



## Ukpeaġvik Inupiat Corporation (and subsidiaries) Employees' Retirement Plan Highlights



### Joining the Plan

Participation in the Plan is open to employees of Ukpeaġvik Inupiat Corporation and its participating subsidiaries. You must be 18 years or older to participate in the Plan.

The following employees are not eligible to participate in the Plan:

- Employees covered by a collective bargaining agreement (unless specified otherwise in the agreement)
- Leased or reclassified employees
- Non-resident aliens

To begin making pretax or Roth deferrals into your investment account, you must use UIC's Human Capital Management (HCM) site. To enroll, select the **Life Event** tab on your personal home page. Select **I want to enroll or change my 401(k)**. Follow the prompts to elect your desired deferral percent on either a pretax or post tax (Roth) basis. Make sure to click the **Submit** button at the end to save your selections.

Payroll deductions will begin as soon as administratively feasible following your contribution election on the HCM site. Your contributions will automatically be invested in a JPMorgan SmartRetirement target date fund<sup>1</sup> based on your date of birth and anticipated retirement age of 65. You may sign on to the Wells Fargo website to change your investment selection at any time.

### Your contributions

You may contribute 1% to 100% of your salary with pretax contributions, Roth 401(k) contributions, or a combination of both. Together, both contribution types are subject to the annual IRS contribution limit of \$18,500 in 2018. The limit is a combination of pretax and Roth 401(k) deferrals, not including company matching contributions. If you are age 50 or older by the end of the calendar year, you may qualify to make additional "catch-up" contributions of up to \$6,000 in 2018. You may elect catch-up contributions on the HCM site.

You may stop, change or restart your contributions at any time by using the HCM site. Changes made to your contribution rate will be effective as soon as administratively feasible.

All contributions to the Plan are limited by the IRS to a maximum certified compensation, which for 2018 is \$275,000. Any contribution to the Plan will be based on your actual salary or the IRS maximum of \$275,000, whichever is less.

### Rollover contributions

If you have an existing 401(k) balance from a previous employer, you may roll that balance into the Plan at any time.

### Company contributions

#### Matching contributions

You are immediately eligible to receive matching contributions once you start contributing to the Plan. For every dollar you put in the Plan, pretax or Roth 401(k), UIC will contribute 100%, up to 3% of your salary. This matching contribution benefits all employees who make pretax and/or Roth contributions to the Plan. The match will be added to your account each payroll period if you qualify. Matching contributions are limited to 3% of the 2018 IRS maximum compensation of \$275,000. The company match also applies to catch-up contributions.

### Vesting

Vesting refers to the percentage of company contributions owned by you, and all contributions are immediately 100% vested. Upon termination or retirement you may withdraw 100% of all contributions made to your account during your years of employment.

### Investment direction

You decide how to invest all of your Plan account assets. You can choose from a range of investment alternatives available on the Wells Fargo website. You may change your investment elections for existing balances and future contributions and/or make transfers between your investment funds daily by calling the Retirement Service Center or by signing on to the Wells Fargo website. Information about the performance of the investments offered through the Plan is available after you sign on and click on the Plan name, through the **My Account** tab. This information is also available online via a variety of financial websites and in most major newspapers.

### Account statements

You will receive statements on a quarterly basis from Wells Fargo. Your statements will be posted to your online account and a printed copy will be automatically mailed to you once a year.<sup>2</sup> To view your statements online, sign on to your account at **wellsfargo.com**. Select your retirement plan name on the **Account Summary** page, then from your retirement plan dashboard select **My Account** and then **Statements**.

## Managing your account

The management of the Ukpeaġvik Iñupiat Corporation Employees' Retirement Plan and your personal account within the Plan is designed to be paperless. This means that all activities, **excluding enrollment and contribution rate changes**, will be initiated by you through the Wells Fargo website or by calling the Retirement Service Center. This includes:

- Investment changes
- Updates to beneficiary(ies)
- Loan requests
- Distribution requests
- PIN# changes/requests
- Information/form requests

## Participant loans

You may borrow up to \$50,000 or 50% of your vested balance, whichever is less. The minimum loan amount is \$1,000. You may have only one outstanding loan at a time, and must pay off any previous loan balance in full before taking a future loan (this includes any loans that have been deemed). To initiate a loan, calculate the amount available for a loan or model different loan scenarios, sign on to your retirement plan at [wellsfargo.com](https://www.wellsfargo.com).

For more information about the eligibility requirements for borrowing from your account please review the Plan's **loan policy**.

## Withdrawals

### Termination

The IRS has placed restrictions on when money may be withdrawn from your Plan account. The IRS defines retirement age as 59½. Withdrawals prior to this age will, with few exceptions, be subject to a 10% IRS penalty fee.

Once Wells Fargo receives notification of your termination with UIC, personalized distribution materials will be sent to your home outlining your distribution options and any applicable loan payoff information. If you have a current phone number on file with us, a Wells Fargo distribution consultant may contact you to discuss your distribution options or answer any questions you may have.

If you terminate employment and your account balance is greater than \$5,000, you may opt to leave your balance in the Plan and continue to manage it as you do now. If your balance is less than \$1,000 it will be distributed to you in a lump sum. If your balance is between \$1,000 and \$5,000, you will have 60 days from your date of termination to elect how you would like to receive your distribution. You may elect a lump sum distribution or a rollover to an IRA or another qualified Plan. If you do not make an election in 60 days, your balance will automatically be rolled over into an IRA with Inspira in your name.

### Age 70½ required minimum distributions

At age 70½, the IRS requires that you begin taking distributions from your account unless you are still employed. Wells Fargo will automatically set up a minimum required distribution schedule for you when you reach age 70½. Withdrawals and distributions are processed as soon as administratively possible after the request is made. To initiate a distribution, please sign on to the Wells Fargo website or call the Retirement Service Center.

You should consult with your tax advisor as to the income tax consequences of any withdrawals.

**Note:** To ensure that you receive information about your account and distribution options upon termination or retirement we must have your current address. **You are responsible for keeping your address current by reporting changes to your payroll department.**

### In-service withdrawals

If you reach age 59½ while still employed, you may begin taking distributions from your account while you continue to work. To initiate a distribution, please call the Retirement Service Center.

### Hardship withdrawals

Prior to age 59½, while you are still employed by UIC, you may take a hardship withdrawal from your vested account balance. A hardship is defined by regulation as the need to:

- Prevent eviction or foreclosure of your primary residence;
- Pay for post-secondary education for you or an immediate family member;
- Pay for extreme medical expenses not covered by insurance;
- Purchase a primary residence;
- Pay funeral expenses for a family member;
- Pay expenses due to damage to your primary residence by a natural disaster not covered by insurance.

**If a hardship withdrawal is made, your contributions to the Plan will be suspended for six months.**

Hardship withdrawals require documentation and are subject to ordinary income tax and a 10% IRS penalty if you are under age 59½. An employee who initiates a hardship withdrawal is responsible for reactivating deferrals upon completion of the six month suspense period.

If you feel that you are facing a financial hardship, you can request a distribution signing on to the Wells Fargo website or by calling the Retirement Service Center. The Summary Plan Description provides additional information about withdrawing your money from the Plan.

## Wells Fargo account access instructions

Go online wellsfargo.com	Retirement Service Center 1-800-728-3123
<p>First time user? Choose <b>Enroll</b> at the top of the page to get online access to your retirement account. You will be guided through a short series of questions; be sure to check the box indicating that you do not have an account number.</p> <p><b>Have other Wells Fargo accounts?</b> If you have other Wells Fargo accounts that you access online, sign on using your existing username and password, then select the name of your retirement plan.</p> <p><b>Don't automatically see your retirement plan account in your account summary?</b> Once you've signed on, visit the <b>Account Services</b> tab, then under <b>Account Information</b>, select <b>Add Account</b>. Your retirement account should be available to add.</p>	<p>To access your account by phone, you'll need your Social Security number (SSN) and your personal identification number (PIN), which is initially the last four digits of your SSN. You'll be required to change your PIN the first time you call.</p> <p><i>The Retirement Service Center offers 24-hour automated account access through a touch-tone phone. Representatives are also available Monday through Friday from 3:00 a.m. to 7:00 p.m. Alaska Time.</i></p>

<sup>1</sup>None of the services provided under target maturity investing are intended to constitute investment, financial, tax, or legal advice. The target maturity investment options have been selected by the plan sponsor (e.g., your employer), plan committee, or other plan fiduciary. In addition, the information contained herein does not constitute "investment advice" under the Employee Retirement Income Security Act of 1974. Your access to target maturity investing is subject to continued use by your plan sponsor.

<sup>2</sup>You may request a paper copy of your statement at any time and no additional cost by calling 1-800-SAVE-123 (1-800-728-3123); after entering your PIN select option 2, option 1, and option 1 to request a paper copy of your statement.

This communication is intended to summarize some of the benefits and requirements of the plan(s). It is not intended to provide a full description of all of the plans, programs, and policies, terms of eligibility, or restrictions. All statements made in this communication are subject to the terms of the official plan, program, and policy documents. In the event of a conflict between the official documents and this communication, the official plan documents are controlling. The Plan Sponsor reserves the right to amend, modify, or terminate each of its employer-sponsored plans, programs, and policies at any time, in whole or part, without notice for any reason.

For more information about the funds in your plans, obtain a current prospectus by calling the Retirement Service Center at 1-800-728-3123, visiting wellsfargo.com, or by calling UIC's Corporate Office at (907) 677-5201.

Recordkeeping, trustee, and/or custody services are provided by Wells Fargo Institutional Retirement and Trust, a business unit of Wells Fargo Bank, N.A.

### Investments in retirement plans

**NOT FDIC INSURED • NO BANK GUARANTEE • MAY LOSE VALUE**