Plan Highlights
The 403(b) Retirement Plan of Saratoga Hospital Inc.

The Retirement Plan of Saratoga Hospital Inc. (the "Plan") is a 403(b) plan that has been designed to support your efforts to save for a more secure financial future. By participating in the Plan, you can take advantage of:

- Valuable tax benefits;
- Professional investment management & cost efficiencies that come with being part of a large group;
- A great way to accumulate assets to help fund your retirement living expenses.

Participation in the Plan

You are eligible for immediate participation in the Plan. If you choose not to participate in the Plan, you must contact the Plan's record-keeper, Transamerica, in order to opt out. If you do not contact Transamerica to make an active election, you will be automatically enrolled as outlined below. You may access information about your 403(b) account any time by registering at **www.transamerica.com/portal/home** or by contacting Transamerica at **800-755-5801**. First time enrollees will need to create a user name and password, and walk through the welcome steps in order to view their account online. Occasionally, registration may not be available until after a pay check has been issued.

Automatic Enrollment & Auto-Escalation

Enrollment in the Plan is automatic (approximately 30 days after date of hire), if an active election has not been made by that time. Plan provisions allow Saratoga Hospital to establish a 2% pre-tax contribution to the Plan, which is withheld from your pay and sent to Transamerica on your behalf. Additionally, the Plan utilizes an "auto-escalate" feature to increase deferral amounts 1% each year around the anniversary of employment, up to a maximum of 8%. If you wish opt out of the default contribution rate or the auto-escalation feature, go to www.transamerica.com/portal/home or call Transamerica at 800-755-5801. You may restart contributions at any time.

Tax-Deferred Contributions

All contributions are paid into a custodial account at Transamerica, set up solely for the Plan's participants, and invested in accordance with the Plan's "default" Investment option – a T. Rowe Price Target Date Mutual Fund. The money in that account will be tax-deferred, which means income tax will not be owed on the principal investments or earnings until a distribution is taken from the Plan.

Employee Contributions

Employee contributions are made through payroll deductions as a percentage of gross compensation (i.e. amount before taxes and other deductions). You may elect to contribute any percentage of your eligible compensation, up to the maximum allowable *dollar amount* permitted by the IRS tax code for that calendar year*****. Doing so will reduce the net amount received in your paycheck(s), and deposit the difference in the custodial account at Transamerica for your future benefit. You may change your contribution percentage or stop/re-start contributions at any time by going to www.transamerica.com/portal/home or by contacting Transamerica at 800-755-5801.

*****The maximum you may contribute **for 2023 is $22,500**, with an additional catch-up contribution of $7,500 permitted for those age 50 and older, for a total of $30,000. This limit applies to the sum of *your* contributions when participating in more than one 401(k)/403(b) plan in a given year.

Choosing your Contribution Type

You may elect to contribute to your 403(b) account on a **Pre-Tax** basis, which *reduces current taxable income* (as well as taxes due on that income) in the current calendar year. Alternatively, you may make contributions on a **Roth** (post-tax) basis, in which case you pay the taxes on that income *now* and save the tax benefit for when you make a withdrawal. Your money still grows tax-deferred but – presuming you reach at least age 59 ½ and have held the Roth account for 5 years – you will not owe income tax on it when you take a distribution from the Plan.

Obtaining Guidance

Saratoga Hospital provides access to Retirement Education Consultants from The Okby Group at Morgan Stanley. These licensed financial advisors are available to assist you with online enrollment, processing a rollover, determining appropriate contribution types/amounts, financial planning or a multitude of other investment or financial-related concepts. You may schedule an appointment with Stephen Aguglia or Zach Zaloga via the online scheduling tools found on the 403(b) Retirement Plan page on SaraNet, or by calling 518-583-5601.

Employer Contributions

Saratoga Hospital is highly committed to helping you save for retirement. We recognize that setting money aside to secure your financial future can be very challenging so, to encourage you to save, the hospital may supplement your deferrals in two possible components: a *Non-Elective Contribution* and a *Matching Contribution*. To qualify for either one, you must complete an Eligible Year of Service (i.e., have performed work for at least 975 hours by the end of that payroll calendar year).

Both types of employer contributions are discretionary and will be determined each year. Similar to your own contributions, any deposits you receive from Saratoga Hospital will be based on a percentage of your eligible compensation within the applicable calendar year. They are deposited once annually in the first quarter that follows the end of the plan/calendar year, and may be received even after you've left employment.

Currently, the **Non-Elective Contribution** equals 2.75% of eligible compensation. To qualify for the Non-Elective Contribution, you must complete an Eligible Year of Service. That means a participant that does not contribute to their 403(b) account will still receive the Non-Elective component in a year when one is given.

The **Employer Matching Contribution** *requires you to contribute to the Plan* and complete an Eligible Year of Service (as described above). The matching percentage increases as your Eligible Years of Service within the Plan increase. At present, the matching percentage is as follows:

Years of Plan Eligible Service		Percentage of Eligible Compensation
0-5 Years	→	*up to* 0.8%
6-9 Years	→	*up to* 1.6%
10-20 Years	→	*up to* 2.4%
Over 20 Years	→	*up to* 3.0%

Note: only those contributing at least 2% of compensation (when assessed annually) will receive the *full* matching percentage.

Total Contributions

Each year the hospital will provide a formal communication indicating any changes in the Employer Contribution levels. Although both components of the Employer Contributions are discretionary, the chart below outlines how a participant contributing 2% may combine their own deferrals with Employer Contributions to enhance overall contributions to the Plan.

	Employer Matching		Employer Non-Elective		Total Employer		Employee		Total
0-5 Years	0.8%	+	2.75%	=	**3.55%**	+	2.0%	=	5.55%
6-9 Years	1.6%	+	2.75%	=	**4.35%**	+	2.0%	=	6.35%
10-20 Years	2.4%	+	2.75%	=	**5.15%**	+	2.0%	=	7.15%
Over 20 Years	3.0%	+	2.75%	=	**5.75%**	+	2.0%	=	7.75%

Vesting

Vesting occurs when a financial instrument or account becomes wholly owned by the investor or participant. You are always 100% vested in your own deferrals, which means that if you terminate employment for any reason, you would be able to take those funds with you. Employer Non-Elective and Matching Contributions, however, vest according to the following schedule:

1st Year: 0% 2nd Year: 25% 3rd Year: 50% 4th Year: 75% 5th Year: 100%

In order to receive credit for vesting in any given plan year, a participant must work at least 975 hours during that year. Participants are automatically vested upon death, permanent disability or upon attaining the Plan's Normal Retirement Age.

Normal Retirement Age

The Plan's normal retirement age is 59½. This entitles participants to immediate vesting of all employer contributions. If you terminate employment and have reached age 59½ prior to the termination date, you would be eligible to receive any Employer Contributions for that plan year, even when 975 service hours were not performed.

Rollover Contributions

You may rollover assets from a former employer's qualified retirement plan, or from any conduit IRA rollover account, into this Plan any time.

Benefit Statements

Account statements are generated quarterly and sent to your information on file. As such, it is important to keep your email and mailing address updated with Human Resources while you maintain a balance in the Plan. Statements are also available in your online account at www.transamerica.com/portal/home. You may avoid hard copy mailings by subscribing for e-documents at any time in your online account.

Withdrawals

Participant loans are not permitted under the Plan. Employees who remain actively employed by Saratoga Hospital, may make withdrawals only under the following circumstances.

- **In-Service Withdrawals**: Once a participant has reached the Plan's Normal Retirement Age (of 59½), the participant's vested account balance may be withdrawn at any time. This withdrawal may be subject to state and federal taxes, but no IRS penalty is assessed.
- **Hardship Withdrawals**: Hardship withdrawals are permitted prior to age 59½ but only for specific purposes, including the medical expenses of, college tuition of, or funeral expenses for immediate family members, or for purchasing a principal residence, preventing foreclosure/eviction from a principal residence, or paying for required repairs to a principal residence that qualify as a casualty deduction. Refer to the Summary Plan Description for more information or contact Transamerica at 800-755-5801 for complete details and required paperwork. Hardship withdrawals are subject to state and federal taxes, **and also come with a 10% penalty from the IRS**.

Distributions Upon Termination

Whenever funds are withdrawn from a pre-tax retirement account, a taxable event occurs. Your tax documents will indicate that you received additional income for that year and you may be taxed accordingly. In order to avoid a taxable event, you may rollover your vested account balance into an IRA or another employer's qualified retirement plan as soon as administratively feasible following your termination date. If your account balance is under $5,000 and no action is taken to complete a rollover, you will be automatically paid out approximately 60 days after your termination (which could result in a taxable event). If your account balance is greater than $5,000, you may leave your money in the Plan.

QUESTIONS ABOUT THIS PLAN – OR ANY OF THE DETAILS ABOVE – SHOULD BE DIRECTED TO BENEFITS@SARATOGAHOSPITAL.ORG.

This is not the complete description of your Plan, but only highlights of its principal provisions, and not every limitation or detail of the Plan is included. Every attempt has been made to provide concise and accurate information. However, if there is a discrepancy between this summary and the official Plan Document, the Plan Document shall prevail. To access the full Plan Document, go to SaraNet >> Employee Center >> Benefits & Pay >> 403(b) Retirement Plan.

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