

Administrative Resources, Inc.

401k Plan Summary

Employer Information

- ❖ No up front cost
- ❖ No employer contribution required
- ❖ You can sign up for the plan at any time
- ❖ You decide when your employees can sign up for the plan:
 - Employees can sign up after one year of service and age 21
 - Or you can choose to waive those requirements
- ❖ Pre-taxed, therefore reducing employer portion of taxes as well

Employee Information

- ❖ Changes to your 401K plan can be made the first of January, April, July, and October
- ❖ Loans are available. However there are, special limitations on the amount which can be taken. Repayment schedules are required.
- ❖ Enrollment is based on your employer's client agreement
- ❖ Your 401K account balance will be available to you if you leave the company or retire.
 - Penalties will apply if you take money out before the age of 59 ½. To avoid penalties, you will need to roll the funds into another qualified plan.
 - Upon termination of employment, you may withdraw the funds in which you have contributed to the plan or have them rolled over into another qualified plan.
 - If your employer has made a contribution to the plan for you and you leave the company before you have been employed for 5 years, you will only be allowed to withdraw or rollover the portion of the money you contributed to the plan.
- ❖ Pre Taxed

Contact Information

For more information please contact Brandy Snyder at aribrandy@lwav.net or 423-283-0296. For personal investing strategy questions, please call Pete Chorleton at 423-928-8361. History or fund performance or to check your account, please visit www.expertplan.com or call Expert Plan directly at 1-800-543-5776.