

Important Notice Concerning the Berg Hill Greenleaf & Ruscitti LLP 401k Plan

April 17, 2020

In our ongoing effort to provide employees with the best possible retirement plan, we have recently completed a review of the retirement plan provisions allowable through the Coronavirus Aid, Relief and Economic Security Act ("CARES Act").

As part of our review, we have decided to offer a number of retirement plan CARES Act provisions in our plan. The following information outlines important information regarding these provisions and those who will qualify.

Who is a Qualified Individual for the CARES Act Provisions being adopted by my Plan?

A qualified individual defined by the CARES Act is an employee, their spouse, and or their dependents who have been diagnosed with COVID-19 or the virus SARS-CoV-2 by a test approved by the Centers for Disease Control and Prevention.

If not diagnosed, you can still qualify if you, as the participant, have experienced adverse financial consequences as a result of:

- Being quarantined, furloughed or laid off, or having work hours reduced due to the virus
- Unable to work due to lack of child care due to the virus
- Unable to work due to closing or reducing hours of the business due to the virus

These provisions will not apply to those that do not meet the definition. It is also important to note that individuals who have not had their normal work hours affected will not qualify, even if the rate of pay has been reduced.

What Provisions are being Adopted by the Plan?


The following provisions have been added to the plan and are available to you immediately:

- Suspension of loan payments for up to 12 months
- Suspension of required minimum distributions ("RMD") in 2020
- Coronavirus-related distribution of up to \$100,000

Regardless of when you are planning to retire, we encourage you to carefully consider how these changes may affect your retirement planning and your overall finances.

Next Steps?

If you are a qualified individual and would like to utilize the CARES Act provisions adopted by your Plan, or if you would like more details regarding these added provisions, you can take following these steps:

- Request suspension of my loan payments
Contact Human Resources to complete the certification form and request the loan payments be suspended
- Request the coronavirus-related distribution
The coronavirus-related distribution forms are available on the Start Right website under Alerts. To access these forms, sign in to your account at startright.bokf.com and click on the bell icon  in the top right corner next to your name.
- Request RMD payments to continue
Any RMD payments will be suspended for 2020; if you want a distribution this year, please complete and follow the instructions for submission on the application for benefits form