CLASS
ASSISTING INDIVIDUALS WITH DISABILITIES ALONG LIFE'S JOURNEY

1200 Merle Evans Drive • P.O. Box 266 • Columbus, Kansas 66725

Dear Class Employee,

You are eligible to participate in CLASS's retirement plan, a 401(K) contract through John Hancock, upon completion of 90 days of employment at 20 hours per weeks or 1,000 hours completed within the subsequent time frame**.** If you choose **not** to enroll at this time, **enrollment will be open to you any subsequent first of the month.**

Please review the following retirement plan description:

RETIREMENT PLAN DESCRIPTION

Class LTD has adopted a 401(k) Plan to provide its employees with the opportunity to save for retirement on a tax-advantage basis through its contract with **John Hancock Retirement Plan Services**. This qualified retirement plan contains provisions designed to comply with all applicable legal requirements. The Class LTD 401(K) Plan ("Plan") is subject to federal laws, such as ERISA (the Employee Retirement Income Security Act), the Internal Revenue Code and other federal and state laws which may affect participant rights.

Eligible employees must be 21 years of age to participate, must have a status of 20 or more worked hours per week or have worked 1000 hours in the eligible computation period. Participation may begin the first pay date of the month following the completion of ninety (90) days of employment.

To participate, you must complete an enrollment form which includes a designation of beneficiary, and ongoing contribution instructions. Let me know if you are interested in an enrollment form mailed to you. Feel free to contact our Financial Advisor, Joshua Wheeler; his information is shown below. My sending you forms and/or discussions with Mr. Wheeler does not mean you must enroll.

If you choose to enroll, the amount to be deferred and allocated contributions are taken out of your paycheck before federal income taxes. The IRS limits the amounts of tax-deferred savings each year. The 2022 deferral limit for "Under age 50" is $20,500 an additional $6,500 catch-up contribution ($27,000) is allowed for "50 years of age or older". The Plan allows a participant to direct the investment of his/her account balance and always be 100% vested in these contributions. All plan deferral starts, stops and changes will occur on the first pay date of the following month.

To enroll online please see https://myplan.johnhandcock.com
It will prompt you for a contract number: 68585 and enrollment access number: 072350

*However, if you do not want more information and won't be enrolling, please complete and return the enclosed **"ELECT NOT TO CONTRIBUTE/ENROLL"** form to your team leader/supervisor to forward to me. **Remember enrollment will always be open to you any subsequent first pay period of the month.**

If you have any questions, **PLEASE** call me at 1-620-429-1212 ext. 121

Sincerely

Sara Greenough
Human Resources Generalist
(620) 429-1212

Joshua Wheeler
Financial Advisor
30 5th Ave NW Ste C
Miami, OK 74354
Bus. 918-542-6609
Fax 855-393-5766

Enc:
Class LTD 401(K) Summary Plan Description
John Hancock 404a-5 Plan & Investment Notice
Elect Not to Contribute Form

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PLEASE RETURN IF
you have chosen NOT to Contribute (Enroll) at this time.

CLASS 401(K) PLAN
ELECT NOT TO CONTRIBUTE

I elect not to contribute (enroll) at this time. I understand I may change this election and contribute (enroll) at the beginning of any subsequent month.

*This form may be returned thru interoffice mail.

_______________________________________ _________________________

Signature Date

620-429-1212 • 620-429-8724 FAX • classltd.org