

Locke
Lord

WORK HARD. PLAN HARDER.

ELIGIBILITY

You are eligible to begin saving in the Locke Lord LLP Retirement Savings Plan (the "Plan") if you are age 18 or older. If you do not enroll in the Plan within 45 days of becoming eligible, Locke Lord LLP (the "Firm") will automatically enroll you in the Plan at a pre-tax contribution rate of 3%, and your contributions will be invested into a target date retirement fund based on your date of birth, as determined by the Firm.

ENROLLMENT

Access your account for the first time by using the **Register Now** link at workplace.schwab.com. Once you've set up your login credentials, you may choose to complete enrollment on the website or by downloading the Schwab Workplace Retirement App¹ and following the prompts.

If you have a Schwab Personal Choice Retirement Account[®] (PCRA)² or another relationship at Schwab, you will be able to manage your accounts at Schwab.com following the initial registration of your Plan account at workplace.schwab.com.

YOUR CONTRIBUTIONS

Pre-tax contributions

You may contribute up to 75% of your eligible regular compensation, and up to 100% of any bonus compensation, up to the IRS annual limit. The contribution limits are set annually and can be found at workplace.schwab.com. Contributions can be made on a pre-tax basis, or on an after-tax basis in the form of Roth 401(k) contributions.



Own your tomorrow.

Roth 401(k) contributions

The Plan includes a Roth 401(k) option. If you decide to make Roth 401(k) contributions, they will be deducted from your paycheck after taxes. You will not pay taxes on any earnings when they are withdrawn provided that any distribution from your account occurs at least five years following the year you make your first Roth 401(k) contribution to the Plan and you have reached age 59½ or have become disabled. In the event of your death, your beneficiary will not owe taxes on the account balance. Your combined pre-tax and Roth 401(k) contributions cannot exceed the annual IRS limit. The contribution limits are set annually and can be found at workplace.schwab.com.

Catch-up contributions

To help you save more as you near retirement, the IRS may allow you to make catch-up contributions to the Plan if you'll be 50 or older before December 31. This year's catch-up contribution limits can be found on workplace.schwab.com. You may make catch-up contributions on a pre-tax basis.

Rollovers

If you have assets in a qualified retirement plan with a previous employer, there may be several options available to help you manage your retirement accounts. For more information about your options, call Participant Services at **1-800-724-7526** from 8 a.m. to 10 p.m. ET, Monday through Friday, or go to workplace.schwab.com.

Contribution changes

You may change the amount you contribute to the Plan at any time by calling Participant Services at **1-800-724-7526**, by logging on to workplace.schwab.com, or via the Schwab Workplace Retirement App. Changes will be effective as soon as administratively feasible.

Profit-sharing contributions

Generally, on either January 1 or July 1 following one year of service with the Firm, you may receive a discretionary profit-sharing contribution on a per-payroll basis.

Employer contributions are paid on a pre-tax basis and may be taxable at withdrawal.

WITHDRAWALS

Because the Plan is primarily designed to help you save for retirement, the IRS has imposed restrictions on when money may be withdrawn. You may withdraw money from your Plan account without penalty under the following circumstances:

- Retirement
- Age 59½ while working
- Death or disability
- Termination of employment

Withdrawals from the Plan may be subject to income tax and possible penalties. Where specific advice is necessary or appropriate, you should consult with a qualified tax advisor, CPA, financial planner, or investment manager.

INVESTMENTS

Plan-selected funds

In addition to a selection of target date retirement funds, the Plan has a prescreened group of funds known as Plan-selected funds from which you may choose. These funds span a variety of asset classes and were chosen by the Firm in an effort to offer a diverse portfolio with different risk allocations. Select the funds in which you would like to invest and determine the percentage you want to allocate to each fund on workplace.schwab.com.

Schwab Personal Choice Retirement Account® (PCRA)

A PCRA is a brokerage account you manage yourself that provides access to more investment choices than are otherwise available in the Plan. **Schwab PCRA is for knowledgeable investors who understand the risks associated with many of the investment choices available through a Schwab PCRA and who are committed to staying invested for the long-term.** Schwab PCRA is designed for individuals who seek more flexibility, increased diversification and a greater role in managing their retirement savings.

To choose this investment strategy, you must first enroll in the Plan and then complete a PCRA application at workplace.schwab.com under the **Manage Account** tab.

MANAGE YOUR ACCOUNT

You can manage your Plan account information online or by phone. Each quarter, you will receive an account statement electronically. Change your communication preferences at any time by selecting **Communication Preferences** from the **My Profile** tab while logged in to your account.

ADVICE³

The power of personalization.

Personal information, such as your salary, Plan account balance, savings rate, estimated Social Security benefits, and other sources of income, creates a more holistic view of you, your retirement income goals, and your investment style.

To build on this holistic view, the Plan includes the option to have your Plan account professionally managed for a fee. This service will:

- Calculate a retirement income goal and savings rate for you.
- Select the investments for your Plan account from the Plan's available investment options.
- Review your Plan account every 90 days and make adjustments to your investments as your needs change.
- Provide a spending plan if you're age 50 or older to help you make the most of your money in retirement.

Prefer to manage your Plan account yourself? You can still get a personalized recommendation without signing up for the managed account service.

The managed account service is provided by Morningstar Investment Management LLC, an independent registered investment adviser. For information pertaining to fees and expenses applicable to the Plan account, log in to your Plan account at workplace.schwab.com, go to **My Account > History & Statements > Statements & Reports**, and view the latest annual Fee and Investment Notice and any subsequent Change Notices listed in the "Other Account Documents" section.

More information about fees and compensation are detailed in the Morningstar Investment Management LLC and Charles Schwab & Co., Inc. Advice Services with Morningstar Investment Management LLC Disclosure Brochures (Form ADV Part 2A).

BENEFICIARY(S)

Designating your beneficiary helps ensure your Plan account balance will be distributed as you wish. Once you designate a beneficiary, it's recommended that you review this information at least annually or whenever you experience a life change, such as the birth or adoption of a child, marriage, or divorce. Log in to your Plan account on workplace.schwab.com, and then select the **Beneficiaries** link from the **My Profile** tab.



¹ The Schwab Workplace Retirement App requires a wireless signal or mobile connection. System availability and response times are subject to market conditions and your mobile connection limitations. Functionality may vary by operating system and/or device.

² Schwab Personal Choice Retirement Account[®] (PCRA) is offered through Charles Schwab & Co., Inc. (Member SIPC, www.sipc.org), a registered broker-dealer, as part of the Plan, with Plan recordkeeping services provided by Schwab Retirement Plan Services, Inc.

³ At the direction of the Plan Sponsor or Plan Administrator, Participants may have access to advice services that can provide Participants with a retirement savings and investment strategy for their Plan account, furnished by Morningstar Investment Management LLC, an independent registered investment adviser and subsidiary of Morningstar, Inc. Recommendations are formulated and provided by Morningstar Investment Management through Morningstar[®] Retirement ManagerSM, an advice (nondiscretionary investment advice) and managed accounts (discretionary investment advice and asset management) program which is intended for citizens or legal residents of the United States and its territories, and can be accessed through workplace.schwab.com. Morningstar Investment Management will select investment options appropriate for each Participant's strategy from the investment options available under the Plan as selected by the Plan Sponsor, Plan Administrator or other Plan fiduciary. Morningstar Investment Management is not affiliated with or an agent of Schwab Retirement Plan Services, Inc. (SRPS); Charles Schwab & Co., Inc. (CS&Co.), a federally registered investment advisor; or their affiliates. Neither SRPS, CS&Co., nor their affiliates supervise, make recommendations with respect to, or take responsibility for monitoring the advice services provided to the Participants by Morningstar Investment Management. Advice Consultants are registered representatives of CS&Co.; not employees of Morningstar Investment Management, who may facilitate Participant access to Morningstar Retirement Manager, but do not provide investment advice or recommendations regarding the Morningstar Investment Management services. The term "personalized advice" refers to personal participant data such as age, salary, and Plan account balance, which will form the basis by which Morningstar Investment Management will establish the Participant's savings and investment recommendations. Diversification and asset allocation strategies do not ensure a profit and cannot protect against losses in a declining market. **There is no guarantee a Participant's savings and investment strategy will provide adequate income at or through their retirement. Projections and other information regarding the likelihood of various retirement income and/or investment outcomes are hypothetical in nature, do not reflect actual results, and are not guarantees of future results. Results may vary with each use and over time.** There is no additional cost for the non-discretionary investment advice, beyond the expenses imposed by the underlying investments and the standard fees paid to SRPS, CS&Co. and their affiliates for recordkeeping and related services. However, for Participants using the managed account program, an asset-based fee may be charged to Participant Plan accounts based on the Participant's account balance in the managed account program. For a complete list of investment options available under the Plan, as well as information pertaining to fees and expenses applicable to the Plan account, log in to workplace.schwab.com to find the most recent annual Fee and Investment Notice and any subsequent Change Notices under "History & Statements." More information about fees and compensation that SRPS, CS&Co. and their affiliates receive are detailed in the Charles Schwab & Co., Inc. Advice Services with Morningstar Investment Management LLC Disclosure Brochure (Form ADV Part 2A). Participants should carefully consider information contained in the materials furnished at their employer's direction regarding the services provided by SRPS and its affiliates and Morningstar Investment Management, including information regarding compensation, affiliations and potential conflicts. The Morningstar name and logo are registered marks of Morningstar, Inc.

This information provided here is for general informational purposes only, and is not intended to be a substitute for specific individualized tax, legal, or investment planning advice. Where specific advice is necessary or appropriate, you should consult with a qualified tax advisor, CPA, Financial Planner, or Investment Manager.

Access to Electronic Services may be limited or unavailable during periods of peak demand, market volatility, systems upgrade, maintenance, or for other reasons.

Schwab Retirement Plan Services, Inc. provides recordkeeping and related services with respect to retirement plans and has provided this communication to you as part of the recordkeeping services it provides to the Plan.

"Schwab" refers to Charles Schwab & Co., Inc.

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