

# PDS 401(k) Plan for Corporate Staff Employees Features and Highlights

**Read these highlights to learn more about your Plan. If there are any discrepancies between this document and the Plan Document, the Plan Document will govern.**

## **About the 401(k) Plan**

A 401(k) plan is a retirement savings plan designed to allow eligible employees to supplement any existing retirement and pension benefits by saving and investing before-tax dollars through a voluntary salary contribution. Contributions and any earnings on contributions are tax-deferred until money is withdrawn.

To the extent possible, your retirement savings plan is intended to comply with Section 404(c) of the Employee Retirement Income Security Act of 1974 (ERISA). This means that if you direct the investment of your retirement savings plan accounts, plan fiduciaries, including your employer, may not be responsible for any losses relating to your investment choices. Because you are permitted to direct the investment of your retirement savings plan accounts, you are being provided with this information and the other enclosed materials to help you make informed investment decisions. Keep this information for future review when making changes in your investments. Please review all of the material provided to ensure that your current investment choices meet your personal objectives.

## **Eligibility Requirements**

You are eligible to enroll immediately following your date of hire.

## **Enrollment**

**You will be automatically enrolled at 3% unless you select a different deferral amount or choose to opt out of the Automatic Enrollment during the 30 day wait period prior to your participation date. You may change your deferral amount or opt out online via the web or by calling the Retirement Service Center.**

## **2013 Contribution Limits**

Combined maximum limit of 80% (1% minimum) of your compensation or \$17,500, whichever is less for all retirement contributions.

## **2013 Contribution Limits Highly Compensated Employees Earning More Than \$110,000**

Combined maximum limit of 20% (1% minimum) of your compensation or \$17,500, whichever is less for all retirement contributions.

Participants turning age 50 or older in 2013 may contribute an additional \$5,500.

## **Roth Contributions**

The Roth option will give you the flexibility to designate all or part of your 401(k) elective deferrals as Roth contributions. All Roth contributions are made with after-tax dollars.

## **2013 Roth Contribution Limits**

Combined maximum limit of 80% (1% minimum) of your compensation or \$17,500, whichever is less for all retirement contributions.

## **2013 Roth Contribution Limits Highly Compensated Employees Earning More Than \$110,000**

Combined maximum limit of 20% (1% minimum) of your compensation or \$17,500, whichever is less for all retirement contributions.

## **Vesting Schedule**

Vesting refers to the percentage of your account you are entitled to receive upon the occurrence of distributable events. Your contributions and any earnings are always 100% vested (including rollovers from previous employers).

## **Investment Options<sup>1</sup>**

A wide array of core investment options is available through your Plan. Each option is explained in further detail in your Plan's fund sheets. Once you have enrolled, investment option information is also available through the website at [www.retirementlink.jpmorgan.com](http://www.retirementlink.jpmorgan.com) or by calling the Retirement Service Center toll free at **(855) JPM-PLAN**. The website and Voice Response System (VRS) are available to you 24 hours a day, seven days a week.<sup>2</sup>

In addition to the core investment options, a Self-Directed Brokerage (SDBA) account is available. The SDBA account allows you to select from numerous investment options for additional fees. The SDBA account is intended for knowledgeable investors who acknowledge and understand the risks associated with the investments contained in the SDB account.

## **Deferrals, Transfers and Allocation Changes**

Use your Personal Identification Number<sup>3</sup> (PIN) and Username to access the website, or you can use your Social Security number and PIN to access the VRS. You can move all or a portion of your existing balances among investment options (subject to Plan rules) and change how your payroll contributions are invested.<sup>2</sup>

## **Rollovers**

Only Plan administrator approved balances from an eligible governmental 457(b), 401(k), 403(b) or 401(a) plan or an Individual Retirement Account (IRA) may be rolled over to the Plan. Some Plans may only allow rollovers from other 401(k) plans.

## **Withdrawals**

Qualifying distribution events are as follows:

- Retirement
- Permanent disability
- Financial hardship (as defined by the Internal Revenue Code and your Plan's provisions)
- Severance of employment (as defined by the Internal Revenue Code provisions)
- Attainment of age 59½
- Death (your beneficiary receives your benefits)

Ordinary income tax will apply to each distribution. Distributions received prior to age 59½ may also be assessed a 10% early withdrawal federal tax penalty. Refer to your Summary Plan Description for more information about distributions.

## **Plan Fees**

### **Distribution Fees:**

There are no Plan distribution fees.

### **Investment Option Fees:**

Each investment option has an investment management fee that varies by investment option. These fees are deducted by each investment option's management company before the daily price or performance is calculated. Fees pay for trading of securities within the investment options and other management expenses.

Funds may impose redemption fees on certain transfers, redemptions or exchanges. Asset allocation funds are generally subject to a fund operating expense at the fund level, as well as prorated fund operating expenses of each underlying fund in which they invest. For more information, please refer to the fund prospectus and/or disclosure document. Funds are subject to the risks of the underlying funds.

There may be a recordkeeping or administrative fee for investing in certain investment options. Please see your Plan's website for more information.

Disclosure Statement attached to the Enrollment Form and also located on your Plan's website.

There are additional quarterly fees and/or transaction fees to participate in the Self-Directed Brokerage option. Please see your Plan's website for more information.

## **Loans**

Your Plan allows you to borrow the lesser of \$50,000 or 50% of your total vested account balance. The minimum loan amount is \$1,000, and you have up to five years to repay your loan—up to 30 years if the money is used to purchase your primary residence. There is a \$100 origination fee for each loan that is deducted from the loan proceeds.

## **How Can I Get More Information?**

Visit the website at

**[www.retirementlink.jpmorgan.com](http://www.retirementlink.jpmorgan.com)** or call the Retirement Service Center toll free at **(855) JPM-PLAN** for more information. The website provides information regarding your Plan, as well as financial education information, financial calculators and other tools to help you manage your account.

Please note: For more information on the investment options available in your plan, you may obtain digital copies of the prospectus on [www.retirementlink.jpmorgan.com](http://www.retirementlink.jpmorgan.com). Under the "Participant" tab, click on "Fund Documents" and insert your Plan ID 169138-01 in the "Online Prospectus" link.

1 All information contained on the website, in prospectuses, and in other investment option documents is offered in English. Please have this information translated for your understanding.

2 Access to Retirement Service Center and the website may be limited or unavailable during periods of peak demand, market volatility, systems upgrades/maintenance or other reasons. Transfer requests made via the website or VRS received on business days prior to close of the New York Stock Exchange (4:00 p.m. Eastern Time or earlier on some holidays or other special circumstances) will be initiated at the close of business the same day the request was received. The actual effective date of your transaction may vary depending on the investment option selected.

3 The account owner is responsible for keeping the assigned PIN confidential. Please contact a client service representative immediately if you suspect any unauthorized use.

Certain recordkeeping and administrative services for plans may be provided on behalf of J.P. Morgan Retirement Plan Services LLC (J.P. Morgan) by FASCore, LLC (FASCore). Securities transactions are effected by an affiliate of FASCore: GWFS Equities, Inc. (GWFS), a registered broker-dealer and member of FINRA. For transactions involving units of collective investment trusts GWFS is also a member of SIPC. GWFS and FASCore are independent entities and are not affiliated with J.P. Morgan. If retirement brokerages services are available in the Plan, those services are offered by Charles Schwab & Co, Inc. (SCHWAB). SCHWAB receives fees for providing these services and is not affiliated with J.P. Morgan, FASCore or GWFS. 4/1/2013