



401(k) Program



IMPORTANT INFORMATION

As part of the benefits package at White Brothers, all employees who meet the eligibility requirements can participate in the company's 401(k) program if they so choose. Below are some very important details about the program and how to enroll. If you have any questions about the program, please contact Brian Grauberger at b.grauberger@whitebros.net.

How do I know if I'm eligible to participate in the 401(k) plan?

- All full-time employees who are 21 years of age or older and have been employed by White Brothers for at least 3 months are eligible.

How do I sign up?

- Enrollments in the plan will begin 4 times per year (January 1, April 1, July 1, and October 1). You can enroll online at any time, but changes will only take place in these 4 dates.
- Enrollment in the plan must take place through Transamerica's website at Transamerica.com/portal/home. Details on how to enroll can be found on page 3 of the provided Transamerica guide with additional details on the following pages.
- Online enrollment must be completed by the Friday before the 1st of the appropriate enrollment month (January 1, April 1, July 1, and October 1).
- These dates also apply to all changes including new enrollments, eligibility changes, and deduction changes (i.e. changing from 2% to 3%, or 6% to 0%)

FREQUENTLY ASKED QUESTIONS

If I sign up, when will I see the first payroll deduction?

- Following enrollment the first payroll deduction will take place on the first payroll following the appropriate enrollment date year (January 1, April 1, July 1, and October 1).
- For example, if you enroll online on September 26th, 2019 your first payroll deduction will be October 3rd, 2019.

What happens to my 401(k) if I leave White Brothers?

- The money you put into your 401(k) is YOURS! We do not have control over what happens to it. If you decide to leave our company for whatever reason, your 401(k) can do one of three things:
 - Be rolled into a 401(k) at your new employer
 - Be rolled into an Individual Retirement Account (IRA)
 - Remain as part of White Brothers 401(k) program

Is there someone I can talk to about my retirement plan?

- YES! We have partnered with an awesome firm called SageView to handle just this. SageView is a team of licensed financial advisors that are there to answer any questions you have in terms of retirement or financial planning. Questions like:
 - “How much do you need to save to have a comfortable retirement?”
 - “How much will putting 5% into my 401(k) affect my bring-home pay?”
 - “I’m thinking about retiring...How do I know how much I can draw out of my 401(k)?”
- SageView can answer all these questions for you! If you would like to talk to a financial advisor about retirement, please email Brian and he will connect you with SageView! Don’t be shy about giving this team a call! That’s what they are there for!

FREQUENTLY ASKED QUESTIONS

I've never invested money before. How do I know which fund(s) to pick?

- We have designed this 401(k) program for people just like you who want to save for retirement, but are not sure how. Through this program you will have two great options to choose from:
 - The first option is something called a 'Target Date Fund'. This is an investment designed for those who would rather a financial professional manage their savings instead of doing it themselves. Simply select the Target Date Fund closest to the year you plan to retire and let financial professionals do the rest! For example, let's say you are 46 years old and are planning to retire at age 60 (retiring in year 2033), you could choose the 2030 or 2035 Target Date Fund. Then financial professionals will manage your savings to match this decision!
 - The second option you have is to speak with someone at SageView who can advise you on how to invest your money wisely in order to prepare for the future. Please contact Brian Grauberger if you would like to speak with SageView about what options are best for you.

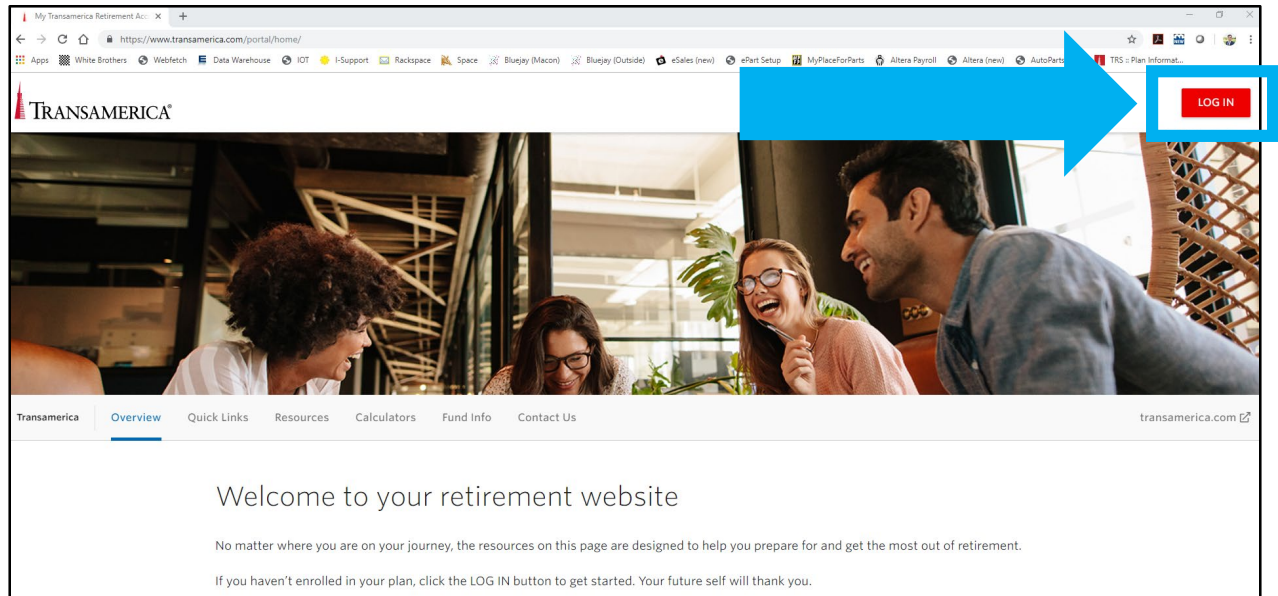
Do I have the option to invest in a ROTH 401(k)?

- Yes, our 401(k) program includes both traditional and ROTH options. You can choose which one is most appropriate for you or participate in both. If you are not familiar with ROTH investments, don't sweat it. Most of our team members are best suited for a traditional 401(k). If you would like to learn more about these options, please use our resources at SageView.

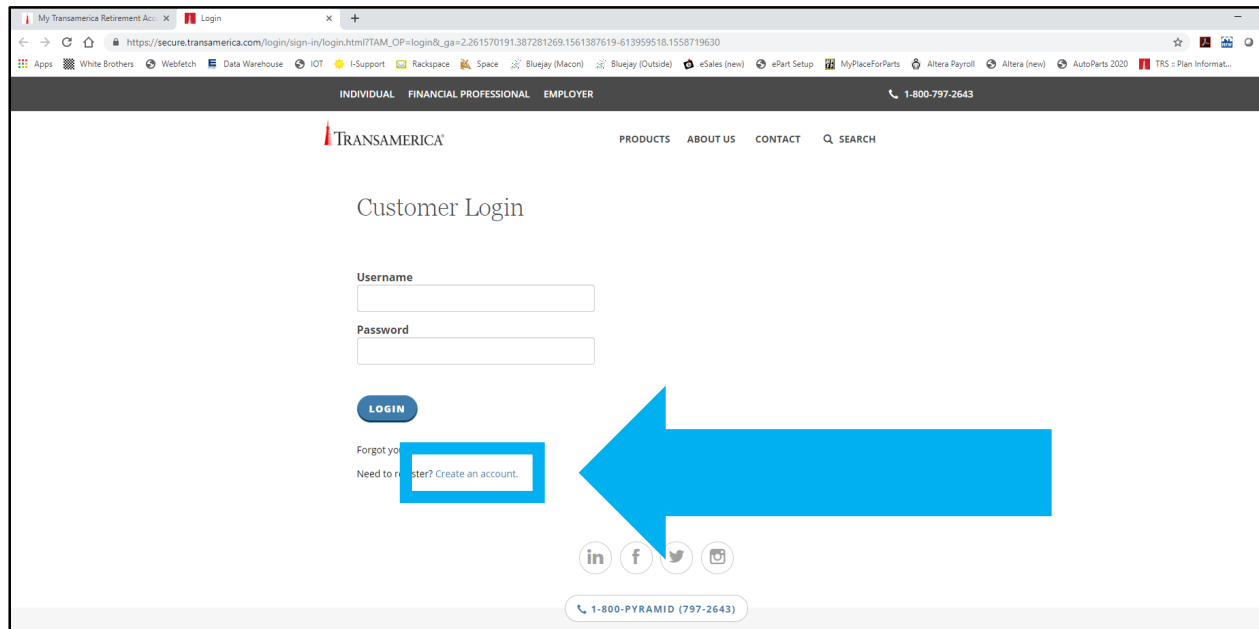
For any other questions regarding the 401(k) program, please email Brian Grauberger at b.grauberger@whitebros.net

HELPFUL TIPS FOR ENROLLMENT

To enroll in the White Brothers 401(k) program, please go online to transamerica.com/portal/home and press the red 'LOGIN' button in the upper right



On the following screen, press 'Create an account'



The following screens will require you to enter some personal information in order to setup your account. Please enter this information as accurately as possible.

When you reach the 'Terms and Conditions' screen, make sure you scroll completely to the bottom of each section in order to prove that you've read the legal documents. Once you have scrolled to the bottom, the 'I agree' box should no longer be greyed out and can be checked.

☐ I agree to Transamerica's Terms & Conditions

Consent to do Business Electronically

Save

Print

and retain records on paper, and electronic storage if you wish to retain records in electronic form. You should check the [Technical Requirements](#) page periodically for updates on supported software and browsers. From time to time, we may offer services or features that require a certain type of browser or configuration. If we detect that your browser is not properly configured, we may provide you with a notice on how to properly update your browser. Also, the browsers we support may change over time. We reserve the right to discontinue supporting a certain browser or operating system if we believe that it suffers from a security flaw or other flaw that makes it unsuitable for use with the Products. If we change the Technical Requirements, and such change creates a material risk that you would not be able to perform Transactions, access the site, or otherwise receive Communications we will let you know of the change in advance.

☐ I agree to Transamerica's Consent to do Business Electronically

To view or download our Privacy Policy, [Click Here](#)

Cancel

PREVIOUS

FINISH AND GO TO MY ACCOUNT

Once you have completed these steps, you should see the screen below. This completes the first part of the setup process.

1-800-PYRAMID (797-2643)

TRANSAMERICA

Tyler Jones

LOG OUT

My Products

Print

My Transamerica Products

Contact Us

Transamerica.com

Information

Our privacy policy has changed. Please click the link at the bottom of the page to view.

My Transamerica Products

RETIREMENT PLANS

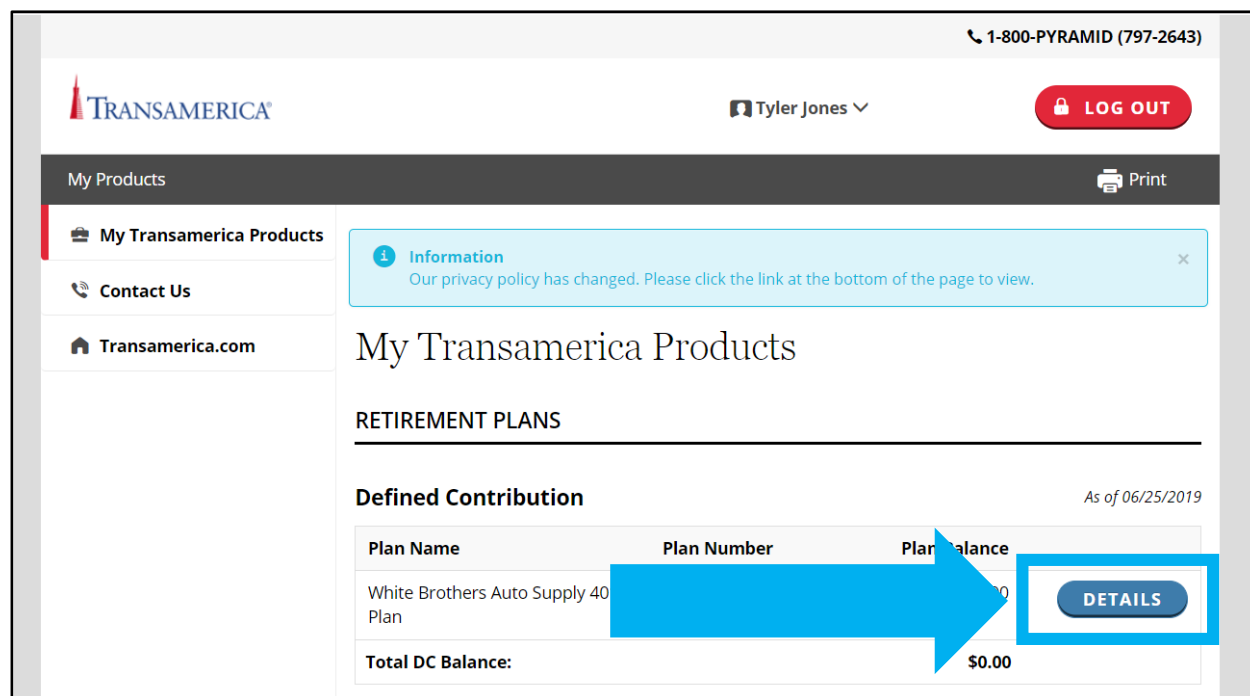
Defined Contribution

As of 06/25/2019

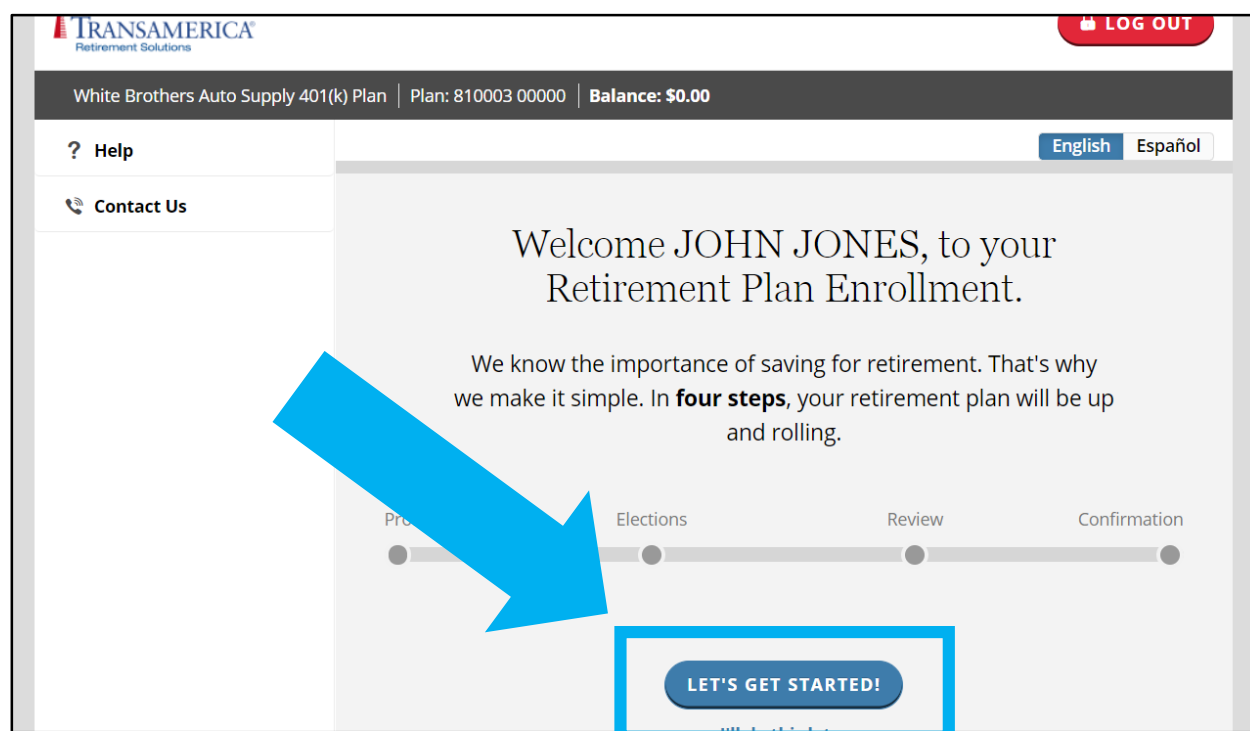
Plan Name	Plan Number	Plan Balance	
White Brothers Auto Supply 401(k) Plan	810003 00000	\$0.00	<div>DETAILS</div>
Total DC Balance:		\$0.00	

Step #2 of the setup process includes electing how much to withhold from your paycheck and where you would like your savings to be invested

To start, press the 'Details' button on the right side of the screen



Then press the 'Let's Get Started' button in the center of the screen



Now it's time to decide how much to withhold for retirement. On the left hand side under 'Rate/Amount' you can select what % you would like withheld from your paycheck or a specific \$ amount.

On the right hand side of the screen you can elect to have the percentage you are contributing increase each year automatically. Please note that if you DO NOT want this to occur, you need to uncheck this box.

The image shows a screenshot of a web form titled "Elections". The form is divided into two main sections. The left section, titled "Rate/Amount", contains a "Contribution Type" dropdown set to "Employee Pre-Tax" and a "Select your contribution rate/Amount:" section with radio buttons for 10%, 5% (selected), 1%, "Other rate:" (with a text input), and "\$" (with a text input and "per pay period" label). The right section, titled "Auto-Increase", has a checked checkbox for "Activate annual automatic increases". Below this, there are fields for "Raise my contribution by" (set to 2%), "Until it reaches" (with a text input), and "Starting on" (set to 06/26/2019). At the bottom of the form, there is a link labeled "MORE CONTRIBUTION OPTIONS".

Annotations:

- A blue box labeled "WITHHOLDING AMOUNT" with an arrow pointing to the "Rate/Amount" section.
- A blue box labeled "AUTO-INCREASE SELECTION" with an arrow pointing to the "Auto-Increase" section.
- A blue box labeled "MORE OPTIONS SUCH AS ROTH, ETC." with an arrow pointing to the "MORE CONTRIBUTION OPTIONS" link.

If you would like additional contribution options such as ROTH, etc. please press 'More Contribution Options'. If you have questions about these options, please review the Transamerica guide provided or speak with our partners at SageView.

After completing all of the required steps including selecting your investments, you should see the screen below. The last and final step is to list the beneficiaries of your account were something to happen to you. PLEASE NOTE: 401(k) funds do not follow the purview of a Will or Testament. Please fill out the beneficiary information to ensure there are no issues in the instance of a unforeseen event.

The screenshot displays the Transamerica Retirement Solutions account setup confirmation page. At the top, the Transamerica logo is on the left, and a 'LOG OUT' button is on the right. Below the header, the account name 'White Brothers Auto Supply 401(k) Plan' and plan number '810003 00000' are shown, along with a balance of '\$0.00'. A navigation bar includes 'Help' and 'Contact Us' links, and language options for 'English' and 'Español'. The main heading is 'Account Setup Confirmation'. A green success message states: 'Congratulations! You have successfully completed your account setup.' Below this, a yellow 'Please Note' box is highlighted with a blue border and a large blue arrow pointing to it. The note reads: 'Please Note: You have not completed your beneficiary designation. This important step ensures that your account assets will be distributed in accordance with your wishes in the event of your death. Changes to your beneficiary designation may take up to 24 hours to be reflected online. Name your beneficiaries now'. Below the note, account details are listed: 'White Brothers Auto Supply 401(k) Plan - 810003 00000', 'Current Balance: \$0.00', 'Beneficiaries: View/Update Now', and 'Asset Consolidation: Consolidate now'. At the bottom, there are two buttons: 'SETUP DETAILS' and 'GO TO YOUR ACCOUNT'.

After you have filled out the beneficiary information, the yellow 'Please Note' box will disappear. At this point you are setup to start saving towards retirement!

Please remember this is only a 'Helpful Tips' guide. You need to also read the Transamerica guide as it goes into much more detail about the plan and its benefits. If you have any questions about how to enroll, please email Brian Grauberger at b.grauberger@whitebros.net