

Annual 403(b) Plan Universal Availability Participant Notice

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This Notice provides important information regarding the 403(b) plan in which you may be or are eligible to participate.

Your retirement plan offers you the opportunity to participate and save by making elective deferral contributions. Whether you are enrolling in the Plan for the first time or are already enrolled and wish to make a change to your elective deferral agreement, please review the Summary Plan Description and/or the Retirement Plan Document along with any other retirement plan materials provided to you that explain the terms of the retirement plan.

Who Is Eligible?

A 403(b) plan must generally allow all employees to make elective deferrals to the retirement plan. Under the universal availability rule, you may be immediately eligible however there could be some exceptions. Please refer to your Summary Plan Description (SPD), plan document, &/or other plan materials to determine your eligibility.

You may make elective deferral contributions as early as the date in which you become an eligible employee unless otherwise specified in the plan document. Please refer to your SPD, plan document, &/or other plan materials, for the date in which you may enter the plan for the purpose of elective deferrals.

How do I enroll in the retirement plan or make a change to my elective deferral contributions?

Whether you are enrolling in the retirement plan for the first time or making a change to your elective deferral contribution you may do so either by logging onto principal.com, completing enrollment materials or a salary deferral agreement form provided online &/or by the plan sponsor before the date on which it is effective.

If interested in making a change to increase or decrease your existing elective deferral agreement, generally you may do so on any date unless otherwise indicated in the plan document. Please refer to your SPD, the plan document, &/or other plan materials for the specific time in which you can make salary deferral agreement changes. You may stop at any time.

Are there limits to my contributions?

Contribution limitations, if applicable, will be indicated in the retirement plan document and/or the SPD.

Catch-up Contributions may also be available to participants meeting certain requirement(s). The retirement plan document or SPD will indicate whether the special section 403(b) catch-up and/or age 50 catch-up is available to you.

Your maximum contribution percentage and/or dollar amount may also be limited by the Internal Revenue Code. Current employee contribution limits may be found by searching for 403(b) contribution limits on the Internal Revenue Service website at www.irs.gov.

Who do I contact if I need more information?

Please contact your plan sponsor with questions and/or additional information regarding your retirement plan, go online at principal.com, or call us at 1-800-547-7754.

For more information on 403(b) plans search Publication 571 on the Internal Revenue Service website site at www.irs.gov.

The legal plan document governs the employer's plan. If any discrepancies, the legal plan document will govern. Contact your plan sponsor if you have any questions regarding applicable retirement plan provisions.

The subject matter in this communication is educational only and provided with the understanding that Principal® is not rendering legal, accounting, investment advice or tax advice. You should consult with appropriate counsel or other advisors on all matters pertaining to legal, tax, investment or accounting obligations and requirements.

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