



Your employer's 401(k) plan is a great opportunity. It can help you accumulate the money you'll need for your future while providing additional benefits now.

### Why enroll? You'll get:



The chance to prepare for your financial future



Matching contributions



Potential tax advantages



Convenient payroll deductions

### It's easy to get started

Use the Benefits OnLine® app or visit [benefits.ml.com](https://benefits.ml.com).

- 1 Follow the prompts to create and enter your User ID and password
- 2 Select the enrollment link and follow the instructions
- 3 Choose your contribution rate and investments

If you need assistance, contact Merrill at 800.228.4015.



Scan here to enroll from your mobile device

[benefits.ml.com](https://benefits.ml.com)

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Investment products:

**Are Not FDIC Insured**

**Are Not Bank Guaranteed**

**May Lose Value**

# Get to know your Plan

Here are some of your Plan's key features. You can learn more on Benefits OnLine at [benefits.ml.com](http://benefits.ml.com) or by calling Merrill at 800.228.4015.

## When can I start?

You are eligible to enroll in the Plan on the first day of the month if you are at least 21 years old and have completed 30 day(s) of service.

## How much can I contribute?

You can contribute up to 50% of your eligible pay on a pre-tax and/or Roth 401(k) basis. Your contributions are subject to tax law limits, which you can view at [go.ml.com/401klimits](http://go.ml.com/401klimits). You can change your contribution rate at any time.

## How much does my employer contribute?

Your company will make a Safe Harbor matching contribution of 100% of the first 3%, and 50% of the next 2% of eligible

pay that you contribute. You are eligible to receive company contributions after 1 year(s) of service if you are 21 years of age or older.

## Does my money always belong to me?

Your contributions (including any rollover contributions) always belong entirely to you (are 100% "vested"), adjusted for earnings or losses. You are also 100% vested in any Safe Harbor contributions, adjusted for earnings or losses. Other company contributions: less than 1 year of service, 0% vested; 1 year, 0%; 2 years or more, 100%.

## The more you put in ...

### Contributing even a small amount can add up over time.

When you contribute to your account, you could earn a return on that money and on any investment returns. So the sooner you start, and the more you put into your Plan, the better off you could be.

*This hypothetical illustration assumes contributions of \$25 and \$50 per week, with contributions made at the beginning of the week and a 6% annual effective rate of return. Hypothetical results are for illustrative purposes only and are not meant to represent the past or future performance of any specific investment vehicle. Investment return and principal value will fluctuate, and when redeemed the investments may be worth more or less than their original cost. Taxes are due upon withdrawal. If you take a withdrawal prior to age 59½, you may be subject to a 10% additional federal tax, unless an exception applies.*



**\$25 PER WEEK**  
(for 25 years)

Your contributions  
**\$32,500**  
Potential earnings  
**\$40,984**  
**Potential balance**  
**\$73,484**



**\$50 PER WEEK**  
(for 25 years)

Your contributions  
**\$65,000**  
Potential earnings  
**\$81,968**  
**Potential balance**  
**\$146,968**



## What about potential tax benefits?

**Pre-tax contributions** can lower your current taxable income. In addition, any earnings on your contributions are tax-deferred. So your account has the potential to grow on a tax-deferred basis. You'll pay taxes on your contributions and earnings when you take a distribution. You may also be subject to a 10% additional federal tax if you take a withdrawal before age 59½, unless an exception applies.

**Roth 401(k) contributions** offer a different potential tax advantage. These contributions are made after taxes are deducted. Any earnings on Roth 401(k) contributions can generally be withdrawn tax-free if you meet the two requirements for a "qualified distribution": 1) At least five years must have elapsed from the first day of the year of your initial contribution or conversion, if earlier, and 2) You must have reached age 59½ or become disabled or deceased. If you take a non-qualified withdrawal of your Roth 401(k) contributions, any Roth 401(k) investment returns are subject to regular income taxes, plus a possible 10% additional federal tax if withdrawn before age 59½, unless an exception applies. State income tax laws vary; consult a tax professional to determine how your state treats Roth 401(k) distributions.

# Your Plan makes it easy for you to invest

Whether you're new to investing or not, the Plan makes it easy to invest your way. If you don't make an investment choice, your contributions will be invested in the default fund chosen by your employer. You can change your investments at any time.



## Get personalized guidance

### Personal Retirement Strategy

Get personalized advice and investment guidance to help you work toward your specific retirement income goal.

With Personal Retirement Strategy, you can get:

- Tools to see how today's decisions could affect your income in retirement.
- A personalized goals-based asset allocation recommendation.
- Suggested steps to help you prepare for a more financially secure retirement.
- Merrill Managed — an optional service that recommends a specific mix of funds from your plan's investment menu and provides, for a fee, ongoing account management.



## Choose an age-based approach

### Target Date Funds

Target date funds can make age-based investing easy.

- Each fund includes a mix of investments that might be appropriate for someone planning to retire close to the year in the fund's title.
- Each fund is designed to become more conservative — more in bonds and less in stocks — as its target date approaches.
- It's a simple approach — generally, you would pick the fund with the date closest to when you think you might retire.

The principal value of these funds is not guaranteed at any time, including at the target date.



## Choose a pre-set investment mix

### GoalManager® Portfolio Rebalancing Service with Risk-Based Portfolios

You can choose from several investment mixes ("portfolios").

- Each portfolio is created from the investments available through your Plan.
- Each portfolio represents a different level of investment risk and potential return.

So you can choose whether to invest conservatively, aggressively, or somewhere in between, with a single selection.



## Choose your own investments

### Your Plan's Investment Menu

Your plan offers a variety of different funds.

- Choose a mix of funds you think might be appropriate for you.
- Consider your goals, how much risk you want to accept and how long before you'll need your money.
- Diversify — don't put all your eggs in one basket. Diversification can't ensure a profit or protect against loss, but it can be a good way to help manage investment risk.

## Learn more

Visit [Benefits OnLine](#) for more information about your investment choices, including the Plan's default investment for those who do not make an investment choice. You'll also find fund descriptions, fund fact sheets and performance history.

# Your enrollment checklist

Participating in the Plan can help get you on the path toward financial wellness. To get started, take these important steps:

- ✓ **Enroll in the Plan.** Visit Benefits OnLine or use the app to enroll.
- ✓ **Name your beneficiary.** Help ensure that your assets are distributed according to your wishes.
- ✓ **Go paperless.** Sign up for fast and convenient e-delivery of statements, plan communications and educational resources.
- ✓ **Get your score.** Get a financial wellness score and suggested action plan to help you improve your financial health: [go.ml.com/FWtracker](https://go.ml.com/FWtracker)
- ✓ **Stay connected.** Download the Benefits OnLine app with Erica®, your virtual financial assistant, to help you keep your retirement picture in focus.\*



**Benefits OnLine app\***  
[go.ml.com/BOLapp](https://go.ml.com/BOLapp)



**Benefits OnLine**  
[benefits.ml.com](https://benefits.ml.com)



**Account access guide**  
[go.ml.com/accessguide](https://go.ml.com/accessguide)

**Personal Retirement Strategy is an online investment advisory program sponsored by Merrill Lynch, Pierce, Fenner & Smith Inc. (“MLPF&S” or “Merrill”) that uses a probabilistic approach to determine the likelihood that participants in the program will accumulate sufficient total assets to achieve their annual retirement income goal. The recommendations provided by Personal Retirement Strategy may include a higher level of investment risk than a participant may be personally comfortable with. Participants are strongly advised to consider their personal goals, overall risk tolerance, and retirement horizon before accepting any recommendations made by Personal Retirement Strategy. Participants should carefully review the explanation of the methodology used, including key assumptions and limitations, as well as a description of services and related fees, which is provided in the Personal Retirement Strategy Brochure (ADV Part 2A). It can be obtained through Benefits OnLine or through the Retirement & Benefits Contact Center.**

**Merrill offers a broad range of brokerage, investment advisory and other services. There are important differences between brokerage and investment advisory services, including the type of advice and assistance provided, the fees charged, and the rights and obligations of the parties. It is important to understand the differences, particularly when determining which service or services to select.**

**IMPORTANT: The projections or other information shown in the Personal Retirement Strategy program regarding the likelihood of various investment outcomes are hypothetical in nature, do not reflect actual investment results and are not guarantees of future results. Results may vary with each use and over time.**

**Investing in the Plan involves risk, including the possible loss of the principal value invested.**

\* The app is designed to work with most mobile devices in most countries. The mobile feature, Erica, is only available in the English language. Carrier fees may apply.

This material is only a general outline of the Plan. You are encouraged to read the Summary Plan Description to obtain more detailed information regarding the Plan's operation. This document gives you information you need to make educated decisions about joining the Plan and maintaining a Plan account. If a provision described in this outline differs from the applicable provision of the Plan documents, the Plan documents prevail.

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