

**CARPENTER FUNDS ADMINISTRATIVE OFFICE  
OF NORTHERN CALIFORNIA, INC.**

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www.carpenterfunds.com



July 19, 2019

**To: All Eligible Employees**  
**From: Board of Trustees Northern California Carpenters 401(k) Plan (the “Plan”)**  
**Re: IMPORTANT INFORMATION REGARDING THE NORTHERN CALIFORNIA CARPENTERS 401(k) PLAN**

The following information is required by law to be provided on an annual basis to all participants and employees eligible to participate in the 401(k) Plan.

Please read this notice carefully, as it contains important information about certain features of your Plan. To obtain more general information about the Plan, you should obtain a copy of the Plan’s Summary Plan Description (“SPD”). See “FOR ADDITIONAL INFORMATION,” below, for information on how you can obtain a copy of the Plan’s current SPD.

**NOTE:** Many of your Plan elections are made by contacting John Hancock Retirement Plan Services, LLC (“John Hancock”). If you need to contact John Hancock, you may do so:

- 24 hours a day via the internet at [mylife.jhrps.com](http://mylife.jhrps.com), or by calling John Hancock’s automated telephone system at: (800) 294-3575. To speak with a Service Representative, call (800) 294-3575 between 8:00AM to 10:00PM Eastern Time.
- For advisory help you may contact Pensionmark Retirement Group at [www.pensionmark.com](http://www.pensionmark.com) or by calling (888) 201-5488 between 8:30AM to 5:00PM Pacific Time.

**Enroll in the Northern California Carpenters 401(k) Plan today!**

Complete an Enrollment/Contribution Change Form indicating the hourly amount you wish to defer and return it to your employer to begin payroll contributions. The enrollment form is available online at [www.carpenterfunds.com](http://www.carpenterfunds.com) or you can contact the Trust Fund Office and request a copy.

**IRS SAFE HARBOR NOTICE – 2019 PLAN YEAR**

This notice is designed to, inform participants of their related rights and obligations under the Plan and, satisfy the requirements of the final regulations under Internal Revenue Code Sections 401(k) and 401(m).

### **Safe Harbor Non-Elective Contribution – 2018 Plan Year**

If you are an eligible participant under the Plan, your employer will make a contribution on your behalf equal to at least 3% of your pay to either the Carpenters Annuity Trust Fund for Northern California or to the Northern California Carpenters 401(k) Plan as follows:

- **If you are a collectively bargained employee**, participating in the Carpenters Annuity Trust Fund for Northern California, the employer contribution you receive under that Plan for the Plan Year will be treated as your Safe Harbor Non-Elective Contribution for purposes of this Plan – provided it equals at least 3% of your pay for the Plan Year. You will not receive an additional three percent (3%) contribution to the Northern California Carpenters 401(k) Plan.
- **If you are a non-collectively bargained employee**, e.g., Owner, Partner, Superintendent, Stakeholder etc., to satisfy the 3% Safe Harbor Employer Contribution requirement, your required employer Annuity Contribution, must equal at least 3% of your W-2 compensable wages or the employer must make up the difference with an employer contribution to the 401(k) Plan.

**Note: The employer Annuity Contribution, plus the employer 401(k) Contribution (if required), must equal 3% of the employee's W-2 compensable wages in order to satisfy the 3% Safe Harbor Contribution requirement. In the event that Safe Harbor Compliance cannot be determined for a specific employee, that individual employee's 401k contribution will be returned and participation to the 401(k) Plan will be suspended until the matter can be resolved.**

*For Example: Assume you are paid \$30,000 for the Plan Year. Your required employer contributions would be at least \$900 (3% x \$30,000) for the Plan Year, whether or not you elect to make any deferred contributions to the 401(k) Plan.*

### **Other Employer Contributions**

No additional employer contributions will be made under the Plan.

### **Type and Amount of Compensation that May Be Deferred**

As a participant in the Plan, you may elect to defer a portion of your pay each Plan Year. Your employer will contribute this amount (your “deferral contributions”) to the Plan.

You may make either regular 401(k) deferrals (pre-tax) or Roth 401(k) deferrals (after-tax). Your election regarding the amount and type of deferrals is irrevocable with respect to any deferrals already withheld from your pay. If you make regular 401(k) deferrals, your deferrals are not subject to income tax until distributed from the Plan. If you make Roth 401(k) deferrals, your deferrals are subject to income tax at the time of deferral. However, if you satisfy certain distribution requirements, your Roth 401(k) deferrals and earnings on the deferrals will not be subject to income tax when distributed from the Plan. Both types of deferrals are subject to Social Security taxes at the time of deferral. Your employer will deduct Social Security taxes, and in the case of Roth deferrals will deduct income taxes, from your remaining pay.

You may defer up to \$11.75 per hour (not to exceed 100% of your pay) each Plan Year, but not more than the annual deferral limit in effect each calendar year (this limit is \$19000 for 2019, and as indexed by the IRS for inflation thereafter). Participants who will be age 50 or older during 2019 can contribute additional “catch-up” contributions up to \$6,000 for 2019 (or up to \$15.25 per hour).

For purposes of your deferral election, “pay” (available for deferrals) is generally defined as your compensation reported on Form W-2, and any amounts deferred under this Plan, as well as under any cafeteria plan sponsored by your employer. However, under the federal tax laws, pay in excess of \$280,000 (for 2019) may not be taken into account for Plan purposes. Please refer to the SPD for additional information regarding the type and amount of pay that may be deferred.

See the “FOR ADDITIONAL INFORMATION” section of this notice to find out how to get a copy of the current SPD and other information about the Plan.

### **How to Make Cash or Deferred Elections**

To defer a portion of your pay, you must complete and submit the appropriate enrollment form. The ***Northern California Carpenters 401(k) Plan Enrollment/Contribution Change Form*** is available from the Fund Office, found on our website at [www.carpenterfunds.com](http://www.carpenterfunds.com), or found by scanning the QR barcode located at the end of this notice. Once enrolled, you must also contact John Hancock to make investment elections for future contributions.

You have the right to direct the investment of contributions in your account in any of the investment options available under the Plan. If you do not make an investment election, contributions made on your behalf will be invested in the Plan’s “default” fund which is the Pensionmark Asset Allocation portfolio that is based on your date of birth.

### **Periods Available for Making Cash or Deferred Elections**

In accordance with Plan rules, you may change your deferral contribution election (pre-tax and/or Roth) at any time by completing and submitting the proper form to your employer. The ***Northern California Carpenters 401(k) Plan Enrollment/Contribution Change Form*** is available from the Fund Office, found on our website at [www.carpenterfunds.com](http://www.carpenterfunds.com), or found by scanning the QR barcode located at the end of this notice. The change in contribution amount will be effective as soon as administratively possible (but no later than one month following the election to change). Participants can stop contributing by completing a Contribution Change Form. Contributions should stop as soon as administratively possible. (PLEASE NOTE: Even though the Plan rules allow an election change at any time, for administrative purposes your Employer may limit changes to once in a 30 day period.)

### **Applicable Vesting Provisions**

You are always 100% vested in your deferral contributions (pre-tax and/or Roth), any rollover contributions you may have made, and any employer “safe harbor” non-elective contributions made on your behalf (adjusted for investment gains and losses).

### **Applicable Withdrawal Provisions**

You generally may not withdraw your deferral contributions (pre-tax and/or Roth) or any safe harbor non-elective contributions except when one of the following events occurs: severance from employment with your employer, death, disability, or attainment of age 59½. You may, however, obtain a “hardship withdrawal” that includes your deferral contributions if you satisfy certain IRS requirements.

You may also withdraw any rollover contributions you may have made (adjusted for investment gains and losses) at any time. You may withdraw all or any portion of your vested account once you have attained age 59½. The minimum amount you can withdraw is \$500.

If you are a *collectively bargained employee*, you may request a distribution of your entire vested account if you have ceased working in “covered employment” (i.e., employment with an employer that allows participation in this Plan) for at least six (6) months. If you are *not a collectively bargained*

*employee*, you may request a distribution of your entire vested account immediately following your termination of employment. In either case, you may also elect to defer payment until a later date, as permitted by law.

All withdrawals are subject to rules and procedures as may be established by the Plan Administrator. These are described in more detail in the Plan's SPD.

See the section below "FOR ADDITIONAL INFORMATION" to find out how to get a copy of the current SPD and other information about the Plan.

### **Plan Amendment and Termination**

The Trustees retain the right to amend the Plan, including the right to terminate the Plan and discontinue all contributions (including the safe harbor non-elective contribution) under the Plan. Termination of the Plan will not affect your right to receive any contributions you have accrued, adjusted for investment gains and losses, as of the effective date of the termination.

### **FOR ADDITIONAL INFORMATION**

Consult the Plan document and SPD for a complete explanation of the Plan's features and information regarding your rights under the Plan. You may access the SPD online at [www.carpenterfunds.com](http://www.carpenterfunds.com) or by contacting John Hancock. You may access your account information online at ([mylife.jhrps.com](http://mylife.jhrps.com)) or by phone at (800) 294-3575.

You can also obtain additional information about the Plan through John Hancock or by contacting the Board of Trustees, Northern California Carpenters 401(k) Plan (the "Trustees"). The Trustees also serve as the Plan Administrator and may be contacted at:

**Board of Trustees, Northern California Carpenters 401(k) Plan**  
265 Hegenberger Road, Suite 100 - Oakland, CA 94621-0180

**Phone: (510) 633-0333 or (888) 547-2054**  
**[www.carpenterfunds.com](http://www.carpenterfunds.com)**  
**EIN: 80-0204601**

This Notice is not intended, nor should you construe it, to modify any aspect of the current Plan document or Summary Plan Description.

Forms and information can be found by accessing our website at: [www.carpenterfunds.com](http://www.carpenterfunds.com)

Scan the QR barcode below for a direct link to a  
***Northern California Carpenters 401(k) Plan Enrollment/Contribution Change Form***



Note: In order to scan QR codes, your mobile device must have a QR code reader installed.  
You may be able to find a QR code application online or bundled with your phone.