

**TP Mechanical Contractors, Inc. Retirement Savings Plan
 Plan Highlights**

Your financial health and well-being are important to TP Mechanical Contractors, Inc. That's why we offer you the TP Mechanical Contractors, Inc. Retirement Savings Plan as part of your benefits package. The plan is designed to help you enjoy a healthier financial future. And because we understand the challenges of balancing your financial needs today against the need to plan for a better tomorrow, we offer flexibility in helping you prepare for your retirement.

Enrollment & Eligibility

- Your enrollment in the plan is automatic, unless you decline participation within 30 days prior to your plan entry date.
- Automatic Enrollment is a process by which you are enrolled in your plan without taking any action.
- You may enroll on your own and start your before-tax savings prior to the automatic enrollment date if you have reached age 18 and completed 60 days of service.

Your Contributions

- You may contribute between 1 and 100 percent of your annual pay before taxes are deducted up to the IRS limitations.
- If you will be at least 50 years old in the current calendar year, you are also eligible to make an additional before-tax catch-up contribution according to IRS limitations.
- You may change your contribution amount anytime.
- You may roll over money to your account, in any amount, from another similar retirement plan. Refer to the SPD for further information.
- Contribution Escalation is offered on your plan and can be elected into at anytime.

Employer Contributions

Your employer may make a discretionary matching contribution to your account. For details please refer to your plan's enrollment material.

Vesting

- You are always immediately 100% vested in your own contributions.
- Any employer contributions are 100% vested after 6 years of service.

Loans

- Minimum loan amount is \$1,000 and Maximum loan amount is \$50,000.
- Repayments are made through payroll deductions.
- Maximum loan repayment period is 5 years.
- You may only have one loan outstanding at a time.

Hardship Withdrawals*

You must meet one of the following requirements:

- Purchase or construction of a principal residence
- Payment for higher education expenses
- Major medical expenses
- Preventing eviction from or foreclosure on a principal residence
- Repair of damage to a primary residence that qualified for casualty deduction
- Payment of funeral or burial expenses

Once you take a hardship withdrawal, you will not be able to make contributions to your account for 6 months.

**Hardship Withdrawals: The taxable portion of a withdrawal is taxed as ordinary income and will be subject to an additional early distribution penalty tax if you receive the withdrawal before age 59 ½. The total amount of the withdrawal may not be more than the amount required to meet your immediate financial need, however, you may have the option to "gross-up" the amount you receive to cover taxes. You may want to consult a tax professional before taking a withdrawal from the plan.*

Important Note!

Amounts withdrawn before age 59 ½ may be subject to a 10% federal income tax penalty, applicable taxes, and plan restrictions.

Distributions

- You may keep your vested account balance in the Retirement Plan after your employment ends if you have a balance exceeding \$5,000.
- You may roll over your account to another qualified plan or IRA.
- You may elect a lump-sum payment, partials or installments.