the calendar year running from January 1 – December 31.

**Plan Compensation:**

The term “compensation” has different meanings within the Plan document. Compensation is generally defined as your total taxable wages or salary increased to include any pre-tax deferrals you make to a 401(k) plan and any other pre-tax salary reduction contributions you make under any other plans we maintain, including any pre-tax contributions you make under a medical reimbursement plan or “cafeteria” plan.

In applying the contribution formulas under the Plan (as described in Section 4 below), your contributions may be determined based on Plan Compensation. For this purpose, Plan Compensation is your total compensation earned during the Plan Year excluding the following types of compensation:

- Compensation that is paid after you terminate employment

For purposes of determining Plan Compensation, only compensation you earn while you are a participant in the Plan will be taken into account. Thus, any compensation you earn while you are not eligible to participate in the Plan will not be considered in determining Plan Compensation.

**Normal Retirement Age:**

You will reach Normal Retirement Age under the Plan when you attain the later of age 65 or reach your 5th anniversary of Plan participation.

**ARTICLE 3  
DESCRIPTION OF PLAN**

**Type of Plan.** This Plan is a special type of retirement plan commonly referred to as a 401(k) plan. Under the Plan, you may choose to have a specific percentage or dollar amount withheld from your salary and have such amount deposited directly into a 401(k) account on your behalf. This pre-tax contribution is called a “Salary Deferral.” As a pre-tax contribution, you do not have to pay any income tax while your Salary Deferrals are held in the Plan, and any earnings on your Salary Deferrals are not taxed while they stay in the Plan.

You also may choose to make contributions to the Plan on an after-tax basis, by designating your Salary Deferrals as Roth Deferrals. While you are taxed on a Roth Deferral in the year you contribute to the Plan, you will not be taxed on the contribution or earnings attributable to Roth Deferrals under the Plan when you elect to withdraw your Roth amounts from the Plan, as long as your withdrawal is a qualified distribution. See the discussion of Roth Deferrals under Article 4 below.

In addition to your own Salary Deferrals, if you satisfy the eligibility conditions described in Article 5 below, you may be eligible to receive an additional employer contribution under the Plan. If you are eligible to receive an employer contribution, we will deposit such contribution directly into the Plan on your behalf. Like the pre-tax Salary Deferrals discussed above, any employer contribution we make to the Plan’s trust on your behalf and any earnings on such amounts will not be subject to income tax as long as those amounts stay in the Plan. You will not be taxed on your employer contributions generally until you withdraw such amounts from the Plan. Article 4 below describes the employer contributions authorized under the Plan.

This Plan is a defined contribution plan, which is intended to qualify under Section 401(a) of the Internal Revenue Code. As a defined contribution plan, it is not covered under Title IV of ERISA and, therefore, benefits are not insured by the Pension Benefit Guaranty Corporation.

**Multiple Employer Plan.** This Plan covers employees of different “unrelated” Employers. As such, it is referred to as a Multiple Employer Plan. The Plan permits each adopting Employer to modify the provisions of the Plan for its own employees. The provisions of this Summary Plan Description describe the general provisions of the Plan. If any special rules apply to a particular adopting Employer, those rules will be described in an Appendix attached to this Summary Plan Description.



## ARTICLE 4 PLAN CONTRIBUTIONS

The Plan provides for the contributions listed below. Article 5 discusses the requirements you must satisfy to receive the contributions described in this Article 4. Article 7 describes the vesting rules applicable to your plan benefits.

### Salary Deferrals

If you have satisfied the conditions for participating under the Plan (as described in Article 5 below) you are eligible to make Salary Deferrals to the Plan. To begin making Salary Deferrals, you may request that a portion of your compensation be contributed to the Plan instead of being paid to you as wages. However, see the discussion below regarding the application of the "automatic deferral" provisions under the Plan that may apply if you do not specifically elect to defer (or not defer) under the Plan. Any Salary Deferrals you make to the Plan will be invested in accordance with the Plan's investment policies.

**Pre-Tax Salary Deferrals.** If you make Salary Deferrals to the Plan, you will not have to pay income taxes on such amounts or on any earnings until you withdraw those amounts from the Plan.

Consider the following examples:

- If you earn \$30,000 a year, are in the 28% tax bracket, are eligible to participate in the Plan and you elect to save 3% (or \$900) of your salary under the 401(k) Plan this year, you would save \$252 in Federal income taxes (28% of \$900 = \$252).
- If you earn \$30,000 a year, are in the 28% tax bracket, are eligible to participate in the Plan, and you elect to save 5% (or \$1,500) of your salary under the 401(k) Plan this year, you would save \$420 in Federal income taxes (28% of \$1,500 = \$420).
- If you earn \$30,000 a year, are in the 28% tax bracket, are eligible to participate in the Plan and you elect to save 8% (or \$2,400) of your salary under the 401(k) Plan this year, you would save \$672 in Federal income taxes (28% of \$2,400 = \$672).

As you can see, the more you are able to put away in the Plan, the greater your tax savings will be. In addition, if the amount of your Salary Deferrals grows due to investment earnings, you will not have to pay any Federal income taxes on those earnings until such time as you withdraw those amounts from the Plan.

**Roth Deferrals.** Effective 3-1-2009, you also may be able to avoid taxation on earnings under the Plan by designating your Salary Deferrals as Roth Deferrals. Roth Deferrals are a form of Salary Deferral but, instead of being contributed on a pre-tax basis, you must pay income tax currently on such deferrals. However, provided you satisfy the distribution requirements applicable to Roth Deferrals (as discussed in Article 8 below), you will not have to pay any income taxes at the time you withdraw your Roth Deferrals from the Plan, including amounts attributable to earnings. Thus, if you take a qualified distribution (as described in Article 8) your entire distribution may be withdrawn tax-free. You should discuss the relative advantages of pre-tax Salary Deferrals and Roth Deferrals with a financial advisor before deciding how much to designate as pre-tax Salary Deferrals and Roth Deferrals.

**Change of election.** You can increase or decrease the amount of your Salary Deferrals as of a designated election date. For this purpose, the designated election date(s) for changing or modifying your Salary Reduction Agreement will be set forth in the enrollment materials or other written procedures describing the time period for changing Salary Deferral elections. If the available election date(s) change, you will be notified in writing of any such change. You always will be able to change or modify your Salary Deferral at any time. Generally, you may stop making Salary Deferrals at any time. Any change you make to a Salary Deferral will become effective as of the next designated election date, and will remain in effect until modified or canceled during a subsequent election period.

**Automatic deferral election.** To simplify the administrative requirements for making Salary Deferrals under the Plan, the Plan is set up with an “automatic” deferral feature. Under this feature, you do not have to make an election to begin deferring under the Plan. Thus, if you have otherwise satisfied the eligibility requirements for Salary Deferrals described under Article 5 but have not elected to make a Salary Deferral, we will automatically withhold 3% of your Plan Compensation from each paycheck and deposit such amounts into the Plan as a Salary Deferral.

Any amounts that are automatically withheld from your paycheck will be invested in accordance with the Plan’s investment policies and will be exempt from taxation just like any other pre-tax Salary Deferral. If you would like to modify your automatic deferral amount or elect not to defer under the plan, you may do so through the Mass Mutual website or toll-free phone line.

**Application of automatic deferral provisions.** The automatic deferral provisions described above will apply to all Employees who become Participants on or after July 1, 2005, who have not made an affirmative election of Salary Deferral (including an election not to defer). Thus, if you become a Participant on or after July 1, 2005 and do not make an affirmative election or make an election not to defer, the automatic deferral provisions will apply and Salary Deferrals will automatically be withheld from your paycheck as indicated above.

**Limit on Salary Deferrals.** In addition to the IRS limits described in Article 6 below, the Plan limits the amount you may contribute as Salary Deferrals. Under this Plan limit, you may not defer an amount in excess of 80% of Plan Compensation for any Plan Year. In addition, if you elect to make Salary Deferrals under the Plan, your election must be for at least 1% of Plan Compensation for each payroll period.

**Special effective date rules.** The provisions affecting Salary Deferrals are effective as follows: The Automatic Deferral Election provisions were in effect prior to the effective date of this restatement and any Employee who was enrolled under the prior provisions will continue to be enrolled, unless the Employee has elected otherwise.

### Matching Contributions

We are authorized under the Plan to make a matching contribution on behalf of eligible Plan participants. A matching contribution is an employer contribution that is made to participants who make Salary Deferrals to the Plan. If you satisfy all of the eligibility requirements described in Article 5 below for matching contributions and you make Salary Deferrals, you will receive an allocation of any matching contributions we make to the Plan, in accordance with the matching formula described below. For this purpose, any matching contribution will also apply with respect to any Roth Deferrals you make to the Plan. If you do not satisfy all of the eligibility requirements for receiving a matching contribution, you will not share in an allocation of such matching contributions for the period for which you do not satisfy the eligibility requirements. For purposes of determining the amount of matching contributions, the following Salary Deferrals will not be eligible for regular matching contributions under the Plan:

- Catch-up contributions (as described in Article 6 below)

Matching contributions will be contributed to your matching contribution account under the Plan at such time as we deem appropriate. Matching contributions may be contributed during the Plan Year or after the Plan Year ends. Any matching contributions we make during the year will be made in accordance with the following matching contribution formulas. You will be entitled to a matching contribution under each of the following matching contribution formulas (to the extent you satisfy the eligibility requirements described in Article 5 below).

- **Fixed matching contribution formula.** We will make a fixed matching contribution on behalf of eligible participants who make Salary Deferrals under the Plan. The matching contribution will equal 50% of Salary Deferrals you make to the Plan during payroll period for Regular Matching Contributions and plan year basis for the True Up Matching Contribution.

- **Special matching contribution formula.** We will make a matching contribution on your behalf if you make Salary Deferrals under the Plan. The matching contribution will be based on the following formula: The employer may in its discretion elect to make a True Up Matching Contribution on behalf of its Eligible Employees during the Plan Year only if the employee is employed on the last day of the Plan Year.

**Limit on Matching Contributions.** In addition to the overall limit on employer contributions described in Article 6 below, the Plan imposes special limits on the amount a participant may receive as a matching contribution under the Plan for the following period: payroll period for Regular Matching Contributions and plan year basis for the True Up Matching Contribution.

- **Limit on Salary Deferrals.** In determining the amount of matching contributions you are entitled to under the Plan, only a certain amount of your Salary Deferrals are taken into account. For this purpose, any Salary Deferrals you make above 6% of Plan Compensation will not be eligible for a matching contribution. Thus, if you make Salary Deferrals in excess of 6% of Plan Compensation, you will not receive a matching contribution with respect to those Salary Deferrals.

### Employer Contributions

CBIZ is authorized under the Plan to make employer contributions on behalf of our employees. In order to receive an employer contribution, you must satisfy all of the eligibility requirements described in Article 5 below for employer contributions. If you do not satisfy all of the conditions for receiving an employer contribution, you will not share in an allocation of such employer contributions for the period for which you do not satisfy the eligibility requirements.

Employer contributions will be contributed to your employer contribution account under the Plan at such time as we deem appropriate. Employer contributions may be contributed during the Plan Year or after the Plan Year ends. Any employer contributions we make will be made in accordance with the following employer contribution formula.

- **Discretionary pro-rata employer contribution formula.** CBIZ will decide each year how much, if any, we will contribute to the Plan. Since this employer contribution is discretionary, we may decide not to make an employer contribution for a given year. The employer contribution may be determined as a uniform percentage of compensation or as a uniform dollar amount. We will inform you of the amount of your employer contribution once we determine how much we will be contributing for the year.

### Top Heavy Benefits

A plan that primarily benefits key employees is called a top heavy plan. For this purpose, key employees are defined as certain owners of an employer and officers with a specified level of compensation. A plan is generally a top heavy plan when more than 60% of all account balances under the plan are attributable to key employees. (The Plan Administrator will determine each year whether the plan is a top heavy plan.)

If the Plan becomes top heavy in any Plan Year, non-key employees who are eligible to receive a top heavy contribution under the Plan will receive a minimum contribution equal to the lesser of the highest key employee contribution rate or 3% of Plan Compensation. For this purpose, any employer contributions and matching contributions may be taken into account in determining whether the top heavy rules are satisfied. In applying the top heavy rules, any eligible non-key employee who is employed at the end of the year is entitled to the top heavy minimum, regardless how many hours the employee works during the year. The Plan Administrator will advise you if the Plan ever becomes top heavy.

### Rollover Contributions

If you have an account balance in another qualified retirement plan or an IRA, you may move those amounts into this Plan, without incurring any tax liability, by means of a "rollover" contribution. You are always 100% vested in any amounts you contribute to the Plan as a rollover from another qualified plan or IRA. This means that you will always be entitled to all amounts in your rollover account. Rollover contributions will be affected by any investment gains or losses under the Plan.

You may accomplish a rollover in one of two ways. You may ask your prior plan administrator or trustee to directly rollover to this Plan all or a portion of any amount which you are entitled to receive as a distribution from your prior plan. Alternatively, if you receive a distribution from your prior plan, you may elect to deposit into this plan any amount eligible for rollover within 60 days of your receipt of the distribution. Any rollover to the Plan will be credited to your Rollover Contribution Account. You will be able to withdraw the amounts in your rollover account at any time, unless the in-service withdrawal of rollover contributions is specifically prohibited as described in Article 8 below.

Generally, the Plan will accept a rollover contribution from another qualified retirement plan or IRA. The Plan Administrator may adopt separate procedures limiting the type of rollover contributions it will accept. For example, the Plan Administrator may impose restrictions on the acceptance of after-tax contributions or Salary Deferrals (including Roth Deferrals) or may restrict rollovers from particular types of plans. In addition, the Plan Administrator may, in its discretion, apply restrictions on the acceptance of rollover contributions if you are not currently a participant in the Plan. In no event will these procedures be applied in a discriminatory manner.

If you have questions about whether you can rollover a prior plan distribution, please contact Mass Mutual.

## **ARTICLE 5 ELIGIBILITY REQUIREMENTS**

This Article sets forth the requirements you must satisfy to participate under the Plan. To qualify as a participant under the Plan, you must:

- be an Eligible Employee
- satisfy the Plan's minimum age and service conditions and
- satisfy any allocation conditions required under the Plan.

### **Eligible Employee**

To participate under the Plan, you must be an Eligible Employee. For this purpose, you are considered an Eligible Employee if you are an employee of any of the Participating Employers listed in this Summary Plan Description, provided you are not otherwise excluded from the Plan.

For purposes of determining whether you are an Eligible Employee, the Plan excludes from participation certain designated employees. If you fall under any of the excluded employee categories, you will not be eligible to participate under the Plan (until such time as you no longer fall into an excluded employee category). [See below for a discussion of your rights upon changing to or from an excluded employee classification.]

The following categories of employees are not eligible to participate in the Plan:

- Employees covered under a collective bargaining agreement (i.e., union employees)
- Non-resident aliens who do not receive any compensation from U.S. sources
- Leased employees

### Minimum Age and Service Requirements

In order to participate in the Plan, you must satisfy certain age and service conditions under the Plan. Different minimum age and service requirements apply depending on the type of contributions made under the Plan.

- **Salary Deferrals.** In order to make Salary Deferrals under the Plan, you must be an Eligible Employee and you must satisfy the following minimum age and service requirements.
  - **Minimum age requirement.** In order to make Salary Deferrals under the Plan, you must be at least age 21.
  - **Minimum service requirement.** In order to make Salary Deferrals under the Plan, all regular full time employees (RFT) (as defined in the Employee Policy & Procedure Manual) are subject to the earlier of: 60 consecutive days of service or a 12 month period of service. All other employees will have eligibility service determined based on the 12 month period of service as described under the Plan.

You will be eligible to participate in the Plan as of the first Entry Date based on when you satisfy the minimum age and service requirements.

- **Matching Contributions.** In order to receive Matching Contributions under the Plan, you must be an Eligible Employee and you must satisfy the following minimum age and service requirements.
  - **Minimum age requirement.** In order to receive Matching Contributions under the Plan, you must be at least age 21.
  - **Minimum service requirement.** In order to receive Matching Contributions under the Plan, you must complete a Year of Service with us.
    - **Definition of Year of Service.** For this purpose, you will earn a Year of Service if you work at least 1,000 hours for us during the 12-month period immediately following your date of hire. If you do not work at least 1,000 hours during the 12-month period immediately following your date of hire, you will earn a Year of Service for purposes of Plan participation if you work at least 1,000 hours during any Plan Year beginning after your date of hire.

You will be eligible to participate in the Plan as of the first Entry Date based on when you satisfy the minimum age and service requirements.

- **Employer Contributions.** In order to receive Employer Contributions under the Plan, you must be an Eligible Employee and you must satisfy the following minimum age and service requirements.
  - **Minimum age requirement.** In order to receive Employer Contributions under the Plan, you must be at least age 21.
  - **Minimum service requirement.** In order to receive Employer Contributions under the Plan, you must complete a Year of Service with us.
    - **Definition of Year of Service.** For this purpose, you will earn a Year of Service if you work at least 1,000 hours for us during the 12-month period immediately following your date of hire. If you do not work at least 1,000 hours during the 12-month period immediately following your date of hire, you will earn a Year of Service for purposes of Plan participation if you work 1,000 hours during any Plan Year beginning after your date of hire.

You will be eligible to participate in the Plan as of the first Entry Date based on when you satisfy the minimum age and service requirements.

**Entry Date.** Once you have satisfied the eligibility conditions described above, you will be eligible to participate under the Plan on your Entry Date. For this purpose, you will have a different Entry Date based on the type of contributions under the Plan.

- **Salary Deferrals.** Your Entry Date for making Salary Deferrals is the first day of the month coinciding with or next following the date you satisfy the eligibility conditions described above. For

example, if you satisfy the Plan's eligibility conditions on April 12, you will be eligible to begin making Salary Deferrals under the Plan on the following May 1. If on the other hand, you satisfy the eligibility conditions on November 12, you will be eligible to begin making Salary Deferrals under the Plan on the following December 1.

- **Matching Contributions.** Your Entry Date applicable to Matching Contributions is the first January 1, April 1, July 1, or October 1 coinciding with or next following the date you satisfy the eligibility conditions described above. For example, if you satisfy the Plan's eligibility conditions on April 12, you will be eligible to receive Matching Contributions under the Plan as of the following July 1. If on the other hand, you satisfy the eligibility conditions on November 12, you will be eligible to receive Matching Contributions under the Plan as of the following January 1.
- **Employer Contributions.** Your Entry Date applicable to Employer Contributions is the first January 1, April 1, July 1, or October 1 coinciding with or next following the date you satisfy the eligibility conditions described above. For example, if you satisfy the Plan's eligibility conditions on April 12, you will be eligible to receive Employer Contributions under the Plan as of the following July 1. If on the other hand, you satisfy the eligibility conditions on November 12, you will be eligible to receive Employer Contributions under the Plan as of the following January 1.

**Crediting eligibility service.** In determining whether you satisfy the Plan's minimum age or service conditions, all service you perform during the year is counted. In addition, if you go on a maternity or paternity leave of absence or on a military leave of absence, you may receive credit for service during your period of absence for certain purposes under the Plan. You should contact the CBIZ ESC to determine the effect of a maternity/paternity or military leave of absence on your eligibility to participate under the Plan. See Article 2 for a list of certain "predecessor" employers for whom service may be credited for eligibility purposes under the Plan.

**Break in Service rules.** If you stop working for us, you may "lose" credit for certain eligibility service under the Plan's Break in Service rules. For this purpose, you will have a Break in Service if you are terminated for a period of at least 12-consecutive months. The Plan Administrator monitors the Break in Service rules and can provide you with additional information on the effect of these rules. While these eligibility Break in Service rules may delay you from participating in the Plan, they will never cause you to lose any benefits you have already become entitled to.

- ♦ **Nonvested Break in Service rule.** The Nonvested Break in Service rule applies only to *totally nonvested* (i.e., 0% vested) Participants. If you are totally nonvested in your benefits under the Plan and you have 5 consecutive Breaks in Service, all the service you earned before the 5-year period no longer counts for eligibility purposes. Thus, to be eligible to receive any contributions under the Plan after the 5-year period, you would have to re-satisfy any minimum age and service conditions described above. However, if you have any benefits under the Plan in which you are vested, this Break in Service rule will not apply. (See Article 7 for a discussion of the vesting rules under the Plan.)

**Eligibility upon rehire or change in employment status.** If you terminate employment after satisfying the minimum age and service requirements under the Plan and you are subsequently rehired as an Eligible Employee, you will enter the Plan on the later of your rehire date or your Entry Date, unless you have lost credit for service under the Break in Service rules. If you terminate employment prior to satisfying the minimum age and service requirements, you will have to meet the eligibility requirements as if you are a new Employee, if you should be rehired.

If you are not an Eligible Employee on your Entry Date, but you subsequently change status to an eligible class of Employee, you will be eligible to enter the Plan immediately (provided you have already satisfied the minimum age and service requirements). If you are an Eligible Employee and subsequently become ineligible to participate in the Plan, all contributions under the Plan will cease as of the date you become ineligible to participate. However, all service earned while you are employed, including service earned while you are ineligible, will be counted when calculating your vested percentage in your account balance.

### Allocation Conditions

If you are an Eligible Employee and have satisfied the minimum age and service requirements described above, you are entitled to share in the contributions described in Article 4, provided you satisfy the allocation conditions described below.

**Salary Deferrals.** You do not need to satisfy any additional allocation conditions to make Salary Deferrals under the Plan. If you satisfy the eligibility conditions described above, you will be eligible to make Salary Deferrals, regardless of how many hours you work during the year or whether you terminate employment during the year.

**Matching Contributions.** You will be entitled to share in any matching contributions we make to the Plan only if you satisfy the following allocation conditions. Thus, even if you satisfy the eligibility conditions described above, you will not receive any matching contributions if you do not satisfy the following allocation conditions.

- **Special rules.** The following special rules apply for determining the allocation conditions applicable to matching contributions: There are no allocation conditions for the regular Matching Contributions. An employee must be employed with the employer on the last day of the plan year in order to receive a True -Up Matching Contribution.

**Employer Contributions.** You will be entitled to share in any employer contributions we make to the Plan only if you satisfy the following allocation conditions. Thus, even if you satisfy the eligibility conditions described above, you will not receive any employer contributions if you do not satisfy the following allocation conditions.

- You must be employed on the last day of the Plan Year to receive an employer contribution for such Plan Year AND
- You must complete at least 1,000 hours of service during the Plan Year.

If you are not employed on the last day of the Plan Year or if you do not work at least 1,000 hours during the Plan Year, you will not be entitled to an employer contribution, even if you have satisfied all other conditions for receiving the employer contribution.

## ARTICLE 6 LIMIT ON CONTRIBUTIONS

The IRS imposes limits on the amount of contributions you may receive under this Plan, as described below.

**IRS limits on Salary Deferrals.** The IRS imposes limits on the amount you can contribute as Salary Deferrals during a calendar year. For 2010, the maximum deferral limit is \$16,500. For years after 2010, the maximum deferral limit will be adjusted for cost-of-living each year. The Plan Administrator will provide you with information regarding the adjusted deferral limits beginning after 2010. In addition, if you are at least age 50 by December 31 of the calendar year, you also may make a special catch-up contribution in addition to the maximum deferral limit described above. For 2010, the catch-up contribution limit is \$5,500. For years after 2010, the catch-up contribution limit will be adjusted for cost-of living each year. The Plan Administrator will provide you with information concerning the catch-up contribution limit for years after 2010.

Example. If you are at least age 50 by December 31, 2010, the maximum Salary Deferral you may make for the 2010 calendar year would be \$22,000 [i.e., \$16,500 maximum deferral limit plus \$5,500 catch-up contribution limit].

The IRS deferral limit applies to **all** Salary Deferrals you make in a given calendar year to this Plan or any other cash or deferred arrangement (including a cash or deferred arrangement maintained by an unrelated employer). For this purpose, cash or deferred arrangements include 401(k) plans, 403(b) plans, or simplified employee pension (SEP) plans.

If you make Salary Deferrals for a given year in excess of the deferral limit described above under this Plan or another plan maintained by this Employer (or any other employer maintaining the Plan), the Plan Administrator will automatically return the excess amount and associated earnings to you by April 15. If you make Salary Deferrals for a given year in excess of the deferral limit described above because you made Salary Deferrals under this Plan and a plan of an unrelated employer not maintaining this Plan, you must ask one of the plans to refund the excess amount to you. If you wish to take a refund from this Plan, you must notify the Plan Administrator, in writing, by March 1 of the next calendar year so the excess amount and related earnings may be refunded by April 15. The excess amount is taxable for the year in which you made the excess deferral. If you fail to request a refund, you will be subject to taxation in two separate years: once in the year of deferral and again in the year the excess amount is actually paid to you.

**IRS limit on total contributions under the Plan.** The IRS imposes a maximum limit on the total amount of contributions you may receive under this Plan. This limit applies to all contributions we make on your behalf, all contributions you contribute to the Plan, and any forfeitures allocated to any of your accounts during the year. Under this limit, the total of all contributions under the Plan cannot exceed a specific dollar amount or 100% of your annual compensation, whichever is less. For 2010, the specific dollar limit is \$49,000. (For years after 2010, this amount may be increased for inflation.) For purposes of applying the 100% of compensation limit, your annual compensation includes all taxable compensation, increased for any Salary Deferrals you may make under a 401(k) plan and any other pre-tax contributions you may make to a plan such as a cafeteria plan.

**Example:** Suppose in 2010 you earn compensation of \$50,000 (after reduction for pre-tax 401(k) plan contributions of \$5,000). Your compensation for purposes of the overall contribution limit is \$55,000 (\$50,000 + \$5,000 of pre-tax deferrals). The maximum amount of contributions you may receive under the Plan for 2010 is \$49,000 (the lesser of \$49,000 or 100% of \$55,000).

## ARTICLE 7 DETERMINATION OF VESTED BENEFIT

**Vested account balance.** When you take a distribution of your benefits under the Plan, you are only entitled to withdraw your *vested* account balance. For this purpose, your *vested* account balance is the amount held under the Plan on your behalf for which you have earned an ownership interest. You earn an ownership interest in your Plan benefits if you have earned enough service with us to become *vested* based on the Plan's vesting schedule. If you terminate employment before you become fully vested in any of your Plan benefits, those non-vested amounts may be forfeited. (See below for a discussion of the forfeiture rules that apply if you terminate with a non-vested benefit under the Plan.)

The following describes the vesting schedule applicable to contributions under the Plan.

- **Salary Deferrals.** You are always 100% vested in your Salary Deferrals. In other words, you have complete ownership rights to your Salary Deferrals under the Plan.
- **Matching Contributions and Employer Contributions.** You become *vested* in your matching and employer contribution accounts under a "3-year cliff vesting schedule." Under this vesting schedule, you will have a complete ownership interest in your matching and employer contributions once you have completed three (3) Years of Vesting Service. Prior to the completion of three Years of Vesting Service, you have no ownership interest in your matching or employer contribution account.

**Protection of vested benefit.** Once you are vested in your benefits under the Plan, you have an ownership right to those amounts. While you may not be able to immediately withdraw your vested benefits from the Plan due to the distribution restrictions described under Article 8 below, you generally will never lose your right to those vested amounts. However, it is possible that your benefits under the Plan will decrease as a result of investment losses. If your benefits decrease because of investment losses, you will only be entitled to the vested amount in your account at the time of distribution.



**Exception to vesting schedule.** The above vesting schedule no longer applies once you reach Normal Retirement Age under the Plan. Thus, if you are still employed with us at Normal Retirement Age, which is age 65, you will automatically become 100% vested in all contributions under the Plan. You also will be fully vested in your entire account balance (regardless of the Plan's vesting schedule) if the plan is terminated. In addition, if you:

- die
- become disabled

while you are still employed with us, you will automatically become 100% vested.

**Years of Vesting Service.** To calculate your vested benefit under the Plan, your Years of Vesting Service are used to determine where you are on the vesting schedule. You will be credited with a Year of Vesting Service for each year in which you work at least 1,000 hours. The Plan Administrator will track your service and will calculate your years of service in accordance with the Plan requirements.

In calculating your Years of Vesting Service, all of your service with us is taken into account, including service you may have earned before the Plan was adopted.

**Break in Service rules.** If you do not work a sufficient number of hours during a year, you may "lose" credit for certain vesting service under the Plan's Break in Service rules. For this purpose, you have a Break in Service if you complete less than 501 Hours of Service during a year. The Plan Administrator monitors the Break in Service rules and can provide you with additional information on the effect of these rules. While these vesting Break in Service rules may cause you to lose credit for certain vesting service, they will not cause you to lose any benefits for which you are already vested.

- ◆ **Nonvested Break in Service rule.** The Nonvested Break in Service rule applies only to *totally nonvested* (i.e., 0% vested) Participants. If you are totally nonvested in your benefits under the Plan and you have five consecutive Breaks in Service, all the service you earned before the 5-year period no longer counts for vesting purposes. Thus, if you return to employment after incurring five consecutive Breaks in Service, you will be treated as a new employee (with no prior service) for purposes of determining your vested percentage in your benefits under the Plan. However, if you have benefits under the Plan in which you are vested, you do not lose any rights to those amounts under these rules.

**Forfeiture of nonvested benefits.** If your employment with us terminates before you become fully vested in your Plan benefits, you will be entitled to receive a distribution of your *vested* benefits under the Plan. Your non-vested benefits will be *forfeited* as described below. You are not entitled to receive a distribution of your non-vested benefits.

If you terminate employment at a time when you are only partially-vested (or totally non-vested) in any of your Plan benefits, how the Plan treats your non-vested balance will depend on whether you take a distribution when you terminate employment.

- ❖ **Forfeiture upon distribution.** If you take a distribution of your entire vested benefit when you terminate employment, your non-vested benefit will be forfeited in accordance with the terms of the Plan. If you are totally non-vested in any contributions we made on your behalf, you will be deemed to receive a distribution for purposes of applying these forfeiture rules.
- **Buy-back of forfeited benefits upon reemployment.** If you take a distribution of your entire vested benefit when you terminate employment, and as a result, some (or all) of your Plan benefits are forfeited, you have the right to repay the distributed amount to the Plan if you are rehired prior to incurring five consecutive Breaks in Service (as defined under "Forfeiture upon five consecutive Breaks in Service" below). If you repay the total amount of your distribution back to the Plan, we will restore the amount of your non-vested benefit which was forfeited as a result of that distribution.

- **Timing of buy-back.** For us to restore your forfeited benefits, you must make repayment to the Plan no later than five years following your reemployment date. If you received a “deemed” distribution because you were totally non-vested, your non-vested benefit will automatically be restored within a reasonable time following your reemployment, provided you have not incurred five consecutive Breaks in Service prior to your reemployment.
- ❖ **Forfeiture upon five consecutive Breaks in Service.** Depending on the value of your vested benefits, you may be able to keep your benefits in the Plan when you terminate employment. If you do not take a distribution of your entire vested benefit when you terminate employment, your non-vested benefit will remain in your account until you have incurred five consecutive Breaks in Service, at which time your non-vested benefit will be forfeited in accordance with the terms of the Plan. For this purpose, you will have a Break in Service for each year in which you work less than 501 hours. Your vested benefits will not be forfeited under this forfeiture rule. If you have any questions regarding the application of these rules, you should contact Mass Mutual.

**Special rules.** The vesting and forfeiture provisions are effective as follows: Effective May 31, 2007, Employees of Benmark, Inc. who are active Participants under the Plan will be 100% vested in their Employer Contributions as a result of the divestiture of Benmark, Inc. Effective September 27, 2007, Employees of MHM Resources who are active Participants under the Plan will be 100% vested in their Employer Contributions as a result of the divestiture of MHM Resources.

## ARTICLE 8 PLAN DISTRIBUTIONS

The Plan contains detailed rules regarding when you can receive a distribution of your benefits from the Plan. As discussed in Article 7 above, if you qualify for a Plan distribution, you will only receive your vested benefits. This Article 8 describes when you may request a distribution and the tax effects of such a distribution.

**Distribution upon termination of employment.** When you terminate employment, you may be entitled to a distribution from the Plan. The availability of a distribution will depend on the amount of your vested account balance.

- **Vested account balance in excess of \$5,000.** If your total vested account balance exceeds \$5,000 at the time you terminate employment, you may receive a distribution from the Plan as soon as administratively feasible following your termination of employment. You must request a distribution on the appropriate forms before a distribution will be made to you. If you do not consent to a distribution of your vested account balance, your balance will remain in the Plan. If you receive a distribution of your vested benefits when you are only partially-vested in your Plan benefits, your non-vested benefits will be forfeited.

You may elect to take your distribution in any of the following forms. In addition, in certain cases, you may be entitled to a distribution in the form of a joint and survivor annuity. Upon your termination of employment, you will receive a distribution package that will describe the distribution options that are available to you. If you have any questions regarding your distribution options under the Plan, please contact Mass Mutual.

- **Lump sum.** If you take your distribution in the form of a lump sum, you may elect to take a distribution of your entire vested account balance in cash or you may elect to rollover your distribution to an IRA or to another qualified plan. In addition, you may take a distribution of only a portion of your vested account balance.
- **Vested account balance of \$5,000 or less.** If your total vested account balance under the Plan is \$5,000 or less at the time you terminate employment, you will be eligible to receive a distribution of your entire vested account balance in a lump sum as soon as administratively feasible following your

termination of employment. If you receive a distribution of your vested benefits when you are partially-vested in your Plan benefits, your non-vested benefits will be forfeited.

You may elect to receive your distribution in cash or you may elect to rollover your distribution to an IRA or to another qualified plan. If your total vested benefit under the Plan is between \$1,000 and \$5,000 when you terminate employment and you do not consent to a distribution of your vested account balance, your vested benefit automatically will be rolled over to an IRA provider selected by the Plan Administrator. If your total vested benefit exceeds \$5,000, no distribution will be made from the Plan without your consent. If your total vested benefit is \$1,000 or less when you terminate employment, your entire vested benefit will be distributed to you in a lump sum, even if you do not consent to a distribution.

If your benefit is automatically rolled over to an IRA provider selected by the Plan Administrator, such amounts will be invested in a manner designed to preserve principal and provide a reasonable rate of return. Common types of investment vehicles that may be used include money market accounts, certificates of deposit or stable value funds. Reasonable expenses may be charged against the IRA account for expenses associated with the establishment and maintenance of the IRA. Any such expenses will be no greater than similar fees charged for other IRAs maintained by the IRA provider. For further information regarding the automatic rollover requirements, including further information regarding the IRA provider and the applicable fees and expenses associated with the automatic rollover IRA, please contact Mass Mutual.

**In-service distributions.** You may withdraw vested amounts from the Plan while you are still employed with us, but only if you satisfy the Plan's requirements for in-service distributions. Under the Plan, you may take an in-service distribution if:

- You are at least age 59 1/2 at the time of the distribution.
- You have incurred a hardship, as described below.

No in-service distribution of Salary Deferrals may be made prior to age 59½ (other than a distribution on account of hardship). Thus, regardless of any in-service distribution provisions under the Plan, you may not request an in-service distribution of amounts attributable to your Salary Deferrals under the Plan prior to attaining age 59½ (other than a distribution on account of hardship).

In addition, you may withdraw amounts attributable to Rollover Contributions at any time.

**Hardship distribution.** To receive a distribution on account of hardship, you must demonstrate one of the following hardship events.

- (1) You need the distribution to pay unpaid medical expenses for yourself, your spouse or any dependent.
- (2) You need the distribution to pay for the purchase of your principal residence. You must use the hardship distribution for the *purchase* of your principal residence. You may not receive a hardship distribution solely to make mortgage payments.
- (3) You need the distribution to pay tuition and related educational fees (including room and board) for the post-secondary education of yourself, your spouse, your children, or other dependent. You may take a hardship distribution to cover up to 12 months of tuition and related fees.
- (4) You need the distribution to prevent your eviction or to prevent foreclosure on your mortgage. The eviction or foreclosure must be related to your principal residence.
- (5) You need the distribution to pay funeral or burial expenses for your deceased parent, spouse, child or dependent.
- (6) You need the distribution to pay expenses to repair damage to your principal residence (provided the expenses would qualify for a casualty loss deduction on your tax return, without regard to 10% adjusted gross income limit).

Before you may receive a hardship distribution, you must provide the Mass Mutual with sufficient documentation to demonstrate the existence of one of the above hardship events. Mass Mutual will provide

you with information regarding the documentation it deems necessary to sufficiently document the existence of a proper hardship event.

In addition, if you have other distributions or loans available under this Plan (or any other plan we may maintain) you must take such distributions or loans *before* requesting a hardship distribution. Upon receiving a hardship distribution, you will be suspended from making any further Salary Deferrals for six months following the receipt of your hardship distribution.

You may not receive a hardship distribution of more than you need to satisfy your hardship. In calculating your maximum hardship distribution, you may include any amounts necessary to pay federal, state or local income taxes or penalties reasonably anticipated to result from the distribution. Contact Mass Mutual for more information regarding the maximum amount you may take from the Plan as a hardship distribution and the total amount you have available for a hardship distribution. Mass Mutual will provide you with the appropriate forms for requesting a hardship distribution.

**Limits on in-service distributions.** In addition to the requirements described above for receiving an in-service distribution, the Plan contains additional limits which may limit your ability to take an in-service withdrawal. For example:

- You may not take an in-service distribution from the following Accounts maintained on your behalf under the Plan: Roth Deferral Account on account of hardship.

The Plan Administrator may impose additional limitations on in-service distributions as authorized under the Plan.

**Required distributions.** If you have not begun taking distributions before you attain your Required Beginning Date, the Plan must commence distributions to you as of such date. For this purpose, your Required Beginning Date is April 1 following the end of the calendar year in which you attain age 70½ or terminate employment, whichever is later. (For 5% owners, the Required Beginning Date is April 1 following the calendar year in which you attain age 70½, even if you are still employed.)

Once you attain your Required Beginning Date, the Plan Administrator will commence distributions to you as required under the Plan. The Plan Administrator will inform you of the amount you are required to receive once you attain your Required Beginning Date.

**Distributions upon disability.** If you should terminate employment because you are disabled, you will be eligible to receive a distribution of your vested account balance within a reasonable time following the date you terminate employment on account of disability.

The following definition of disability applies for purposes of applying the distribution provisions under the Plan: Disabled means a Participant can no longer continue in the service of his employer because of a mental or physical condition that is likely to result in death or is expected to continue for a period of at least six months. A Participant shall be considered Disabled only if he is eligible to receive a disability benefit under the terms of the Social Security Act. The Plan Administrator may establish reasonable procedures for determining whether you are disabled.

**Distributions upon death.** If you should die before taking a distribution of your entire vested account balance, your remaining benefit will be distributed to your beneficiary or beneficiaries, as designated on the appropriate designated beneficiary election form. You should receive a designated beneficiary election form from Mass Mutual.

If you are married, your spouse generally is treated as your beneficiary, unless you and your spouse properly designate an alternative beneficiary to receive your benefits under the Plan. The Plan Administrator will provide you with information concerning the availability of death benefits under the Plan and your rights (and your spouse's rights) to designate an alternative beneficiary for such death benefits. If you do not designate a beneficiary to receive your benefits upon death, your benefits will be distributed first to your spouse. If you have no spouse at the time of death, your benefits will be distributed equally to your children. If you have no children at the time of your death, your benefits will be distributed to your estate. For this purpose, any

designation of your spouse as designated beneficiary is automatically revoked upon a formal divorce decree unless you re-execute a new beneficiary designation form or enter into a valid qualified domestic relations order (QDRO).

**Taxation of distributions.** Generally, you must include any Plan distribution in your taxable income in the year you receive the distribution. More detailed information on tax treatment of Plan distributions is contained in the "Special Tax Notice" which you may obtain from Mass Mutual.

- **Roth Deferrals.** If you make Roth Deferrals under the Plan, you will not be taxed on the amount of the Roth Deferrals taken as a distribution (because you pay taxes on such amounts when you contribute them to the Plan). In addition, you will not pay taxes on any earnings associated with the Roth Deferrals, provided you take the Roth Deferrals and earnings in a qualified distribution. For this purpose, a qualified distribution occurs only if you have had your Roth Deferral account in place for at least 5 years and you take the distribution on account of death, disability, or attainment of age 59½. Any distribution of Salary Deferrals (including Roth Deferrals) must be authorized under the Plan distribution provisions.

**Distributions before age 59½.** If you receive a distribution before age 59½, you generally will be subject to a 10% penalty tax in addition to regular income taxation on the amount of the distribution that is subject to taxation. You may avoid the 10% penalty tax by rolling your distribution into another plan or IRA. Certain exceptions to the penalty tax may apply. For more information, please review the "Special Tax Notice," which may be obtained from Mass Mutual.

**Rollovers and withholding.** You may "roll over" most Plan distributions to an IRA or another qualified plan and avoid current taxation. You may accomplish a rollover either directly or indirectly. In a direct rollover, you instruct Mass Mutual that you wish to have your distribution deposited directly into another plan or an IRA. In an indirect rollover, Mass Mutual actually makes the distribution to you and you may rollover that distribution to an IRA or another qualified plan within 60 days after you receive the Plan distribution.

If you are eligible to directly rollover a distribution but choose not to, 20% of the taxable distribution for federal income tax withholding purposes must be withheld. The Plan Administrator will provide you with the appropriate forms for choosing a direct rollover. For more information, see the "Special Tax Notice," which may be obtained from Mass Mutual.

Certain benefit payments are not eligible for rollover and therefore will not be subject to 20% mandatory withholding. The types of benefit payments that are not "eligible rollover distributions" include:

- annuities paid over your lifetime,
- installments payments for a period of at least ten (10) years,
- minimum required distributions at age 70½, and
- hardship withdrawals.

**[Note:** *All of the above distribution options may not be available under this Plan.*]

**Non-assignment of benefits and Qualified Domestic Relations Orders (QDROs)** Your benefits cannot be sold, used as collateral for a loan, given away, or otherwise transferred, garnished, or attached by creditors, except as provided by law. However, if required by applicable state domestic relations law, certain court orders could require that part of your benefit be paid to someone else—your spouse or children, for example. This type of court order is known as a Qualified Domestic Relations Order (QDRO). As soon as you become aware of any court proceedings that might affect your Plan benefits, please contact Mass Mutual. You may request a copy of the procedures concerning QDROs, including those procedures governing the qualification of a domestic relations order, without charge, from the CBIZ ESC.

## ARTICLE 9 PLAN INVESTMENTS AND FEES

**Investment of Plan assets.** You have the right to direct the investment of Plan assets held under the Plan on your behalf. The Plan Administrator will provide you with information on the amounts available for direction, the investment choices available to you, the frequency with which you can change your investment choices and other investment information. Periodically, you will receive a benefit statement that provides information on your account balance and your investment returns. If you have any questions about the investment of your Plan accounts, please contact the Plan Administrator or other Plan representative.

Although you have the opportunity to direct the investment of your benefits under the Plan, the Plan Administrator may decline to implement investment directives where it deems it is appropriate in fulfilling its role as a fiduciary under the Plan. The Plan Administrator may adopt rules and procedures to govern Participant investment elections and directions under the Plan.

This Plan is designed to comply with the requirements of ERISA §404(c). As such, to the extent you are permitted to direct the investment of your account, you are solely responsible for the investment decisions you make with respect to your Plan benefits. No other fiduciary, including the Trustee, Employer or Plan Administrator, will be responsible for any losses resulting from your direction of investments under the Plan. If you have questions regarding investment decisions or strategies with respect to the investment of your Plan benefits, you should consult an investment advisor.

**Valuation Date.** To determine your share of any gains or losses incurred as a result of the investment of Plan assets, the Plan is valued on a regular basis. For this purpose, the Plan is valued on a daily basis. Thus, you will receive an allocation of gains or losses under the Plan at the end of each business day during which the New York Stock Exchange is open.

**Plan fees.** There may be fees or expenses related to the administration of the Plan or associated with the investment of Plan assets that will affect the amount of your Plan benefits. Any fees related to the administration of the Plan or associated with the investment of Plan assets may be paid by the Plan or by the employer. If the employer does not pay Plan-related expenses, such fees or expenses will generally be allocated to the accounts of Participants either proportionally based on the value of account balances or as an equal dollar amount based on the number of participants in the Plan. If you direct the investment of your benefits under the Plan, you will be responsible for any investment-related fees incurred as a result of your investment decisions. Prior to making any investment, you should obtain and read all available information concerning that particular investment, including financial statements, prospectuses, and other available information.

In addition to general administration and investment fees that are charged to the Plan, you may be assessed fees directly associated with the administration of your account. For example, if you terminate employment, your account may be charged directly for the pro rata share of the Plan's administration expenses, regardless of whether the employer pays some of these expenses for current Employees. Other fees that may be charged directly against your account include:

- Fees related to the processing of distributions upon termination of employment.
- Fees related to the processing of in-service distributions (including hardship distributions).
- Fees related to the processing of required minimum distributions at age 70½ (or termination of employment, if later).
- Participant loan origination fees and annual maintenance fees.
- Charges related to processing of a qualified domestic relation order (QDRO) where a court requires that a portion of your benefits is payable to your ex-spouse or children as a result of a divorce decree.

## ARTICLE 10 PARTICIPANT LOANS

The Plan permits Participants to take a loan from the Plan. Thus, you may take a loan from your vested benefits under the Plan. The Plan has procedures for administering Participant loans, including the establishment of procedures for applying for a loan and limits on the total amount of loan proceeds that may be outstanding at any time. For more information regarding the procedures for receiving a Participant loan, please see the enclosed Description of Participant Loan Procedures.

## ARTICLE 11 PLAN AMENDMENTS AND TERMINATION

**Plan amendments.** We have the authority to amend this Plan at any time. Any amendment, including the restatement of an existing Plan, may not decrease your vested benefit under the Plan, except to the extent permitted under the Internal Revenue Code, and may not reduce or eliminate any “protected benefits” (except as provided under the Internal Revenue Code or any regulation issued thereunder) determined immediately prior to the adoption or effective date of the amendment (whichever is later). However, we may amend the Plan to increase, decrease or eliminate benefits on a prospective basis.

**Plan termination.** Although we expect to maintain this Plan indefinitely, we have the ability to terminate the Plan at any time. For this purpose, termination includes a complete discontinuance of contributions under the Plan or a partial termination. If the Plan is terminated, all amounts credited to your account shall become 100% vested, regardless of the Plan’s current vesting schedule. In the event of the termination of the Plan, you are entitled to a distribution of your entire vested benefit. Such distribution shall be made directly to you or, at your direction, may be transferred directly to another qualified retirement plan or IRA. If you do not consent to a distribution of your benefit upon termination of the Plan, the Plan Administrator will transfer your vested benefit directly to an IRA that we will establish for your benefit. Except as permitted by Internal Revenue Service regulations, the termination of the Plan shall not result in any reduction of protected benefits.

A partial termination may occur if either a Plan amendment or severance from service excludes a group of employees who were previously covered by this Plan. Whether a partial termination has occurred will depend on the facts and circumstances of each case. If a partial termination occurs, only those Participants who cease participation due to the partial termination will become 100% vested. The Plan Administrator will advise you if a partial termination occurs and how such partial termination affects you as a Participant.

## ARTICLE 12 PLAN PARTICIPANT RIGHTS AND CLAIM PROCEDURES

**Participant rights.** As a participant in the Plan, you are entitled to certain rights and protections under the Employee Retirement Income Security Act of 1974 (ERISA). ERISA provides that all Plan participants shall be entitled to:

- Examine, without charge, at the Plan Administrator’s office, all Plan documents including copies of all documents filed by the Plan Administrator with the U.S. Department of Labor.
- Obtain copies of all Plan documents and other Plan information upon written request to the Plan Administrator. The Plan Administrator may assess a reasonable charge for the copies.
- Receive a summary of the Plan’s annual financial report. The Plan Administrator is required by law to provide each participant with a copy of this summary annual report.
- Obtain a statement telling you whether you have a right to receive benefits under the Plan and, if so, what your current benefits are. You must request this statement in writing and you may only request this statement once a year. Mass Mutual will provide the statement free of charge.

- File a claim for benefits.

**Prudent Actions by Plan Fiduciaries.** In addition to creating rights for Plan participants, ERISA imposes duties upon the people who are responsible for the operation of the Plan. These people, called “fiduciaries,” have a duty to operate the Plan prudently and in the best interests of you, other Plan participants and beneficiaries. You may not be fired or otherwise discriminated against in any way solely to prevent you from obtaining a Plan benefit or exercising your rights under ERISA.

**Enforcement of Rights.** If you have a claim for benefits under the Plan that is denied or ignored, in whole or in part, you have a right to know why this was done, to obtain copies of documents relating to the decision without charge, and to appeal any denial, all within certain time schedules. For example, if you request a copy of Plan documents or the latest annual report from the Plan and do not receive the requested documents within 30 days, you may file suit in a federal court. In such a case, the court may require the Plan Administrator to provide the documents and pay you up to \$110 a day until you receive the documents, unless the documents were not sent because of reasons beyond the control of the Plan Administrator. If you have a claim for benefits which is denied or ignored, in whole or in part, you may file suit in a state or Federal court. In addition, if you disagree with the Plan’s decision or lack thereof concerning the qualified status of a divorce decree that affects the payment of benefits under the Plan, you may file suit in federal court. If the Plan’s fiduciaries misuse the Plan’s money, or if you are discriminated against for asserting your rights, you may seek assistance from the U.S. Department of Labor, or you may file suit in a federal court. The court will decide who should pay court costs and legal fees. If you are successful, the court may order the person you have sued to pay these costs and fees. If you lose, the court may order you to pay these costs and fees, for example, if it finds your claim is frivolous.

**Assistance with Questions.** If you have any questions about the Plan or this SPD, you should contact the CBIZ ESC. If you have any questions about your rights under ERISA, or if you need assistance in obtaining documents from the Plan Administrator, you should contact the nearest office of the Employee Benefits Administration, U.S. Department of Labor, listed in your telephone directory or the Division of Technical Assistance and Inquiries, Employee Benefits Security Administration, U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C. 20210. You may also obtain certain publications about your rights and responsibilities under ERISA by calling the publications hotline of the Employee Benefits Security Administration.

**Claim for benefits.** If you feel you are entitled to benefits under the Plan that have not been paid, you may submit to the Plan Administrator a written claim for benefits. Your request for Plan benefits will be considered a claim for Plan benefits, and it will be subject to a full and fair review. The Plan Administrator will evaluate your claim (including all relevant documents and records you submit to support your claim) to determine if benefits are payable to you under the terms of the Plan. The Plan Administrator may solicit additional information from you if necessary to evaluate the claim.

If the Plan Administrator determines the claim is valid, then you will receive a statement describing the amount of benefit, the method or methods of payment, the timing of distributions and other information relevant to the payment of the benefit.

If the Plan Administrator denies all or any portion of your claim, you will receive within a reasonable period of time (not to exceed 90 days after receipt of the claim form), a written or electronic notice setting forth the reasons for the denial (including references to the specific provisions of the Plan on which the decision is based), a description of any additional information needed to perfect your claim, and the steps you must take to submit the claim for review. If the Plan Administrator determines that special circumstances require an extension of time for processing your claim, it may extend the 90-day period described in the prior sentence to 180 days, provided the Plan Administrator provides you with written notice of the extension and prior to the expiration of the original 90-day period. The extension notice will indicate the special circumstances requiring an extension of time and the date by which the Plan Administrator expects to render its decision.

If the Plan Administrator denies your claim, you will have 60 days from the date you receive notice of the denial of your claim to appeal the adverse decision of the Plan Administrator. You may submit to the Plan Administrator written comments, documents, records and other information relating to your claim for benefits.



You will be provided, upon request and free of charge, reasonable access to, and copies of, all documents, records and other information relevant to the claim. The Plan Administrator's review of the claim and of its denial of the claim shall take into account all comments, documents, records and other information relating to the claim, without regard to whether these materials were submitted or considered by the Plan Administrator in its initial decision on the claim. If the Plan Administrator denies your claim for benefits upon review, in whole or in part, you may file suit in a state or Federal court.

If your claim is based on disability benefits, different claim procedures and deadlines will apply. If your benefits are provided or administered by an insurance company, insurance service, or other similar organization which is subject to regulation under the insurance laws, the claims procedure relating to those benefits may provide for review. If so, that company, service, or organization will be the entity to which claims are addressed. Ask the CBIZ ESC if you have any questions regarding the proper person or entity to address claims or the deadlines for making a claim for benefits.

## **ADDENDUM ADDITIONAL SPD PROVISIONS**

### **Limits on the Number and/or Frequency of Investment Transactions**

The investment options available under the Plan are generally intended to be long-term investments suitable for retirement savings and are not designed to accommodate frequent exchanges (purchases and sales) by participants. An exchange occurs any time you transfer all or a portion of your account from one investment option to another. Frequent exchanges by participants may be harmful to the performance of the Plan's investments by increasing transaction costs that are shared by all investors and by interfering with portfolio management. Therefore, the Plan Administrator and/or the entities that provide investments and administrative services to the Plan may adopt procedures to discourage these activities. Procedures may include, but are not limited to, the following:

- limits on the frequency with which you may submit investment directions;
- limits on the frequency with which you may transfer in and out of investment options;
- limits on the dollar value of investments;
- limits on the ability to transfer between competing funds;
- fees applied when you transfer out of an investment option within a certain period of time after transferring into the investment option;
- restrictions on the means by which you may submit investment directions; and
- other procedures which the Administrator or the Plan's service provider determine to be appropriate to prevent or discourage frequent trading activity.

You will be notified of any such procedures applicable under the Plan. You should keep in mind that such procedures may not detect or prevent all frequent trading in the Plan's investment options and that these activities may be harmful to investment performance.

### **Important Information About Your Plan's Stable Value Investment Options**

#### **SAGIC (Separate Account Guaranteed Interest Contract)**

The SAGIC investment option is designed to pay a stated rate of return with a book value guarantee that insulates the account from daily fluctuations in the bond market, such that investors' principal values are protected.

The SAGIC provides a stable value investment alternative for participants. Participant account balances invested in the SAGIC are credited with a guaranteed rate that is reset periodically, at least annually. Amounts allocated to the SAGIC are invested in a market value separate investment account ("SIA") and participate in the actual investment experience of the SIA's bond portfolio through the Book Value Account Interest Rate reset process. The rate reset process is structured to provide a current-market rate and an

ongoing alignment between the Book Value Account balance of the SAGIC and the actual experience of the SIA's bond portfolio. In no instance will the Book Value Account Interest Rate fall below 0%.

The assets of the SAGIC's underlying SIA are separate from MassMutual's general investment account and are insulated from liability arising out of any other business conducted by MassMutual.

The SAGIC is fully benefit responsive for bona fide participant initiated transactions, including distributions, loans and transfers to other investment options while the SAGIC is in force. If the SAGIC is fully or partially terminated, the market value of the SIA's bond portfolio is payable in a lump sum, which, at any point in time, may be less than the Book Value Account balance. It is possible to lose money by investing in this investment option depending on the market value of the SIA's bond portfolio at the time the SAGIC is terminated by the plan sponsor.

**Insurer Information**

Massachusetts Mutual Life Insurance Company (MassMutual) is your Plan's Insurer. MassMutual also provides record keeping services to the Plan.