

**Did you know?** Financial advisors generally recommend saving enough to replace 80% or more of your income. The PlanAhead For Retirement tool at [MillimanBenefits.com](http://MillimanBenefits.com) allows you to set your goals and run projections to see if you're heading in the right direction.

# Enrollment Guide

for Texas Hospital Association Employees 401(k) Plan



THA Retirement Plan  
Texas Hospital Association

# Plan Facts

## Eligibility

As an employee of Texas Hospital Association (THA), you will be enrolled automatically in the Texas Hospital Association Employees 401(k) Plan on the first day of the month coinciding with or next following the completion of 90 days of service.

## Your Contributions

Unless you elect otherwise, 3% of your pay will be contributed automatically to your plan account through convenient payroll deductions. If you wish, you may save more – or less. You may save from 1% up to 95% of total pay (subject to IRS limits that are not plan-specific). You may elect to save in one or a combination of the following ways:

- ▶ **Before-tax 401(k) contributions**, which are deducted from your paycheck before federal income taxes are withheld. You pay taxes on these contributions and earnings when you withdraw money from the plan.
- ▶ **Roth after-tax 401(k) contributions**, which are deducted from your paycheck after federal income taxes are withheld. You will not pay taxes again on these contributions or on the earnings if you receive the money as a qualified distribution.

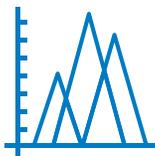
To make sure you are saving enough, the plan offers you the option to set up automatic annual increases of your contribution rate. You can make that election at [MillimanBenefits.com](http://MillimanBenefits.com).

## THA Safe Harbor Contributions

Texas Hospital Association will make a safe harbor contribution to the plan on your behalf equal to 3% of compensation. If you are eligible to participate in the plan, you will receive this safe harbor contribution even if you are not contributing.

## THA Other Contributions

Texas Hospital Association may make an additional basic contribution equal to 2% of pay. In addition, THA may make an additional discretionary contribution.



## Vesting

Vesting means gaining ownership. You are always 100% vested in your own contributions, rollover contributions, Texas Hospital Association safe harbor and basic contributions and any investment earnings in those accounts.

YRS EMPLOYED	VESTED %
Less than 3	0%
3 or more	100%

You gain ownership of the additional discretionary contributions during the time you work for the Association.

## Your Investment Options

Your accounts will automatically be invested in the BlackRock® LifePath® Index Portfolio that most closely aligns with the timing of your normal retirement date at age 65. However, you have the right to direct the investment of all of your Plan accounts. The Plan offers these approaches to investing:

- ▶ **Target Retirement Funds.** Designed to take the confusion out of investing, Target Retirement Funds provide diversified investment mixes that are appropriate for different target retirement dates. These funds change investments over time, becoming more conservative as you near your retirement date.
- ▶ **Custom Investment Portfolio.** You design your own asset allocation. You may choose to invest in any combination of the plan's investment options, which represent a broad range of risk and return characteristics within various asset classes.
- ▶ **Morningstar.** Do you enjoy managing your own investments, but need some guidance? The Morningstar® Retirement Manager<sup>SM</sup> Managed by You option might be right for you. Receive a personalized retirement strategy, including a retirement income goal and projection as well as recommendations for your savings rate, asset mix and investment selection to help you manage your account. **There is no cost for this service.** Advice is based on market conditions at the time it is given. Stay on track by reviewing your account periodically.

If you don't have the time, interest or know-how, let a professional manage your account for you. Enroll in Morningstar® Retirement Manager<sup>SM</sup> Managed by Morningstar and your account will receive ongoing professional investment management. You will receive quarterly reports to keep you informed. There is an annual fee of 0.48% (0.0048 of your account balance) for this service. You may cancel at any time, at no charge.



## Loans

You may borrow up to 25% of your vested account balance up to \$50,000. You may borrow from your Pre-tax, After-tax and Rollover accounts. You are allowed one outstanding loan at any time. Log on to **MillimanBenefits.com** to model or request a loan.

## In-Service Withdrawals

The plan provides for in-service withdrawals, which means you may be able to take money from the plan while you are still employed. Details are provided in the Summary Plan Description or at **MillimanBenefits.com**.

## Distributions

Should you leave employment with Texas Hospital Association, your vested account balances are payable as a single lump sum payment as soon as possible following the date of your termination. You have the option of transferring your vested account balance in cash to an IRA or another eligible retirement plan to continue deferring taxes. You may leave your money in the plan if your vested account balance is greater than \$1,000.

Consider your distribution options carefully to avoid penalties and taxes. Contact the Milliman Benefits Service Center for assistance.

# Easy Account Access

By accessing **MillimanBenefits.com**, you can learn more about investment options offered in the plan, including historical performance information. You can also learn about your investing style and risk tolerance to help you create your own custom portfolio.

**REMINDER: Don't forget to name a beneficiary. The Enrollment Guide will help you through the process. The online system will have your personal information that will allow you to change your contribution rate and make other elections approximately 60 days after your date of hire.**

## MillimanBenefits.com

### Benefits Service Center: 1.877.839.4677

When you call the telephone hotline, your temporary Personal Identification Number (PIN) is your date of birth (MMYY). For example, if you were born in September 1974, your initial PIN would be 0974. Follow the prompts to change your PIN the first time you call. The temporary PIN will be valid for 30 days following the date of the first contribution to your account.

Benefits Service Center representatives are available Monday through Friday from 7 a.m. to 7 p.m. Central time.

## Plan Your Future

At **MillimanBenefits.com**, you can find the latest information about your retirement benefits and initiate transactions quickly. You can also:

- ▶ Access your account information in English or Spanish.
- ▶ Chat online with a representative during Benefits Service Center hours.
- ▶ Use Guides that walk you step by step through plan transactions.
- ▶ Use the PlanAhead For Retirement® tool to model your retirement.
- ▶ Access the Financial Resource Center with articles, calculators, workbooks and videos to help you through your life stages.

# Thinking Ahead

## PlanAhead for Retirement<sup>®</sup>

The powerful PlanAhead for Retirement tool at **MillimanBenefits.com** will give you a complete picture of your progress toward your retirement goal. The online tool will help you figure out what you have saved for retirement, and what you'll need.

You can use this tool to model different scenarios to discover how increasing your contributions or changing your investment strategy will impact your results.

Enter your information once; the tool will retain it for you to access at any time.

## Your Quarterly Account Statement

Milliman will provide your quarterly retirement plan statement electronically with continuous access through the secure plan website **MillimanBenefits.com**. You can expect your electronic statements to be available approximately three weeks following the end of each calendar quarter. If you enter your email address on **MillimanBenefits.com**, you will automatically receive an email reminder when your statement is available for viewing.

At any time, you have the right to opt out of electronic delivery and request to receive paper statements. To do this, log on to **MillimanBenefits.com** and update your contact detail in your Personal Profile or call the Benefits Service Center.

This election is voluntary and can be changed at any time.



## Go Green

Give us your email address in the Personal Profile section. The website will allow you to input multiple email addresses and phone numbers. With eCommunications, all plan communications and notices will be provided to you electronically. You will receive confirmations online at the time a transaction is completed. When your quarterly statement is ready, the system will send a reminder email to your preferred email address. Phone numbers will be used only in the event that Milliman needs to contact you regarding your account.

**Mobile Access.** At your desk, on the phone, on the go – you've got access to your plan account. Access your account information, and enroll or change the amount you are saving, all from your smartphone. The mobile app is available on Google Play and the App Store. Search for **Milliman Mobile** and install the app on your mobile device.

This brochure is intended to provide a brief review of certain aspects of the Plan. If there are any discrepancies between the contents of this brochure and the Plan Summary, the terms of the Plan shall govern. Please refer to the Summary Plan Description for more information.