

YOUR PLAN HIGHLIGHTS

A quick overview

PRINTING INDUSTRIES OF THE GULF COAST

Houston, Texas

Plan Name **Printing Industries of the Gulf Coast 401(k) Retirement Plan** **Plan Year: 2018**

Eligibility Requirements Employees who completed 6 months of service and are at least 20.5 years of age are eligible to participate.

Entry Dates Participation in the plan can only begin on an entry date after meeting the eligibility requirements. The entry dates of this plan are: The first day of either January or July.

Change Dates Participant may increase or decrease amount being contributed on the first day of any quarter [January, April, July, or October]. Participant may stop making contributions at any time.

Employee Contributions Participants may defer a portion of their salary up to the maximum allowed by law, on a pre-tax basis. The IRS maximum for 2018 is \$18,500. Participants 50 years, or older, are eligible for a catch-up contribution of an additional \$6,000 for 2018.

Company Match The company, at its discretion may make a discretionary matching contribution, not to exceed 6% of compensation.

Company Profit sharing Contributions The company, at its discretion may make a discretionary profit sharing contribution.

Vesting Employee contributions are always 100% vested. Employer contributions (match, profit sharing and discretionary) are subject to the following vesting schedule:

<u>Years of Service</u>	<u>Vested %</u>	<u>Years of Service</u>	<u>Vested %</u>
1	20	4	80
2	40	5	100
3	60		

Withdrawals Participant may withdraw 401(k) deferrals and company contributions in the event of termination of employment, retirement, attainment of age 59½, death, disability or financial hardship, and Qualified Reservist Distributions. Early withdrawal penalties may occur for some distributions made before age 59½.
In the event of death, participant's primary beneficiary would receive participant's benefits. A Non-Spouse beneficiary may elect to directly rollover an Eligible Rollover Distribution to an IRA.
If a Participant takes a Qualified Reservist Distribution, such distribution will not be subject to the 10% early withdrawal penalty tax un Code 72(t).
Hardship withdrawals are governed by IRS regulations and are permitted for immediate and heavy financial need and only for these six stated events; (a) payment of medical expenses; (b) down payment for purchase of a principal residence; (c) payment of tuition for post-secondary education; (d) to prevent eviction from, or foreclosure on a primary residence; (e) payments for burial or funeral expenses for deceased parent, spouse, children or other dependent; and (f) expenses for the repair to your principal residence that would qualify for the casualty deduction under the Internal Revenue Code.

Loans Loans are available in the plan, with the following limitations: Employee may borrow the lesser of 50% of participants vested account balance or a maximum loan of \$50,000. All loans must be repaid within 5 (five) years, unless the loan is used to purchase a primary residence. There is a processing fee of \$75, and a monthly \$2 fee, until the loan balance is paid off, not to exceed 5 years.

Rollovers Rollovers or transfers from prior qualified plans are accepted. For specific procedures contact the Plan Administrator for details.

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Investment Options

78 Investment options are available through a group annuity contract with John Hancock USA [formerly known as Manulife USA]. Contributions may be split among all available investment funds.

Investment Changes and Communications

Investment changes can be made via **800.395.1113** or via www.jhpensions.com. Some restrictions may apply. Employee will receive a quarterly statement with account details every 3 months, four times a year January, April, July, and October.