



# Lansing BWL Retirement Plans Participation Agreement

## Personal Information

Plan Name and ID:  Lansing BWL 457(b) Plan - 0060629001  
 Lansing BWL 401(a) Plan 1 - 0060629002  Lansing BWL 401(a) Plan 2 - 0060630001

Name: \_\_\_\_\_

SSN: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Date of Hire: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Email: \_\_\_\_\_

How would you like to be contacted if additional information is required?  Phone  Email

## Paperless Delivery Consent

**Paperless Delivery:** By providing your email address you are consenting to electronic (paperless) delivery of documents related to your retirement plan, e.g. - statements, confirmations, terms, agreements, etc. Check the box below if you would prefer to receive paper copies of the documents via US Mail to the address provided above.

I do NOT consent to Paperless Delivery. Please provide the documents related to my retirement plan via US Mail.

## Deferral Election and Payroll Frequency

457(b) Pre-Tax \$ \_\_\_\_\_ OR \_\_\_\_\_% Payroll Frequency: \_\_\_\_\_ **Bi-Weekly**

457(b) Roth\* \$ \_\_\_\_\_ OR \_\_\_\_\_% Start Contribution On\*\* (Pay Period): \_\_\_\_\_

**Total** \$ \_\_\_\_\_ OR \_\_\_\_\_%

\*Contributions to Roth are made on a post-tax basis. Use whole dollar amounts and percentages only; no decimals or fractions.  
 \*\*The earliest contributions can start is the first day of the month following receipt of this completed request.

## Beneficiary Designation

**IMPORTANT NOTES:** 1) Allocations must total 100% for each category of beneficiary; and 2) If you designate a single primary or contingent beneficiary and do not list a percentage, it will be designated as 100%.

I have additional beneficiaries. If you want to designate more than 2 of each type of beneficiary, you may attach a page with the additional beneficiary information. Allocations must still total 100% for each category.

**Primary Beneficiary(ies)** (Allocations must total 100%):

1. **Full Name:** \_\_\_\_\_ Allocation: \_\_\_\_\_%

Relationship: \_\_\_\_\_ SSN: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

2. **Full Name:** \_\_\_\_\_ Allocation: \_\_\_\_\_%

Relationship: \_\_\_\_\_ SSN: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Contingent Beneficiary(ies)** (Allocations must total 100%):

1. **Full Name:** \_\_\_\_\_ Allocation: \_\_\_\_\_%

Relationship: \_\_\_\_\_ SSN: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

2. **Full Name:** \_\_\_\_\_ Allocation: \_\_\_\_\_%

Relationship: \_\_\_\_\_ SSN: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

## Funding Options

### Asset Allocation

\_\_\_\_\_% Vanguard Instl Trgt Retire Inc Instl  
 \_\_\_\_\_% Vanguard Instl Trgt Retire 2015 Instl  
 \_\_\_\_\_% Vanguard Instl Trgt Retire 2020 Instl  
 \_\_\_\_\_% Vanguard Instl Trgt Retire 2025 Instl  
 \_\_\_\_\_% Vanguard Instl Trgt Retire 2030 Instl  
 \_\_\_\_\_% Vanguard Instl Trgt Retire 2035 Instl  
 \_\_\_\_\_% Vanguard Instl Trgt Retire 2040 Instl  
 \_\_\_\_\_% Vanguard Instl Trgt Retire 2045 Instl  
 \_\_\_\_\_% Vanguard Instl Trgt Retire 2050 Instl  
 \_\_\_\_\_% Vanguard Instl Trgt Retire 2055 Instl  
 \_\_\_\_\_% Vanguard Instl Trgt Retire 2060 Instl  
 \_\_\_\_\_% Vanguard Instl Trgt Retire 2065 Instl

### Specialty

\_\_\_\_\_ % Nuveen Real Estate Securities I

### International

\_\_\_\_\_% American Funds Capital World Gr&Inc R6  
 \_\_\_\_\_% American Funds Europacific Growth R6  
 \_\_\_\_\_% Vanguard Total Intl Stock Index Admiral  
 \_\_\_\_\_% Vanguard International Growth Admiral

### Balanced

\_\_\_\_\_ % Fidelity Balanced

### Small Cap

\_\_\_\_\_% American Beacon Small Cp Val R6  
 \_\_\_\_\_% AMG TimesSquare Small Cap Growth N  
 \_\_\_\_\_% Fidelity Small Cap Index

### Mid Cap

\_\_\_\_\_% JPMorgan Mid Cap Value R6  
 \_\_\_\_\_% T. Rowe Price Institutional Mid-Cap Equity Growth  
 \_\_\_\_\_% Fidelity Mid Cap Index

### Large Cap

\_\_\_\_\_% MFS Value R6  
 \_\_\_\_\_% MainStay Winslow Large Cap Growth Fund I  
 \_\_\_\_\_% Fidelity 500 Index  
 \_\_\_\_\_% Fidelity Contrafund

### Bonds

\_\_\_\_\_% Fidelity U.S. Bond Index  
 \_\_\_\_\_% PIMCO Real Return Fund Institutional  
 \_\_\_\_\_% PIMCO Total Return Fund Institutional  
 \_\_\_\_\_% PIMCO Income Fund Institutional

### Short-Term Investments

\_\_\_\_\_ % Nationwide Stable Value Fund

**100 % Total for both columns must equal 100%<sup>1</sup>**

<sup>1</sup> If the total investment option allocation percentage equals less than 100%, the remainder will be allocated to the Plan's default option. If the total investment option percentage exceeds 100%, 100% of your contributions will be allocated to the default option. The Vanguard Institutional Target Retirement Fund is your Plan's default fund and your age-appropriate fund will be selected.

## Authorization

- Please send me a copy of the informational brochure/prospectus(es).  
 Please contact me regarding transferring my other pre-tax retirement plans.  
 Please send me forms regarding the catch-up provisions.

I authorize my Employer to reduce my salary by the above amount which will be credited to my account with the Plan I have selected above. I understand that I may cancel my enrollment if I contact the Solutions Center at 1-877-677-3678 within 10 business days of the signature date on this form. The salary reduction will continue until otherwise authorized in accordance with the Plan. The withholding of my deferred amount by my Employer and its payment to the designated investment option will be reflected as early as administratively practicable but not earlier than the first day of the first calendar month following the execution of this Participation Agreement. Some mutual funds may impose a short-term trade fee. Please read the underlying prospectuses carefully, which are available upon request or via mybwlretirement.com.

**I have read and understand each of the statements on the Memorandum of Understanding accompanying this form, which are intended to comply with the Internal Revenue Code. I accept these terms and understand that these statements do not cover all the details of the Plan or products.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Retirement Specialist Name (Print): \_\_\_\_\_ Agent #: \_\_\_\_\_

## Form Return

**By mail:** Nationwide Retirement Solutions  
 PO Box 182797  
 Columbus, OH 43218-2797

**By fax:** 1-877-677-4329



The purpose of this memo is to ensure that you fully understand the major terms, restrictions and costs of the Lansing BWL deferred compensation and defined contribution plans. However, it does not cover all the details of the Plans. Please refer to the Plan Document for specific details.

### 457(b) Plan

1. I understand that my participation in the Plan is governed by the terms and conditions of the Plan Document. Fund prospectuses are available at [mybwlretirement.com](http://mybwlretirement.com) or by calling 1-877-677-3678.
2. The total annual contribution amount to all 457(b) plans is the lesser of the maximum annual 457(b) contribution limit or 100% of my includible compensation. This amount may be adjusted annually. If you have questions about the maximum contribution limits, they can be found at [irs.gov](http://irs.gov). Under certain circumstances, additional amounts above the limit may be contributed to the Plan if (1) I will attain age 50 or older during the current calendar year, or (2) I am within three years of the Plan's Normal Retirement Age and did not contribute the maximum amount to the 457(b) Plan in prior years. The Plan Document provides additional details about contribution limits. Contributions in excess of maximum amounts are not permitted and will be reported as taxable income when refunded. It is my responsibility to ensure my contributions to all 457(b) plans in which I participate regardless of employer do not exceed the annual limit.
3. As opposed to the withdrawal of earnings on pre-tax contributions, the earnings on designated Roth contributions are generally not subject to future taxes as long as the distribution from the Roth account satisfies the requirements to be a "qualified distribution." Qualified distributions cannot be made within five years of the first designated Roth contribution to this Plan, and must be made on or after the attainment of age 59½, on or after the participant's death, or upon the participant's disability. If the participant previously established another designated Roth account in another plan and is able to roll the funds from this plan to the other plan, the five-year period would begin to run from the date of the first contribution to the first designated Roth account. A non-qualified Roth distribution may result in a 10% additional tax for early withdrawal of that portion of the distribution that is includible in gross income, if made from rollovers to this Plan from a qualified plan like a 401(k) plan, unless a regulatory exception applies. Please note that once made, contributions and/or rollovers to a designated Roth account may not be reversed. In the event you wish to make changes, only future contributions and/or rollovers can be redirected.
4. I may withdraw funds from the Plan only upon severance from employment; at age 70½; upon an unforeseeable emergency approved by the Plan; or I may take a one-time in-service withdrawal if my account value is \$5,000 or less (as adjusted) and I have not deferred into the Plan for two or more years. In some cases, withdrawal for purchase or repayment of service credits in a governmental defined benefit plan may be permitted. Additionally, funds may be withdrawn upon my death. All withdrawals of funds must be in compliance with the Internal Revenue Code and applicable regulations, some of which are expressed in the Plan Document.

### 401(a) Plans

1. The annual defined contribution plan limit to all 401(a) plans is the lesser of the IRS maximum 415 limit, or 100% of my eligible compensation. This amount may be adjusted annually. More information on the maximum contribution limits can be found at [irs.gov](http://irs.gov). Current or future participation in additional retirement plans, such as 403(b) and/or 401(a) plans, may affect the maximum annual contribution limit under the 401(a) plan.
2. The Plan Document governs when distributions may be made from the Plan. In general, distributions may be made only upon separation from service or upon the death of the participant. Some plans may also permit distribution upon reaching normal retirement age as defined in the Plan Document, upon a financial hardship approved by the Plan, upon disability or when taking a loan. All withdrawals of funds must be in compliance with the Code and any applicable regulations as well as the Plan Document, which the participant should consult to confirm which distribution opportunities are available. An additional early withdrawal tax of 10% may apply in some circumstances. It is strongly recommended that the participant consult with his/her tax advisor prior to requesting a distribution.

### All Plans

1. Participation in any of the employer's plans is governed by the terms and conditions of the Plan Document which should be consulted for plan details. Fund prospectuses are available upon request at [mybwlretirement.com](http://mybwlretirement.com) or by calling 1-877-677-3678
2. Generally, you must begin taking distributions from the Plan no later than April 1 following the year you reach age 70½ (or age 72 if born after June 30, 1949). If you continue to work for this employer beyond age 70½ (or age 72 if born after June 30, 1949), generally, your distributions must begin no later than April 1 following the year you separate from service or retire. Please consult the Plan Document for additional information. All distributions are taxable as ordinary income and subject to income tax in the year received. You must take distributions in a manner that satisfies the minimum distribution requirements of Section 401(a)(9) of the Code, which currently requires benefits to be paid at least annually over a period not to extend beyond your life expectancy. Failure to meet minimum distribution requirements may result in the payment of a 50% federal excise tax.
3. The funds in my account may be eligible for rollover to a traditional IRA or to an eligible retirement plan. The "Special Tax Notice Regarding Plan Payments" provides detailed information about my options. Due to important tax consequences related to distributions, I understand that I should consult a tax advisor. I expressly assume the responsibility for tax consequences relating to any distribution, and I agree that neither the Plan nor the Plan Administrator shall be responsible for those tax consequences.
4. Any beneficiary designation I made on this form will supersede any prior beneficiary designation and shall become effective on the date accepted by the Plan, provided that this designation is accepted by the Plan prior to my death. Further, any benefits payable at my death shall be paid in substantially equal shares to my beneficiaries unless I specify otherwise. My death benefits will be paid first to my Primary Beneficiaries. If any of my Primary Beneficiaries predecease me, then my death benefits will be paid to the remaining Primary Beneficiaries. Contingent Beneficiaries will only receive benefits if no Primary Beneficiary survives me. If no beneficiary designation is on file, benefits will be paid as set forth in the Plan Document. If I participate in both a 457(b) plan and a 401(a) plan administered by Nationwide, I understand my beneficiary designations made on this form will apply to both plans unless I have indicated otherwise.
5. Participants must notify Nationwide of any address changes, beneficiary changes, contribution changes, allocation changes or errors on the participant's account statement.
6. Participants will receive a statement of their account quarterly.
7. All Plan transactions initiated using the telephone will be recorded for the participant's protection.

**Asset allocation options**

1. The asset allocation funds can be selected based on your personal objectives and risk tolerance. They are designed to provide asset allocation across several types of investments and asset classes. Therefore, in addition to the expenses of the asset allocation funds, you are indirectly paying a proportionate share of the applicable fees and expenses of the underlying funds. The use of asset allocation does not guarantee returns or insulate you from potential losses.
2. I understand that contributions to my account will be invested as indicated on the Participation Agreement unless I fail to indicate 100% of deferrals. If the total investment option allocation percentage equals less than 100%, the remainder will be allocated to the Plan's default option. If the total investment option percentage exceeds 100%, 100% of your contributions will be allocated to the default option. The Vanguard Institutional Target Retirement Fund is your Plan's default fund and your age-appropriate fund will be selected.

**Mutual fund options**

1. I understand that the Net Asset Value of a mutual fund changes on a daily basis and that there is no guarantee of principal or investment return.
2. The value of amounts allocated to mutual fund options will vary depending upon the value of the chosen mutual funds and could result in either a gain or loss. The fund prospectuses were made available to me and can be obtained upon request.
3. I understand that I may make changes among the investment options within my account as frequently as daily, but any change may be subject to the restrictions of the plan and/or the investment provider. In addition, some mutual funds may impose a short-term trade fee. Please read the underlying prospectuses carefully. Changes may be made by calling 1-877-677-3678 or by logging in to your account at mybwlretirement.com.
4. Exchanges from and into available variable investment options may be subject to restrictions or limitations established by the investment provider, the Plan or its designated agent.

**Mutual funds payment disclosure**

Nationwide offers a variety of investment options to public sector retirement plans through variable annuity contracts, trust or custodial accounts. Nationwide may receive payments from mutual funds or their affiliates in connection with those investment options. For more detail about the payments Nationwide receives, please visit mybwlretirement.com.

**Endorsement disclosure**

Nationwide has endorsement relationships with the National Association of Counties, the United States Conference of Mayors, and the International Association of Fire Fighters Financial Corporation. More information about the endorsement relationships may be found online at mybwlretirement.com.

**Enrollment disclosure**

The earliest your enrollment or contribution change can start is the first day of the month following your completed request. Please remember, your employer's processing schedule will determine the actual effective date of the contribution. It is the Plan Sponsor's/Pay Center's responsibility to ensure deferrals do not commence too early.

**Consent to Paperless Delivery and access**

By providing your email address, you are agreeing and consenting to receive and view plan benefit statements, correspondence and confirmations, and other communications electronically. These materials will be provided through an email message notifying you that electronic documents are available online for you to view and print. This replaces all written communication associated with your Retirement Plan(s) serviced by Nationwide and you will no longer receive these documents via US Mail. By providing your consent to paperless delivery, you are acknowledging and confirming that you are consenting to receive Plan Communications electronically, as they are now available or as they may be required or become available in the future and that you have access to view and print your documents electronically from the website and to save them from your computer or other electronic device. If you would like to receive the above referenced documents in paper form via US Mail you can do so by contacting Customer Service at 1-877-677-3678 and request paper. You may opt out of paperless delivery of your plan related documents at any time. There is no additional cost to receive documents in paper format via US Mail.

**Changing your email address and Paperless Delivery preferences**

You can update your email address or change your Paperless Delivery Preferences anytime either on the web site or via Customer Service.

**Your right to revoke consent**

You have the right to revoke your consent to receive documents electronically. Your consent shall be effective until you revoke it by changing your delivery preferences via Customer Service or on the website by selecting US Mail delivery.