



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



Company contributions



Helpful online resources



Potential tax advantages

It's easy to get started

Use the Benefits OnLine® app or visit 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



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Investment products:

Are Not FDIC Insured	Are Not Bank Guaranteed	May Lose Value
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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.

When can I join?

You are eligible to enroll in the Plan on the first day of the month following achievement of 21 years of age and three months of service.

How much can I contribute?

You can contribute up to 75% of your eligible pay on a pre-tax and/or Roth 401(k) basis. You can also contribute up to 75% of your eligible pay as traditional after-tax contributions. Your contributions are subject to tax law limits, which you can view at go.ml.com/401klimits. You can change your contribution rate at any time.

How much does my employer contribute?

Your company may match 100% of the first 6% of your eligible pay that you contribute. Matching contributions are made every pay period. Because this contribution is discretionary, it may vary from year to year.

Does my money always belong to me?

The money you contribute, including any rollover contributions, always belongs entirely to you (is 100% "vested"), adjusted for earnings or losses.

Company contributions, adjusted for earnings or losses, vest according to years of service as follows: 20% after 1 year, 40% after 2 years, 60% after 3 years, 85% after 4 years and 100% after 5 years or more.

What if I need some of my money?

You can take a loan against your vested account balance, subject to certain conditions. Before you do, consider the advantages and disadvantages of a loan carefully.

You can also withdraw funds under certain conditions (such as extreme financial hardship), and you can take a distribution when you separate from your employer.

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 federal income 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 federal income 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.

After-tax contributions offer the opportunity to contribute more to your plan. Taxes on any earnings are due upon withdrawal. You may also be subject to a 10% additional federal tax if your withdrawal is taken before age 59½, unless an exception applies.

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 according to the recommendations of the PersonalManager® feature of Advice Access, which is the Plan's default investment. You can change your investments at any time.



Get personalized recommendations

Advice Access

Advice Access can help provide answers—personalized to your specific financial situation—to several key questions:

- How much will you need for retirement?
- How much should you contribute to the Plan?
- How should you invest your contributions?
- Are you on track with your retirement income goal?

Visit Benefits OnLine to learn more about the program—and to view the recommendations already developed for you.

PersonalManager®

With PersonalManager, your account is reviewed approximately every 90 days. Depending on updates to your personal information, PersonalManager will either:

- Reallocate your portfolio into a new mix of the Plan's investment choices.
- Or, rebalance your portfolio to keep it at its current allocation.

Advice Access offers two other service options:

- With Portfolio Rebalancing, your portfolio will be rebalanced approximately every 90 days, but will not be reallocated into a new investment mix.
- With One-Time Implementation, you receive the initial recommendations, but manage your own strategy going forward.



Get additional investment choices

Self-Directed Brokerage

Get access to a wide variety of investment options not included in the Plan's investment menu.

- Self-Directed Brokerage may be appropriate for those who seek greater investment flexibility, choice and control of their retirement account, and are willing to pay more for additional investment choices.
- There is an annual fee of \$80, and commissions or transaction fees may apply.



Choose your own investments

Core 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.
- ✓ **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



Benefits OnLine

benefits.ml.com



Account access guide

go.ml.com/accessguide

Advice Access 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 may be able to achieve their specified annual retirement income goal and/or to identify a potential wealth outcome that could be realized. The recommendations provided by Advice Access 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 Advice Access. 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 Advice Access disclosure document (ADV Part 2A). It can be obtained through Benefits OnLine or 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 Advice Access 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 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.

When you use the QRC feature, certain information is collected from your mobile device for business purposes.

This material is only a general outline of the Plan. You're 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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