



ARCHDIOCESAN PENSION PLAN FOR LAY EMPLOYEES

Enrollment Guide



REWARD YOURSELF

Welcome to the Archdiocesan Pension Plan for Lay Employees. You deserve to enjoy retirement! Transamerica can help you get there. When you participate in your retirement plan, you're taking advantage of one of the best ways to invest in your financial future. Get started by creating your retirement account and accessing tools and resources designed to help you achieve your long-term goals.

This guide is designed to provide you with information about your retirement plan. You'll find these sections and more:

Let's Get Started

A Healthy Strategy

Plan Highlights

Investments

LET'S GET STARTED

Follow the next steps that guide you through creating and managing your online account.

NEXT STEPS

So, what's next? We're going to highlight some of the powerful tools available to you, followed by some investment basics, then plan provisions specific to the Archdiocesan Pension Plan for Lay Employees.



DISCOVER

Learn the basics in *A Healthy Strategy*. Find your plan's details in *Plan Highlights*. See what options are available in the *Investments* section.



GET STARTED

Create a secure online account by visiting transamerica.com/portal and follow the on-screen instructions.



COMPLETE YOUR ACCOUNT

To take full advantage of your retirement plan, do your best to provide as much information as possible.



SIGN UP FOR ACCOUNT SECURITY ALERTS

Help safeguard your retirement assets by providing your mobile number and preferred email address. When you sign up for security alerts, Transamerica can notify you when changes are made to your account. This adds an extra layer of protection against online threats.



DESIGNATE YOUR BENEFICIARIES

Complete this simple but critical step to ensure your account assets will be distributed as you wish.



CONFIRM

Review your account details to ensure the information is correct.



SUPPORT

We are here for you. We're committed to providing the resources, guidance, and strategies along your journey to and through retirement. Call us at **800-755-5801** or log in to your account at transamerica.com/portal.



A HEALTHY STRATEGY

EXPLORE. DISCOVER.

Explore transamerica.com/portal and the website's full range of resources including webinars, articles, and the interactive features shown below.

COMMON TERMS

Understanding retirement-planning terms can be easier with Transamerica's comprehensive financial glossary. Visit transamerica.com/financial-glossary to browse the list.

FINANCIAL WELLNESS CENTER

Explore retirement savings options to help you set aside money for your future financial security. The portfolio builder at transamerica.com/portal/financial-wellness/ explains how you can maximize your retirement savings.

PERSONAL FINANCE CALCULATORS

Forecast your future with Transamerica's online calculators. The Retirement Planner Calculator can be especially helpful. It provides estimates based on your income, how much you're saving, and when you plan to retire. Log in to your online account at transamerica.com/portal, click **VIEW DETAILS**, then hover over **Resources** in the top navigation bar and click **Calculators**.

DISCOVER YOUR RETIREMENT FORECAST WITH TRANSAMERICA'S ONTRACK® TOOL

Knowing how you're doing as you prepare for retirement should be as easy as checking the weather. Transamerica's *OnTrack*® tool is an online tool that uses straightforward weather icons to create *Your Retirement Outlook*®, making it easy to see if your retirement forecast is sunny, rainy, or somewhere in between.

You can help *Brighten Your Outlook*® by using the tool to increase your contribution rate, change your investment strategy, or add outside assets.

Important: The projections or other information generated by the *OnTrack*® engine (which produces *Your Retirement Outlook*®) regarding the likelihood of various investment outcomes are hypothetical, do not reflect actual investment results, and are not guarantees of future results. Results derived from the tool may vary with each use and over time. Please visit your plan website for more information regarding the criteria and methodology used, the engine's limitations and key assumptions, and other important information.



MAXIMIZE YOUR STRATEGY

CONSIDER YOUR OPTIONS

If you have money in a former employer's retirement plan, there are several options available that may simplify your financial life. These include cashing out, keeping the money where it is, or rolling the funds into an IRA or your employer plan with Transamerica. For more information about your options, call **800-275-8714** or email consolidate@transamerica.com.

When considering your options, be sure to review the fees and expenses associated with each option. Also, be sure to consider whether there are certain services, features, or benefits available through certain accounts that may be important to you.

Employer-sponsored retirement plans may have features that you may find beneficial such as access to institutional funds, fiduciary selected investments, and other ERISA protections not by afforded other investors. In deciding whether to do a rollover from a retirement plan, be sure to consider whether the asset transfer changes any features or benefits that may be important to you. Review the fees and expenses you pay, including any charges associated with transferring your account, to see if rolling over into an IRA or consolidating your accounts could help reduce your costs.

STAY CONNECTED

You're on the move, bring your information with you. Transamerica provides technology options that match your busy lifestyle.

ONLINE ACCOUNT

Your one-stop shop for tools and resources to help you navigate the road to and through retirement is available by logging into your account at transamerica.com/portal.

MOBILE APP

Check your balance, update your personal information, and manage your account — from the palm of your hand. The **Transamerica Retirement App** lets you do more for your retirement anytime, anywhere. Download it from the App Store or GooglePlay today!

ELECTRONIC DELIVERY OF DOCUMENTS

Sign up for e-documents and you'll receive an email when plan-related documents and notices are ready for online viewing. Log into transamerica.com/portal, click **VIEW DETAILS**, hover over **Documents and Forms** in the top navigation bar, and click **E-documents**.

ACCOUNT SECURITY

Transamerica is dedicated to maintaining your account security. We employ sophisticated, multi-layered safety measures to protect your data, assets, and privacy.

PLAN HIGHLIGHTS FOR THE ARCHDIOCESAN PENSION PLAN FOR LAY EMPLOYEES

These plan highlights represent an overview of your plan's provisions. For full details, please check with your plan administrator and/or refer to your Summary Plan Description.

Note: You may not participate in the plan if you are:

- Covered under a collective bargaining agreement that does not provide for participation in the plan
- A Non-Resident Alien
- A Leased Employee

NON-MATCHING CONTRIBUTIONS

EMPLOYER

ELIGIBILITY

Service: One year.

Your entry date is the next Jan 1 or Jul 1.

To complete a year of service, you must have worked 1000 hours of service during an eligibility period. The first eligibility period is the 12-month period beginning on your date of hire. Subsequent eligibility periods are based on the Plan Year.

CONTRIBUTION AMOUNT

Corporation of the Catholic Archbishop of Seattle will make a nonelective contribution on your behalf for an amount equal to 6% of your compensation.

VESTING

You are always 100% vested in the Employer contributions.

ADDITIONAL PLAN DETAILS

DISTRIBUTIONS

Distributions of before tax contributions, as well as earnings on any contributions, may be subject to income tax. Please check with your Plan Administrator and/or refer to your Summary Plan Description for details.

IN-SERVICE WITHDRAWALS

EARLY WITHDRAWALS

Depending on circumstances and plan rules, you may be able to take withdrawals from the vested portion of your account while you are actively employed. For more information, please check with your Plan Administrator and/or refer to your Summary Plan Description.

DISCLOSURES

Descriptions of plan features and benefits are subject to the plan document, which will govern in the event of any inconsistencies.

Securities offered by Transamerica Investors Securities Corporation (TISC), 440 Mamaroneck Avenue, Harrison, NY 10528.

Corporation of the Catholic Archbishop of Seattle has selected Transamerica Retirement Solutions as your retirement plan provider, but there are no other affiliations between Corporation of the Catholic Archbishop of Seattle and Transamerica or its affiliate, TISC.

IT'S TIME TO CREATE YOUR INVESTMENT STRATEGY

Your retirement plan is one of the most effective ways to prepare for the future you deserve.

The way contributions are invested in your account is referred to as your "investment allocation." You may change your allocation at any time.

For detailed, up-to-date information on the investment options in your plan, including possible trading restrictions, please access your account at transamerica.com/portal.

If you fail to make an investment election, or your elections do not equal 100%, your contribution will be invested in a default investment option for all contributions.

Unless you choose otherwise, your account will be invested in, T. Rowe Price Retirement Trust F series, which is a group of single target date funds; based on your assumed retirement age of 65.

Here are some helpful concepts to consider as you examine your investment strategy: Asset allocation, diversification, time horizon and risk tolerance. For further details, please visit Transamerica.com/financial-glossary.

HELP ME DO IT

ONE-STEP DIVERSIFICATION WITH *PORTFOLIOXPRESS*[®]

PortfolioXpress is Transamerica's asset allocation and rebalancing service. It uses the "core" funds in your plan and the retirement year you choose to provide you with a diversified investment mix. The service automatically:

- Allocates contributions to reflect your investment mix, based on a selected retirement year
- Regularly rebalances your portfolio to maintain your mix
- Adjusts your mix to become more conservative over time

To sign up, simply log into your account on your plan website, find *PortfolioXpress*[®] and follow the directions to turn it on. You can turn off the service at any time.

PortfolioXpress® is a registered service mark of Transamerica. *PortfolioXpress*® presents a series of asset allocation models based on a designated retirement year. You are solely responsible for selecting the retirement year and risk preference, if applicable. In implementing the service, you agree to each of the asset allocation mixes and automated rebalancing transactions that will take place over time within your account as you approach the selected retirement year. If you do not designate a retirement year, the plan will set your target retirement year as the year in which you attain age 65. You can change your target retirement year, or turn *PortfolioXpress*® off, at any time. *PortfolioXpress*® is designed as investment education. Transamerica or its affiliates do not provide investment advice to *PortfolioXpress*® nor does Transamerica act as a plan fiduciary. Retirement date portfolios are subject to the same risks as the underlying asset classes in which they invest. The higher the portfolio's allocation to stocks, the greater the risk. The principal value of the portfolio is not guaranteed at any time, including at and after the target date. Diversification does not guarantee against loss in a falling market.

TARGET DATE FUNDS

Investing in a target date fund (TDF) can be a good option if you're seeking an easy way to diversify your retirement account. By making a single decision, a TDF allows you to enjoy asset diversification and allocation based on a target retirement year. The underlying investments in your chosen TDF become more conservative as you get closer to retirement.

Target Date Funds: These options generally invest in a mix of stocks, bonds, cash equivalents, and potentially other asset classes, either directly or via underlying investments, and may be subject to all of the risks of these asset classes. The allocations become more conservative over time: the percentage of assets allocated to stocks will decrease while the percentage allocated to bonds will increase as the target date approaches. The higher the allocation is to stocks, the greater the risk. The principal value of the investment option is never guaranteed, including at and after the target date.

DO IT YOURSELF

BUILD YOUR OWN INVESTMENT MIX

Build your own investment mix by choosing from the "core" funds in your plan. Your plan offers a range of choices that enable you to diversify among various asset classes and investment styles. Prospectuses and fund information are available on your plan website.

Once you determine the investment mix that is right for you, your plan's auto-rebalance service can help you maintain your mix automatically. To configure your investment mix log into your account at transamerica.com/portal, access the *Future Allocations* under *Investments* in the Menu.

Fund prospectuses and other information can also be accessed from *Investments* in the Menu.

Archdiocesan Pension Plan for Lay Employees

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IMPORTANT INFORMATION REGARDING YOUR PLAN

We want you to enjoy the many features and benefits of your retirement plan. We also want to make sure you understand your plan and investment fees. The enclosed report details the types and amounts of fees that may apply to your account, depending on which features and investments you choose.

The report is organized into multiple sections:

- **General Plan Information** offers an overview of your plan.
- **Potential General Administrative Fees and Expenses** may be charged against everyone's account in the plan to cover the day-to-day costs of operating the plan.
- **Potential Individual Fees and Expenses** are associated with certain plan features or services and apply only to participants who use the particular features or services.
- **Investment Information** details each of the options available in your plan. This section features up to three tables, depending on what your plan offers. This may include Investments with variable rates of return, such as mutual funds or those with fixed or stated rates of return, such as some stable value funds. Details include:
 - **Historical performance** for each variable option and its "benchmark," typically a broad market index used for comparison.
 - **Expenses**, including fund operating costs which are automatically deducted from your investment returns. (The specific expenses that apply to you will depend on how your account is invested.)

You may receive this information electronically by signing up for *e-documents* at transamerica.com/portal. To help you save time, reduce clutter, and go green, you'll receive automatic email alerts when your account-related materials are available online.

To access your fee disclosure, visit transamerica.com/portal, click "Fund Info" on the navigation heading, then "Learn More" under Your Retirement Plan Information. If you're not enrolled in the plan, enter the account number (found at the top of the page under the plan name) and click "Submit". If you're already enrolled, follow the instructions under Sign in to your account.

In addition, your quarterly statement will show the specific fees that have been applied to your account (except any fund expenses netted directly from your investment returns) during the statement period.

If you have any questions, please sign in to your account at transamerica.com/portal and click on Help, or call us at 1-800-755-5801.

Si necesita aclaraciones en español, llame al número gratuito de Transamerica 1-800-755-5801 marca nueve para continuar en su idioma. Después de suministrar su información, inmediatamente diga "Servicio al cliente" y con mucho gusto uno de nuestros representantes contestará sus preguntas.