

## 401(K) Election

BAT and Affiliated Companies Safe Harbor 401(k) Plan has been adopted to provide the opportunity to save for retirement on a tax-advantaged basis.

You will be eligible to participate after completing one (1) year of full-time employment. Your effective date will be the first paycheck following your anniversary date.

As a participant, you may elect to defer a percentage or dollar amount of each paycheck. Your total deferrals in any taxable year may not exceed a dollar limit which is set by law. If you are under 50 years of age, the limit for 2023 is \$22,500 and for 2024 the limit is 23,000. If you are over 50 years of age an additional \$7,500 can be added to the limit. This max may change year to year.

For those employees who do choose to contribute, the company will match dollar-for-dollar up to 4% of your compensation. Any plan changes will be communicated to participants. Plan documents are available in EASE.

# Take control of your financial future today!



## Connect

to see your retirement savings in one place\*



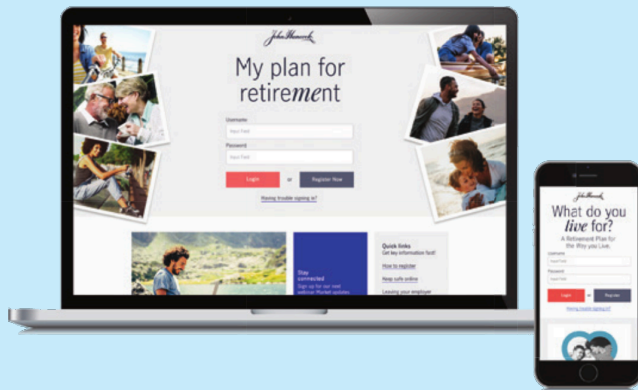
## Analyze

your cashflow spending patterns and debts to effectively manage your budget



## Create

action plans and strategies to achieve your goals for today and tomorrow



Get a jump on saving for your future.

Register today at [myplan.johnhancock.com](http://myplan.johnhancock.com)

# Start to explore.

[myplan.johnhancock.com](http://myplan.johnhancock.com)

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You now have access to powerful tools and resources to help you get financially fit

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Link your accounts to see the big picture

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Take the Financial Wellness Assessment

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Set a retirement goal and track your progress

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Manage your investments

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See your account balance, personal rate of return and your latest statement

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Learn how to manage your finances for today and tomorrow

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\*Available for plans utilizing John Hancock's consolidation services; rollovers are subject to the provisions of your company's plan. As other options are available, you are encouraged to review all of your options to determine if combining your retirement accounts is suitable for you.

# Why do you need to start saving for retirement *now*?

Whether your retirement is 5 or 35 years away, you should be saving now. A woman who retires at age 65 will need to live on her retirement savings for an average of 21.5 years; for a man, it's an average 19 years.\* Most of the money you'll live on in retirement depends on your ability to save today

## Consider this:

If you wanted to save \$150,000, you could either save

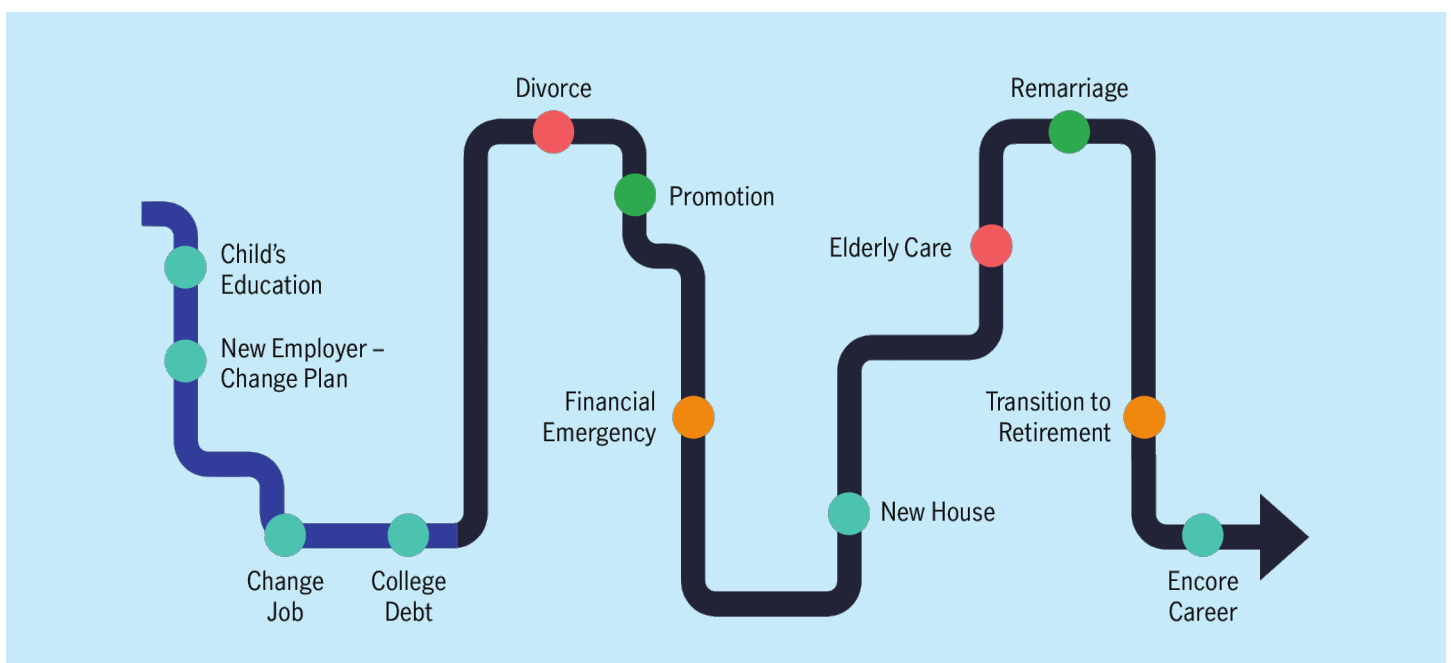
- \$100 per month for 40 years, or
- \$375 per month for 20 years.

**Assumed:** \$0 savings, 5% annual rate of return, \$100 month, 40 years/\$375 month, 20 years = \$152,000

The earlier you start saving, the less you have to take out of your paycheck every month.

We know it's not that easy. Your financial journey to retirement takes twists and turns that make it hard to save.

When you enroll in your John Hancock retirement plan, we provide you with help along your journey to retirement, with helpful tools and education on a variety of financial topics.



\*<https://www.ssa.gov/planners/lifeexpectancy.html>

# How much should *you* be saving?

When you retire, the money you have to live on will likely come from a few sources: company retirement plans, other retirement accounts, personal savings, and Social Security. As you can see, most of it depends on your ability to save. **Your employer-sponsored retirement plan is an important part of that equation.**

## Sources of income



- Your company's retirement plan
- Personal savings
- Social security
- Other retirement accounts

With your employer-sponsored retirement plan, you decide the amount you want to contribute from each paycheck – and over time, the savings add up!

Not sure how much to save? Below are some guidelines for you to follow. Or you can try our online calculator at [myplan.johnhancock.com](https://myplan.johnhancock.com).

### Monthly contribution rate by age

Under 30 years old	6%	8%	10%
31 – 45 years old	8%	10%	12%
46+ years old	10%	12%	15%

## Meet Jackson



### A non-saver

- Age 40
- Annual Salary \$30,000
- Single, with kids
- Not enrolled/not saving

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## Meet Melissa



### An average saver

- Age 40
- Annual Salary >\$50,000
- Married
- Saving 6% of pay

Again, we know that's not always easy. We know real life is more complicated, as it is for Jackson, Melissa, and Joseph. We can help them save for retirement—and we can help you, too.

## Retirement outlook today

Although his employer offers a retirement plan, saving for retirement is not on Jackson's radar right now.

## A plan for tomorrow

Until Jackson's ready to be more involved in saving for his retirement, he can:

- 1 Enroll in his retirement plan
- 2 Contribute as much as he can
- 3 **Upload a personal photo** on the retirement website, to remind him what he's saving for
- 4 Access **educational tools** and **personalized programs** on his retirement plan website. He will receive a personalized **action plan** to help him achieve financial wellness today so he can save for his future

## Retirement outlook today

Melissa is saving— but she's not really saving enough, and she struggles with financial stress.

## A plan for tomorrow

On the retirement plan website, Melissa can:

- 1 Use the **retirement planner** to see her projected expenses in retirement based on her personal situation and get guidance to help her better prepare for her future
- 2 Link all her financial accounts into a **personal finance manager** for easy budgeting and tracking
- 3 Invest in a **target-date** or **target-risk** fund, or let the professionals choose and manage her account through one of our **retirement advice products**

# Meet Joseph



## A highly-engaged saver

- Age 52
- Annual Salary \$71,500
- Saving 16% of pay

## Retirement outlook today

Joseph wants to build on his financial wellness learning and maximize his retirement savings where he can.

## A plan for tomorrow

Joseph should take advantage of the plan recommendations for Melissa, as well as consider:

- 1 Learn about financial planning topics and strategies, like **estate planning**
- 2 Save up to the higher limit for people older than 50 with **catch up contributions**



## Other things to consider about contributions:

- **Each year, you can save up to the IRS and/or plan limits.** In 2021, you can contribute up to the IRS limit of \$19,500.00 and/or plan limit of 100 % of your compensation. If you're 50 and older, you may be eligible to contribute an additional \$6,500.00 for a total of \$26,000. You can speak with your plan administrator for more information.
- **What's your tax situation?** The money you contribute from your paycheck is tax-deferred. This means you don't pay taxes on it today, but rather when you take it out in retirement. Your plan also offers Roth contributions which are after tax. Depending on your age and salary you may want to see if those are an option for you.

Ordinary income taxes due upon withdrawal. Withdrawals before the age of 59 1/2 may be subject to an early distribution penalty of 10%.



# Learn how to invest your savings – we help make that *easy*, too!

You don't have to be an investment expert to save for retirement. With your retirement plan, you have a few options:

- You can choose to have your contributions directed into your plan's default investment option until you select later.
- You can choose funds that are targeted to your investment needs, based on either your age or the amount of risk/reward you want in your investments.
- You can choose individual investments and build your own portfolio.

# Ways to invest – First learn these *basics*

If you want to choose your own investments, here are three investment basics you need to know to get started.

**1** Every investment comes with a mixture of risk and return.



30-day  
T-bills

Bonds

High yield  
bonds

Large cap  
stocks

Small cap  
stocks

Past performance is no guarantee of future results.

**2** Asset allocation is when you choose to put certain amounts of your savings in different types of investments.



**3** Diversification is when you choose a mix of investments that matches your desired combination of risk and return.





# Ways to invest – next, choose an investment *strategy*

Your retirement plan offers a wide range of investment choices, so you can select an investment mix that's right for your retirement goals and your risk tolerance. And there are many options to choose from depending on the **level of involvement you want to have**.

If you do not select an investment option, your money may be invested in the **plan's default investment option (DIO)**. It's recommended that you review your investment objectives and select funds that are appropriate for your desired combination of risk and return.

## *Low level* of involvement:

Work with a professional who manages your investments for you

Your retirement plan offers investments that provide you with a professionally managed mix of investments with one-step diversification, based on your expected retirement date (target-date funds).

## *Medium level* of involvement:

Choose an investment mix targeted to your needs

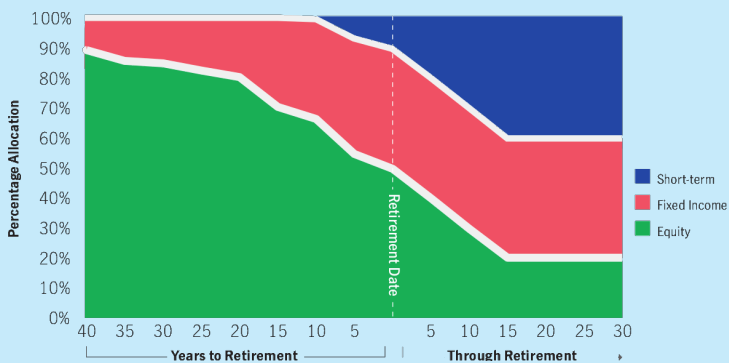
Professionally managed mix of investments with one-step diversification, based on your risk/return profile (target-risk funds).

## *High level* of involvement:

Choose and manage your investments yourself

**Build your own portfolio** by choosing a combination of investment options that meet your risk and return goals.

**Target-date portfolios** These funds are structured 100% around your expected retirement date. The fund automatically glides to be more conservative and gradually less risky as you approach your target retirement date.



**Target-risk portfolios** These funds are structured around your risk and return profile (see the definitions of risk and return above). To choose a target-risk fund, you decide the potential amount of risk and return you are comfortable with. Since the fund automatically stays within its risk category, you may want to periodically revisit how much risk and return you want from your investments.

Determine Risk Strategy	Conservative	Moderate	Balanced	Growth	Aggressive
Corresponding Target Risk Options	Conservative Portfolio	Moderate Portfolio	Balanced Portfolio	Growth Portfolio	Aggressive Portfolio

The Portfolio's risks are directly related to the risks of the underlying funds, as described. Please see the Fund fact sheet and prospectus for more details on the risks.

For complete information about a particular investment option, please read the fund prospectus. You should carefully consider the objectives, risks, charges and expenses before investing. The prospectus contains this and other important information about the investment option and investment company. Please read the prospectus carefully before you invest or send money. Prospectus may only be available in English.

All investments are subject to market risk and will fluctuate in value. Past performance is no guaranteed of future results.

There is no guarantee that any investment strategy will achieve its objectives.

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John Hancock Retirement Plan Services, Boston, MA 02116.

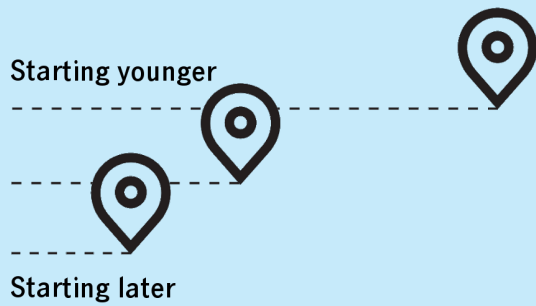
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# Don't delay - join now!

It's never too early (or too late)  
to start saving for your future.



*John Hancock*<sup>®</sup>



# Roth 401(k): an *after-tax* savings option within your retirement plan



## Traditional 401(k) pretax contributions

- Not taxed when contributed to 401(k)
- Pay taxes on contributions and earnings when taken as qualified distribution
- Subject to IRS limits
- May be attractive if you expect to be in a lower tax bracket at retirement



## Roth 401(k) contributions

- Taxed before being contributed to Roth 401(k)
- No taxes owed when taken as qualified distribution
- Subject to IRS limits
- May be attractive if you expect to be in a higher tax bracket at retirement
- Unlike Roth IRA, no income limitation for eligibility

If your plan permits, you may choose traditional contributions, Roth 401(k) contributions—or both:

- **Traditional 401(k) contributions** reduce your taxable income today, and you don't pay taxes until you take a withdrawal or distribution. Both your contributions and earnings will be taxed based on your tax rate at the time of distribution.
- **Roth 401(k) contributions** don't lower your current taxable income. At retirement, however, you won't owe federal income taxes on your qualified withdrawals of contributions and earnings.<sup>1</sup>
- **A combination of traditional pretax and Roth 401(k) contributions** enables you to enjoy some of the advantages of both strategies.

**This brochure will help you decide if Roth 401(k) is right for you.**

<sup>1</sup> Qualified distribution from a Roth 401(k) account (including the five-year rule)—A qualified distribution from a Roth 401(k) account in the plan is a payment made after the participant attains age 59½ (or after death or disability) and after the Roth 401(k) account in the plan has been established for at least five years. In general, in applying the five-year rule, count from January 1 of the year the first contribution was made to the Roth 401(k) account. Participants should contact their plan consultant or financial or tax advisor for specific details on the five-year rule and whether any special rule may apply.

In this document, all tax disclosures regarding Roth 401(k) contributions are limited to the federal income-tax code, and, in particular, all references to tax-free treatment of qualified distributions are intended to refer to the treatment of such distributions at the federal level only.

# Considering Roth 401(k) contributions

To decide whether Roth 401(k) contributions are right for you, you'll need to consider your personal circumstances, including:

- Your age
- Your income
- Your current tax bracket and your expected tax bracket when you retire
- The number of years until you retire
- Your expected financial needs when you retire
- Your expected sources of retirement income

**Check your income-tax bracket.** If you're currently in a lower federal income-tax bracket, and you think it'll stay the same or be higher when you retire, you might consider making Roth 401(k) contributions now. Paying income tax on the money you contribute today allows you to take advantage of a lower tax rate now, rather than potentially paying a higher rate later.

Roth 401(k) contributions might also be a good option for *higher-income* earners who haven't been eligible to contribute to a Roth IRA in the past due to income restrictions.

## What's a qualified distribution from a Roth 401(k) account?

A qualified distribution from Roth 401(k) isn't taxable and is generally a distribution that's made:

- After reaching age 59½ or due to death or disability.
- After a five-year period of participation that begins on the first day of the year in which you first make a Roth 401(k) contribution, and it ends after five consecutive years have passed. This is referred to as the five-year clock, so the earlier you start the clock, the easier it is to meet the requirement. If you make a direct rollover from a Roth 401(k) account to another plan, make sure your Roth start year is provided to the recipient plan, so your five-year clock isn't reset.

**If a distribution isn't considered qualified:** The earnings portion of your distribution is taxable; however, the portion consisting of Roth 401(k) contributions is treated as basis and isn't taxable. You may be subject to a 10% penalty tax on the earnings portion of your distribution, if your distribution isn't qualified.

**Although you can make Roth 401(k) and Roth IRA contributions in the same year,** your personal income limit may prevent you from making a Roth IRA contribution for any year. If you earn a high income, you may only be eligible to make Roth 401(k) contributions to your retirement plan.

**Talk to your tax professional.** Once made, Roth 401(k) contributions can't be recharacterized as or changed to traditional 401(k) pretax contributions. Contact your tax consultant regarding your specific tax situation, and speak to your plan administrator to learn how you can start making Roth 401(k) contributions.



## In-plan Roth conversions

Your plan may also allow in-plan Roth conversions, which enable you to convert your traditional pretax and/or traditional after-tax account balance to a Roth 401(k) account within the plan. Review your plan documents to learn more. A few things to be aware of:

- Taxable amounts converted to Roth 401(k) through an in-plan Roth conversion will be taxed in the year of the conversion. You'll need to access additional funds, and may have to pay estimated taxes and/or increase outside withholdings to avoid tax penalties; however, when you make a qualified Roth 401(k) distribution, your Roth 401(k) contributions and earnings are tax free.
- An in-plan Roth conversion is irrevocable and can't be changed.
- If you withdraw Roth 401(k) amounts within five years of the conversion and before reaching age 59½, you'll owe a 10% early penalty tax on the portion of the withdrawal attributable to the conversion. In addition, you may have to pay ordinary income tax and a 10% early penalty tax on the portion of the withdrawal that consists of Roth earnings.
- Each in-plan Roth conversion has its own separate five-year clock for purposes of determining whether a withdrawal of converted assets is subject to a 10% early penalty tax; however, one five-year clock applies to Roth assets for purposes of determining whether a distribution is a qualified distribution.

# Retirement contributions: how they differ

	<b>401(k) pretax</b>	<b>Roth 401(k)<sup>2</sup></b>	<b>Roth IRA</b>	<b>401(k) after tax<sup>2</sup></b>
<b>Contribution type</b>	Pretax	After tax	After tax	After tax
<b>Employer match<sup>2</sup></b>	Yes	Yes <sup>3</sup>	Inapplicable	Yes
<b>Contribution limits</b>	\$19,500; \$26,000 for age 50+ <sup>4</sup>	\$19,500; \$26,000 for age 50+ <sup>4</sup>	\$6,000; \$7,000 for age 50+	Up to \$58,000 <sup>5</sup>
<b>Income restrictions</b>	Inapplicable	Inapplicable	Based on modified adjusted gross income and filing status Single filers: \$125,000–\$140,000; Married filing jointly: \$198,000–\$208,000 <sup>6</sup> (Roth IRA conversions are no longer subject to income restrictions.)	Inapplicable
<b>Investment earnings</b>	Tax-deferred earnings	Tax-free earnings <sup>7</sup>	Tax-free earnings <sup>7</sup>	Tax-deferred earnings
<b>Taxes</b>	Pay taxes on contributions and earnings at time of distribution; reduces current tax liability	Pay taxes on contributions immediately; earnings distributed tax free for qualified distributions	Pay taxes on contributions immediately; earnings distributed tax free for qualified distributions	Pay taxes on contributions immediately; pay taxes on earnings at time of distribution
<b>Access to money during employment</b>	Loans and in-service withdrawals may be available. <sup>2</sup>	Loans and in-service withdrawals may be available. <sup>2</sup>	Special withdrawal rules apply to Roth IRAs.	Loans and in-service withdrawals may be available. <sup>2</sup>
<b>Distributions</b>	Contributions and earnings are taxed at distribution; federal, state, and local income tax may apply; penalty of 10% for distributions prior to age 59½ may apply	Tax free, if qualified distribution A qualified distribution must meet two conditions: <b>1</b> Made after attainment of age 59½, death, or becoming totally disabled <b>and</b> <b>2</b> Roth 401(k) account must be in existence for five years beginning with first taxable year a Roth 401(k) contribution was made	Tax free, if qualified distribution A qualified distribution must meet two conditions: <b>1</b> Made after attainment of age 59½, death, becoming totally disabled, or being first time home buyer (\$10,000 lifetime limit) <b>and</b> <b>2</b> Roth IRA account must be in existence for five years beginning with first taxable year a Roth IRA contribution was made	Distribution of contributions is tax free; earnings are taxed at distribution; federal, state, and local income tax may apply; penalty of 10% may apply to distribution of earnings prior to age 59½
<b>Required minimum distributions</b>	In general, age 72, <sup>8</sup> unless still employed (unless 5% owner)	In general, age 72, <sup>8</sup> unless still employed (unless 5% owner)	Inapplicable, except for distributions made following death of the Roth IRA account holder	In general, age 72, <sup>8</sup> unless still employed (unless 5% owner)
<b>Rollovers</b>	Can be rolled over into another qualified retirement plan, in-plan Roth rollover, <sup>2</sup> or into a traditional IRA or Roth IRA <sup>9</sup>	Can be rolled over to another Roth 401(k) account <sup>2, 10</sup> or a Roth IRA	Can only be rolled over to another Roth IRA <sup>11</sup>	Can be rolled over into another qualified retirement plan, in-plan Roth rollover, <sup>2</sup> or into a traditional IRA or Roth IRA <sup>12</sup>

**2** If the plan allows. **3** Employer match of a Roth 401(k) contribution is made on a pretax basis, so you will owe taxes on those contributions and earnings when distributed from the plan. They will be held separately from your Roth 401(k) contributions. **4** Total annual contribution through traditional pretax contributions, Roth 401(k) contributions, or a combination of both. **5** Annual contributions to all of your accounts include elective deferrals, employee contributions, and employer matching, discretionary, and forfeiture account contributions. **6** You are allowed a prorated contribution if your income falls within the phase-out range shown. If your income exceeds the income range, you will not be eligible to make a Roth IRA contribution. **7** Based on qualified distribution rules. **8** For individuals who attain age 70½ after December 31, 2020. **9** Must be included in income. **10** Any nontaxable amounts require direct rollover. **11** Only one rollover in any 12-month period. **12** Taxable amount must be included in income.



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# 2024 IRS Maximum Benefit and Contribution Limits

The chart below illustrates IRS cost-of-living adjustments (COLAs) to dollar limits for defined contribution and defined benefit retirement plans and other retirement-related items. Please contact your plan administrator if you have any questions about these limits.

<b>CONTRIBUTION LIMITS</b>	<b>2024</b>	<b>2023</b>	<b>2022</b>
Elective Deferral Limit: 401(k), 403(b) and 457(b) Plans	\$23,000	\$22,500	\$20,500
▪ Catch-Up Contribution Limit	\$7,500	\$7,500	\$6,500
Elective Deferral Limit: SIMPLE Retirement Plan	\$16,000	\$15,500	\$14,000
▪ Catch-Up Contribution Limit: SIMPLE Retirement Plan	\$3,500	\$3,500	\$3,000
Contribution Limit: IRA	\$7,000	\$6,500	\$6,000
▪ Catch-Up Contribution Limit: IRA	\$1,000	\$1,000	\$1,000
<b>BENEFITS AND COMPENSATION</b>			
Defined Contribution Plan Annual Addition Limit	\$69,000	\$66,000	\$61,000
Defined Benefit Plan Annual Benefit Limit	\$275,000	\$265,000	\$245,000
Annual Compensation Limit	\$345,000	\$330,000	\$305,000
Highly Compensated Employee Limit	\$155,000	\$150,000	\$135,000
Key Employee Compensation Limit	\$220,000	\$215,000	\$200,000
<b>SOCIAL SECURITY/MEDICARE</b>			
Social Security Wage Base	\$168,600	\$160,200	\$147,000
Medicare Wage Base	no limit	no limit	no limit