



401k Enrollment and Annual Auto Escalation

Sight & Sound Ministries, Inc. offers a 401(k) Plan available to all employees age 18 and over, beginning with the first of the month following a mandatory 60-day waiting period from their date of hire.

- 1. To start setting up your account, Ascensus will mail an information letter to your home with directions on how to enroll via phone at 866-809-8146 or online at <https://myaccount.ascensus.com/rplink/account/login>.** This is where you will elect your contribution percent, investment plans, and determine your beneficiaries. You can choose to “opt out” by choosing a 0% contribution amount after you set up your account.
- 2. Sight & Sound will also provide an Automatic Enrollment for employees.** All employees and new hires who have not established their own enrollment elections will now automatically be enrolled in the plan at a 3% contribution rate.
- 3. If you do nothing, you will be automatically enrolled at 3%. This plan also includes an annual auto escalation feature.** Your contribution amount will increase by 1% each plan year. To opt out of the auto enrollment and auto escalate feature, you may enroll online by selecting a different contribution rate or choosing not to participate in the Sight & Sound 401(k) retirement plan.
- 4. After one full year of employment, new employees begin receiving a company match at the rate of 50% of the employee's contribution, up to a total maximum employer match of 3%.** For example:

Employee Contribution	Sight & Sound Match	Total Amount Deposited in Employee's 401k or Roth
2%	1%	3%
6%	3%	9%
10%	3%	13%

Please stop by Human Resources if you have any questions or visit the 401(k) section of Center Stage by going to Center Stage > Resources > HR & Benefits > 401k.

Lancaster, PA & Branson, MO

300 Hartman Bridge Road, Ronks, PA 17572 • 1001 Shepherd of the Hills Expressway, Branson, MO 65616

Tel (800) 377-1277 Fax (877) 662-4849 SIGHT-SOUND.COM