

FAQ – The SPD

What is an SPD? A Summary Plan Description (SPD) is a brief description of your plan and your rights and benefits under the plan.

Where can I locate a copy of my SPD? You may log onto the AMI Interactive Benefit Information System at www.amibenefit.com and choose “Benefit Information”. Once you log into your plan information using your user id and password, you can click on Tools>Forms. You may also contact AMI Benefit Plan Administrators, Inc. and ask for a copy to be mailed or emailed to you. In addition, your employer should have a copy on file.

Is there a charge to receive a copy of the SPD? There is no charge to receive a copy of your SPD.

What type of information is contained in the SPD? The SPD will contain the following types of information:

1. Eligibility requirements for each source of money that can be contributed to the plan.
2. Vesting requirements for each source of money in the plan.
3. Information concerning any expenses that could be charged to your account for participant specific requests.
4. The types of distributions that your plan permits and the eligibility for each type of distribution.
5. Loan procedures for your plan (if the plan permits loans).
6. How to make a claim for benefits.
7. Participant rights under ERISA.

How often is the SPD updated? Each time that the plan’s document is re-written, amended or updated, a new SPD or an amendment to the SPD (called a Summary of Material Modifications or SMM) must be written.

Did You Know

The most common administrative forms can be found on AMI’s website without having to log into your plan?

1. Log onto www.amibenefit.com
2. Choose “I am a Participant”
3. Choose “Forms”

The forms are in Adobe and can either be saved or printed. Upon completing a form, it can be emailed to ami@amibenefit.com, or faxed or mailed to the address below. The following forms, along with a brief description of the forms are available:

1. Beneficiary Form
2. Change of Name/Address Form
3. Request for Hardship Form
4. Request for In-Service Distribution Form
5. Request for Loan Form
6. Salary Reduction Agreement

Please note that not all plans permit the above options. You may refer to your plan’s SPD or contact AMI to determine if a form applies to your plan.

AMI Benefit Plan Administrators, Inc.
230 Windsor Drive
Cortland, Ohio 44410
800-451-2865 330-638-7520
FAX (toll free): 1-866-436-6703
VRU: 1-866-793-0449, provider #1126
www.amibenefit.com

Notice

To help achieve long-term retirement security, you should give careful consideration to the benefits of a well-balanced and diversified investment portfolio. Spreading your assets among different types of investments can help you achieve a favorable rate of return, while minimizing your overall risk of losing money. This is because market or other economic conditions that cause one category of assets, or one particular security, to perform very well often cause another asset category, or another particular security, to perform poorly. If you invest more than 20% of your retirement savings in any one company or industry, your savings may not be properly diversified. Although diversification is not a guarantee against loss, it is an effective strategy to help you manage investment risk.

In deciding how to invest your retirement savings, you should take into account all of your assets, including any retirement savings outside of the Plan. No single approach is right for everyone because, among other factors, individuals have different financial goals, different time horizons for meeting their goals, and different tolerances for risk.

It is also important to periodically review your investment portfolio, your investment objectives, and the investment options under the Plan to help ensure that your retirement savings will meet your retirement goals.

For More Information

If you have any questions about your rights under this Plan, including your rights to direct investments, you may either refer to the Summary Plan Description or you may contact AMI. If you want to obtain more information about personal investing and diversification, you may obtain this information from the U.S. Department of Labor, Employee Benefits Security Administration web site at <http://www.dol.gov/ebsa/investing.html>.

Vesting & Reporting

Every plan must have a vesting schedule. This schedule determines the amount of money to which you are entitled in the event of a distribution from the plan. You are credited with a year of service for vesting purposes based upon the requirements that are listed in your plan. You can review the requirements in the plan's Summary Plan Description (SPD). The SPD can be found by logging onto the AMI Interactive Benefit Information System and clicking on the "Forms" section. You may also contact AMI for a copy (at no charge).

There are certain sources of money that are not subject to a vesting schedule: salary deferral, rollover, QNEC, QMAC, traditional safe harbor and after tax money. Other sources of money such as employer matching, post 2001 matching, profit sharing, post 2006 profit sharing and QACA safe harbor money are subject to a vesting schedule.

At the end of each plan year, AMI receives information from your employer regarding the number of hours that you worked during that year. This information is used to determine if you are eligible to receive credit for another year of service for vesting purposes. When we issue the Summary Annual Report (SAR) for your plan, you will receive a statement regarding your vesting as of the end of the plan year. Any time that a distribution from your plan is necessary, AMI will request information from your employer to determine if you have met the vesting requirements to be credited with another year of service for vesting purposes.