

The LAFAYETTE VENETIAN BLIND INC 401K RET SV PLAN

Join the plan



Because you deserve to retire on your own terms



Saving for retirement is about giving yourself choices.

You're putting yourself in the best position to influence what your retirement will look like.

The good news is that your employer has chosen a plan that can help make your vision a reality.

Join the plan

Planning made easy

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At Ascensus, we help nearly 7 million Americans save for the future. We partner with your employer and the financial professional for your plan to help you meet your retirement goals. With more than 30 years of industry experience, Ascensus has the insight and knowledge to help you succeed.

Ascensus provides administrative and recordkeeping services and is not a broker-dealer or an investment advisor.

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Why save now?

Saving for retirement is a worthwhile and achievable goal. The key is to take ownership of your savings by understanding how much you may need and making a plan.

70%

is roughly the amount of your annual pre-retirement income that many experts estimate you'll need for each year of retirement.¹

¹Center For Retirement Research at Boston College, *Social Security And Total Replacement Rates In Disability And Retirement*, <http://bit.ly/income-replace>, May 2018.

² Source for eggs per dozen, gas per gallon, coffee per pound: Bureau of Labor Statistics; Source for movie ticket: Box Office Mojo.

³ HealthView Services, *2017 Retirement Health Care Costs Data Report*, <http://bit.ly/soaring-healthcare-costs>, August 2017.

⁴ Social Security Administration, *Fast Facts & Figures about Social Security*, <http://bit.ly/SSA-fast-facts>, 2017.

Prepare today for the costs ahead.

While certain expenses may decrease, others may increase. Here are a few points to consider when thinking about your savings plan.

Living expenses are on the rise.²

Look at how prices for everyday items have increased in the last 20 years.

1998 to 2018



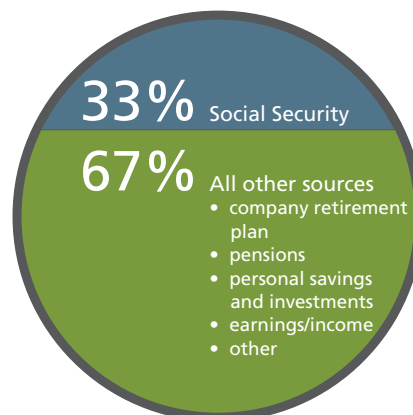
Healthcare may be your new mortgage payment.³

While you may have your home paid off by retirement, healthcare expenses could likely take its place.



Your retirement plan will likely be your largest source of income.⁴

Social Security may cover only a small portion of what you'll need—the rest would be up to you.



Time makes all the difference.

If you can boost your savings now, you'll give your money more time to grow. Consider the scenario below.

Who do you think comes out ahead?

- Sam starts saving early and keeps saving until retirement.
- Sherry starts saving early, but only saves for 16 years before stopping.
- Sally starts saving later, but saves double what Sam and Sherry save per year.

Projected monthly income in retirement [to age 90]



The results:

- Sam saves the most with more than **\$1,000** additional income per month in retirement.
- Sherry and Sally are neck-and-neck, although Sally contributed much more money to the account.

Put time on your side.

The illustrations above assume a retirement age of 65 and that the individual receives the monthly retirement payment shown until age 90. The amount saved until retirement assumes an annual investment return of 6%. The monthly payment amount in retirement assumes an annual investment return of 5%. The investment performance shown does not represent the return of any particular investment and does not guarantee any future rate of return.

The income in retirement does not reflect any taxes or penalties that may be due upon distribution. Withdrawals from a tax-deferred account before age 59½ are subject to a 10% federal penalty tax unless an exception applies.

Why use your plan?

Your plan offers important savings benefits to help you meet your goals.

Don't leave money on the table.

Your employer wants to see you succeed in retirement and is willing to help you along the way.

Profit sharing

Your plan includes a profit sharing feature, which means LAFAYETTE VENETIAN BLIND, INC. may make periodic contributions into your account on your behalf.

Convenience

A portion of your salary—as determined by you—will be deposited into your retirement account directly from your paycheck.

Ownership

The money you contribute to your account and any earnings on that money belong to you. You can take it with you throughout your career and every phase of life to use in retirement.

Tax advantages

Your money can be invested before taxes and you won't need to pay taxes on it until it's withdrawn. This reduces your taxable income each year and may allow your savings to grow faster over time.

Your plan also offers a Roth feature, which allows you to pay taxes up front so you can make withdrawals tax-free during retirement. Typically, the Roth feature is considered to be beneficial in the long term if you are a younger investor and/or if you think your income taxes will be higher at the time of your retirement.

One spot for all your retirement savings

If you have a retirement account from a previous employer, you can roll it into your LAFAYETTE VENETIAN BLIND, INC. account. To get started, use the rollover form on page 21.

How much is enough?

While the type of retirement you envision will determine exactly how much you'll need, here are some general guidelines that can help position you for the future.

Get into the savings habit.

- Consider saving 10% to 15% of your pay each year (including any contributions your employer might make).¹
- If you're saving below this amount, continue saving as much as possible and plan to make increases each year. Every bit toward retirement counts and can make a big difference.

Create opportunities to save.



Pack a lunch.²

Monthly savings = \$120



**Drop cable for
online streaming.**³

Monthly savings = \$35



Carpool to work.⁴

Monthly savings = \$35



Be a discount shopper.⁵

Monthly savings = \$40

Make saving a priority.

Life gets busy. Priorities change. Things happen. Still it's important to stay focused on retirement. Whether you're faced with financing a car, saving for a vacation, buying a home, or funding a college education, it shouldn't mean putting retirement savings on the back burner. Unlike other expenses, retirement can't be financed with a loan and you don't always have the option of putting it off. You'll be glad the money is there when you need it.

¹ CNN Money, *Ultimate Guide To Retirement*, bit.ly/ret-save-amt, accessed July 2018.

² Based on purchasing lunch 20 times a month at a minimum of \$10.00 per meal versus packing a \$4.00 lunch.

³ Based on paying \$34.99 a month for internet and \$20 a month for Sling TV versus \$89.99 a month for internet and cable: <https://cordcutting.com/cord-cutting-calculator>

⁴ Assumes a commute of 15 miles (each way), 5 days a week, in a vehicle getting 25.2 mpg, and an average gas price of \$2.96. Source for average vehicle mpg: Environmental Protection Agency, *EPA Highlights of CO2 and Fuel Economy Trends*, <http://bit.ly/avg-mpg> (preliminary number for 2017 model year). Source for average gas price: Bureau of Labor Statistics, May 2018.

⁵ Based on using a 20% coupon for a purchase of \$200 or greater once per month.

What ways can you invest?

You should feel comfortable making investment selections. Understanding the investments available to you can help you find a suitable approach to keep your savings strategy on target.

Here are the different ways you can invest your money.



By Default

Your savings will be invested here if you don't make investment elections during enrollment.



By Myself

You can create your own investment mix from the options offered in your plan.

By Default

Vanguard® LifeStrategy® Moderate Growth Fund Investor Shares

This is where your savings will be invested if you do not make any investment elections when you join the plan.

By Myself

Your plan allows you to choose investments from a lineup. Information on each investment's performance is available on your plan's retirement website or in the **Investment options** section of this guide.



Investment options

As of September 30, 2019

	Name/Type of investment	Annual net expense ratio	3-Month Total	1-Year Total	3-Year Annual	5-Year Annual	10-Year Annual	Since Inception	Inception Date
R	Target risk allocation								
	Vanguard® LifeStrategy® Conservative Growth Fund Investor Shares	0.12%	1.65%	7.04%	6.07%	5.43%	6.53%	6.87%	09/30/1994
	Vanguard® LifeStrategy® Growth Fund Investor Shares	0.14%	0.56%	3.10%	8.75%	6.93%	9.05%	7.97%	09/30/1994
	Vanguard® LifeStrategy® Income Fund Investor Shares	0.11%	2.16%	8.89%	4.66%	4.57%	5.17%	6.24%	09/30/1994
	Vanguard® LifeStrategy® Moderate Growth Fund Investor Shares	0.13%	1.13%	5.09%	7.44%	6.23%	7.88%	7.56%	09/30/1994
E	Equity								
	Dodge & Cox Stock Fund	0.52%	0.21%	-2.00%	11.34%	8.10%	12.01%	10.98%	01/04/1965
	Vanguard® 500 Index Fund Admiral™ Shares	0.04%	1.69%	4.22%	13.36%	10.80%	13.21%	6.33%	11/13/2000
	Vanguard® Global Capital Cycles Fund Investor Shares	0.33%	-0.75%	-2.45%	-10.08%	-3.48%	-5.83%	3.49%	05/23/1984
	Vanguard® Growth and Income Fund Investor Shares	0.33%	1.50%	2.21%	12.55%	10.40%	13.11%	10.13%	12/10/1986
	Vanguard® Mid-Cap Index Fund Admiral™ Shares	0.05%	0.61%	3.65%	10.67%	9.20%	13.05%	9.86%	11/12/2001
	Vanguard® Selected Value Fund Investor Shares	0.36%	2.26%	1.40%	8.08%	5.97%	11.22%	8.57%	02/15/1996
	Vanguard® Small-Cap Index Fund Admiral™ Shares	0.05%	-1.45%	-3.81%	9.62%	8.62%	12.38%	8.88%	11/13/2000
	Vanguard® Strategic Small-Cap Equity Fund Investor Shares	0.29%	-0.73%	-12.91%	6.43%	6.47%	12.13%	6.54%	04/24/2006
	Vanguard® Total World Stock Index Fund Admiral	0.10%	-0.04%	N/A	N/A	N/A	N/A	7.80%	02/07/2019
B	Bond								
	Vanguard® Short-Term Investment-Grade Fund Investor Shares	0.20%	0.97%	5.77%	2.36%	2.37%	2.73%	5.91%	10/29/1982
C	Money market/Stable value								
	Vanguard® Prime Money Market Fund Investor Shares ¹	0.16%	0.55%	2.35%	1.63%	1.05%	0.55%	4.91%	06/04/1975
O	Other								
	Vanguard® Energy Fund Investor Shares	0.37%	-5.79%	-18.15%	-1.27%	-4.43%	1.57%	9.77%	05/23/1984
	Vanguard® Health Care Fund Investor Shares	0.34%	-1.54%	-6.55%	6.18%	7.12%	13.33%	15.80%	05/23/1984
	Vanguard® Intermediate-Term Bond Index Fund Admiral™ Shares	0.07%	2.41%	12.43%	3.10%	3.93%	4.78%	5.15%	11/12/2001
	Vanguard® Total International Bond Index Fund Admiral™ Shares	0.11%	2.98%	11.28%	4.10%	4.54%	N/A	4.54%	05/31/2013

		3-month total	1-year total	3-year annual	5-year annual	10-year annual
Benchmark comparisons						

E	Morningstar US Large Cap TR USD	1.81%	4.23%	13.92%	11.05%	13.21%
B	Morningstar US Core Bd TR USD	2.28%	10.25%	2.89%	3.48%	3.81%
C	Morningstar Cash TR USD	0.61%	2.26%	1.36%	0.84%	0.45%

Note: Fund fact sheets and prospectuses with more investment information are available online.

Fund Disclosures

The performance data shown represent past performances, which is not a guarantee of future results. Investment returns and principal value will fluctuate, so investors' shares, when sold, may be worth more or less than their original cost. Current performance may be lower or higher than the

performance data cited. For performance data current to the most recent month-end, visit <https://myaccount.ascensus.com/rplink>. Figures for periods of less than one year are cumulative returns. All other figures represent annualized returns. Performance data shown does not reflect the deduction of sales loads or fees, where applicable, and, if reflected, the load or fee would reduce the performance quoted.

A Note About Risk:

All investing is subject to risk, including the possible loss of the money you invest. Investments that employ a “fund of funds” strategy and invest assets in other mutual funds are subject to the risks associated with those underlying funds.

The Fund is only available to retail investors (natural persons). You could lose money by investing in the Fund. Although the Fund seeks to preserve the value of your investment at \$1.00 per share, it cannot guarantee it will do so. The Fund may impose a fee upon the sale of your shares or may temporarily suspend your ability to sell shares if the Fund’s liquidity falls below required minimums because of market conditions or other factors. An investment in the Fund is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. The Fund’s sponsor has no legal obligation to provide financial support to the Fund, and you should not expect that the sponsor will provide financial support to the Fund at any time.

The Morningstar benchmarks listed above are provided solely for informational purposes and are not the benchmarks that the funds listed seek to track. The performance of the Morningstar benchmarks is not an exact representation of any particular investment, as you cannot invest directly in a benchmark. For more information about each fund’s benchmark, please see the fund’s prospectus.

Funds that concentrate on a relatively narrow market sector face the risk of higher share-price volatility.

Bond funds contain interest rate risk, the risk of issuer default, and inflation risk.

Prices of mid-cap stocks often fluctuate more than those of large-company stocks.

Prices of small-cap stocks often fluctuate more than those of large-company stocks.

Foreign investing involves additional risks including currency fluctuations and political uncertainty.

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Investment options

T Target date allocation **R** Target risk allocation **E** Equity **B** Bond **C** Money market/Stable value **O** Other

As of September 30, 2019

Vanguard® LifeStrategy® Conservative Growth Fund Investor Shares

Ticker: VSCGX
Expense Ratio: 0.12%

Fund Description: The investment seeks current income and low to moderate capital appreciation. The fund invests in other Vanguard mutual funds according to a fixed formula that reflects an allocation of approximately 60% of the fund's assets to bonds and 40% to common stocks. Its indirect bond holdings are a diversified mix of short-, intermediate-, and long-term US government, US agency, and investment-grade US corporate bonds; mortgage-backed and asset-backed securities; and government, agency, corporate, and securitized investment-grade foreign bonds issued in currencies other than the US dollar (but hedged by Vanguard to minimize foreign currency exposure).

Vanguard® LifeStrategy® Growth Fund Investor Shares

Ticker: VASGX
Expense Ratio: 0.14%

Fund Description: The investment seeks capital appreciation and some current income. The fund invests in other Vanguard mutual funds according to a fixed formula that reflects an allocation of approximately 80% of the fund's assets to common stocks and 20% to bonds. Its indirect bond holdings are a diversified mix of short-, intermediate-, and long-term US government, US agency, and investment-grade US corporate bonds; mortgage-backed and asset-backed securities; and government, agency, corporate, and securitized investment-grade foreign bonds issued in currencies other than the US dollar (but hedged by Vanguard to minimize foreign currency exposure).

Vanguard® LifeStrategy® Income Fund Investor Shares

Ticker: VASIX
Expense Ratio: 0.11%

Fund Description: The investment seeks current income and some capital appreciation. The fund invests in other Vanguard mutual funds according to a fixed formula that reflects an allocation of approximately 80% of the fund's assets to bonds and 20% to common stocks. Its indirect bond holdings are a diversified mix of short-, intermediate-, and long-term US government, US agency, and investment-grade US corporate bonds; mortgage-backed and asset-backed securities; and government, agency, corporate, and securitized investment-grade foreign bonds issued in currencies other than the US dollar (but hedged by Vanguard to minimize foreign currency exposure).

Vanguard® LifeStrategy® Moderate Growth Fund Investor Shares

Ticker: VSMGX
Expense Ratio: 0.13%

Fund Description: The investment seeks capital appreciation and a low to moderate level of current income. The fund invests in other Vanguard mutual funds according to a fixed formula that reflects an allocation of approximately 60% of the fund's assets to common stocks and 40% to bonds. Its indirect bond holdings are a diversified mix of short-, intermediate-, and long-term US government, US agency, and investment-grade US corporate bonds; mortgage-backed and asset-backed securities; and government, agency, corporate, and securitized investment-grade foreign bonds issued in currencies other than the US dollar.

Dodge & Cox Stock Fund

Ticker: DODGX
Expense Ratio: 0.52%

Fund Description: The investment seeks long-term growth of principal and income; a secondary objective is to achieve a reasonable current income. The fund invests primarily in a diversified portfolio of equity securities. It will invest at least 80% of its total assets in equity securities, including common stocks, depositary receipts evidencing ownership of common stocks, preferred stocks, securities convertible into common stocks, and securities that carry the right to buy common stocks. The fund may invest up to 20% of its total assets in US dollar-denominated securities of non-US issuers traded in the United States that are not in the S&P 500.

Vanguard® 500 Index Fund Admiral™ Shares

Ticker: VFIAX
Expense Ratio: 0.04%

Fund Description: The investment seeks to track the performance of a benchmark index that measures the investment return of large-capitalization stocks. The fund employs an indexing investment approach designed to track the performance of the Standard & Poor's 500 Index, a widely recognized benchmark of US stock market performance that is dominated by the stocks of large US companies. The advisor attempts to replicate the target index by investing all, or substantially all, of its assets in the stocks that make up the index, holding each stock in approximately the same proportion as its weighting in the index.

Investment options

T Target date allocation **R** Target risk allocation **E** Equity **B** Bond **C** Money market/Stable value **O** Other

As of September 30, 2019

Vanguard® Global Capital Cycles Fund Investor Shares

Ticker: VGPMX
Expense Ratio: 0.33%

Fund Description: The investment seeks long-term capital appreciation. The fund invests in US and foreign equity securities. It seeks to generate above average compounded returns by purchasing securities in companies and industries where capital spending is declining, and seeks to avoid companies, assets, and business models that can be easily replicated. The fund typically invests across a range of sectors, a mix of developed and emerging markets stocks, and typically holds companies across the market capitalization spectrum. It is non-diversified.

Vanguard® Growth and Income Fund Investor Shares

Ticker: VQNPX
Expense Ratio: 0.33%

Fund Description: The investment seeks to provide a total return (capital appreciation plus dividend income) greater than the return of the Standard & Poor's 500 Index. The fund invests at least 65% (and typically more than 90%) of its assets in stocks that are included in the index. Most of the stocks held by the fund provide dividend income as well as the potential for capital appreciation. The advisors use quantitative approaches to select a broadly diversified group of stocks that, as a whole, have investment characteristics similar to those of the S&P 500 Index, but are expected to provide a higher total return than that of the index.

Vanguard® Mid-Cap Index Fund Admiral™ Shares

Ticker: VIMAX
Expense Ratio: 0.05%

Fund Description: The investment seeks to track the performance of a benchmark index that measures the investment return of mid-capitalization stocks. The fund employs an indexing investment approach designed to track the performance of the CRSP US Mid Cap Index, a broadly diversified index of stocks of mid-size US companies. The advisor attempts to replicate the target index by investing all, or substantially all, of its assets in the stocks that make up the index, holding each stock in approximately the same proportion as its weighting in the index.

Vanguard® Selected Value Fund Investor Shares

Ticker: VASVX
Expense Ratio: 0.36%

Fund Description: The investment seeks long-term capital appreciation and income. The fund invests mainly in the stocks of mid-size US companies, choosing stocks considered by an advisor to be undervalued. Undervalued stocks are generally those that are out of favor with investors and are trading at prices that the advisor believes are below average in relation to measures such as earnings and book value. These stocks often have above-average dividend yields. It uses multiple investment advisors.

Vanguard® Small-Cap Index Fund Admiral™ Shares

Ticker: VSMAX
Expense Ratio: 0.05%

Fund Description: The investment seeks to track the performance of a benchmark index that measures the investment return of small-capitalization stocks. The fund employs an indexing investment approach designed to track the performance of the CRSP US Small Cap Index, a broadly diversified index of stocks of small US companies. The advisor attempts to replicate the target index by investing all, or substantially all, of its assets in the stocks that make up the index, holding each stock in approximately the same proportion as its weighting in the index.

Vanguard® Strategic Small-Cap Equity Fund Investor Shares

Ticker: VSTCX
Expense Ratio: 0.29%

Fund Description: The investment seeks long-term capital appreciation. The fund invests in small-capitalization domestic equity securities based on the advisor's assessment of the relative return potential of the securities. The advisor selects securities that it believes offer an appropriate balance between strong growth prospects and reasonable valuations relative to their industry peers. The advisor does this by using a quantitative process to evaluate all of the securities in the benchmark, the MSCI US Small Cap 1750 Index, while seeking to maintain a risk profile similar to that of the index. At least 80% of its assets will be invested in small-cap equity securities.

Investment options

T Target date allocation **R** Target risk allocation **E** Equity **B** Bond **C** Money market/Stable value **O** Other

As of September 30, 2019

Vanguard® Total World Stock Index Fund Admiral

Ticker: VTWAX
Expense Ratio: 0.10%

Fund Description: The investment seeks to track the performance of a benchmark index that measures the investment return of stocks of companies located in developed and emerging markets around the world. The fund employs an indexing investment approach designed to track the performance of the FTSE Global All Cap Index. The advisor attempts to sample the target index by investing all, or substantially all, of its assets in common stocks in the index and by holding a representative sample of securities that resembles the full index in terms of key risk factors and other characteristics.

Vanguard® Short-Term Investment-Grade Fund Investor Shares

Ticker: VFSTX
Expense Ratio: 0.20%

Fund Description: The investment seeks to provide current income while maintaining limited price volatility. The fund invests in a variety of high-quality and, to a lesser extent, medium-quality fixed income securities, at least 80% of which will be short- and intermediate-term investment-grade securities. High-quality fixed income securities are those rated the equivalent of A3 or better; medium-quality fixed income securities are those rated the equivalent of Baa1, Baa2, or Baa3.

Vanguard® Prime Money Market Fund Investor Shares

Ticker: VMMXX
Expense Ratio: 0.16%

Fund Description: The investment seeks to provide current income while maintaining liquidity and a stable share price of \$1. The fund invests primarily in high-quality, short-term money market instruments, including certificates of deposit, banker's acceptances, commercial paper, Eurodollar and Yankee obligations, and other money market securities. To be considered high quality, a security must be determined by Vanguard to present minimal credit risk based in part on a consideration of maturity, portfolio diversification, portfolio liquidity, and credit quality. The fund invests more than 25% of its assets in securities issued by companies in the financial services industry.

Vanguard® Energy Fund Investor Shares

Ticker: VGENX
Expense Ratio: 0.37%

Fund Description: The investment seeks to provide long-term capital appreciation. Under normal circumstances, the fund invests at least 80% of its assets in the common stocks of companies principally engaged in activities in the energy industry, such as the exploration, production, and transmission of energy or energy fuels; the making and servicing of component products for such activities; energy research; and energy conservation or pollution control.

Vanguard® Health Care Fund Investor Shares

Ticker: VGHGX
Expense Ratio: 0.34%

Fund Description: The investment seeks long-term capital appreciation. The fund invests at least 80% of its assets in the stocks of companies principally engaged in the development, production, or distribution of products and services related to the health care industry. These companies include, among others, pharmaceutical firms, medical supply companies, and businesses that operate hospitals and other health care facilities. It may also consider companies engaged in medical, diagnostic, biochemical, and other research and development activities. The fund may invest up to 50% of its assets in foreign stocks.

Vanguard® Intermediate-Term Bond Index Fund Admiral™ Shares

Ticker: VBILX
Expense Ratio: 0.07%

Fund Description: The investment seeks the performance of the Bloomberg Barclays US 5-10 Year Government/Credit Float Adjusted Index. Bloomberg Barclays US 5-10 Year Government/Credit Float Adjusted Index includes all medium and larger issues of US government, investment-grade corporate and investment-grade international dollar-denominated bonds that have maturities between 5 and 10 years and are publicly issued. All of its investments will be selected through the sampling process, and at least 80% of its assets will be invested in bonds held in the index.

Investment options

T Target date allocation **R** Target risk allocation **E** Equity **B** Bond **C** Money market/Stable value **O** Other

As of September 30, 2019

Vanguard® Total International Bond Index Fund Admiral™ Shares

Ticker: VTABX

Expense Ratio: 0.11%

Fund Description: The investment seeks to track the performance of a benchmark index that measures the investment return of non-US dollar-denominated investment-grade bonds. The fund employs an indexing investment approach designed to track the performance of the Bloomberg Barclays Global Aggregate ex-USD Float Adjusted RIC Capped Index (USD Hedged). This index provides a broad-based measure of the global, investment-grade, fixed-rate debt markets. It is non-diversified.

Note: Fund fact sheets and prospectuses with more investment information are available online.

Plan highlights

Eligibility requirements

To begin contributing to the plan, you must meet the following requirements. Continue reading for more details on the types of contributions available.

Your deferral contributions

All contribution requirements

- You must be at least 21 years of age.
- You must have worked at least 6 months as defined by the plan.

The following employees are excluded:

- Union employees
- Nonresident aliens with no US earned income

Enrollment period (entry date)

If you meet eligibility requirements, you may enroll in the plan on 02/01/2020.

Your deferral contributions

Pretax deferrals

Pretax deferrals are contributed into the plan on a pretax basis. Unlike the compensation you actually receive, pretax deferrals will not be taxed at the time they are paid by your employer. Instead, these deferrals and any earnings accumulated while invested in the plan will be taxable to you when withdrawn from the plan. This will reduce your taxable income for each year that you make a contribution. Through payroll deduction, you can contribute from 0% up to 100% of your salary pretax as long as the amount does not exceed \$19,500, which is the maximum limit for 2020 set by the Internal Revenue Service (IRS).

Roth deferrals

Roth deferrals are contributed to the plan from amounts that have already been treated as taxable income. Roth deferrals will not reduce your taxable income in the year in which you contribute a portion of your compensation into the plan. You may contribute from 0% up to 100% of your salary as a

Roth deferral as long as the total amount, when combined with any pretax deferrals, does not exceed the IRS contribution limit of \$19,500 for 2020.

When Roth deferrals are withdrawn, distributions—including contributions and any earnings—are tax free as long as certain requirements are met. In order to receive tax-free withdrawals, generally your money must remain in the account for five years and you must have reached age 59½, die, or become disabled.

Catch-up contributions

If you are age 50 or older, you are entitled to contribute an additional “catch-up contribution” beyond the maximum IRS limit of \$19,500 for 2020. This is intended to help employees boost their savings prior to retirement. The maximum catch-up contribution is \$6,500 for 2020.

Employer contributions

Profit sharing contributions

Your employer may make profit sharing contributions on your behalf.

Rollovers

You are allowed to roll over money from other qualifying retirement accounts into this account using the form on page 21.

There are important factors to consider when rolling over assets from an IRA or an employer retirement plan account. These factors include, but are not limited to, investment options in each type of account, fees and expenses, available services, potential withdrawal penalties, protection from creditors and legal judgments, required minimum distributions, and tax consequences of rolling over employer stock.

Vesting

Vesting refers to the amount of your retirement account savings that belongs to you.

Join the plan

Plan highlights

- The money that you contribute from your salary and the money it earns are always 100% vested.
- Any rollover contributions you make are always 100% vested.
- The money contributed on your behalf by your employer becomes vested based on the schedule(s) below:

Profit sharing contribution vesting schedule

Years of employment	Vesting %
0	0%
1	20%
2	40%
3	60%
4	80%
5	100%

Contribution changes

As you review and refine your savings strategy over time, you may choose to change the amount you save or how you invest your money. You may stop making or change contributions by going online or by contacting your employer. Once stopped, you have the option to begin contributing again in accordance with your plan's policy.

Withdrawals

Money can be withdrawn from your account if:

- You are age 59½ or older.
- You request an in-service withdrawal as defined by your plan.
- You no longer work for LAFAYETTE VENETIAN BLIND, INC..
- Death
- You experience a qualifying financial hardship, which, in general, can include the following:
 - the purchase of your primary residence
 - payment of tuition and related costs for you, your spouse, dependents, or children who are

no longer your dependents for post-secondary education

- payment of certain medical expenses
- prevention of eviction from or foreclosure on your primary residence
- funeral/burial expenses for a parent, spouse, child, or dependent
- repair of qualifying damages to your primary residence

Note: Withdrawals of certain types of elected deferrals and employer contributions may be subject to restrictions.

There are certain penalties and tax implications you should consider before making a withdrawal. In general, if you take a distribution from the plan before you are age 59½, a 10% early distribution penalty will apply to the taxable portion of your distribution. There are some exceptions to the 10% penalty.

In addition, if your distribution is eligible to be rolled over into another qualifying retirement account (e.g., an individual retirement account or IRA) and you choose to take the distribution rather than roll over the amount, 20% of the distribution must be withheld and remitted to the IRS as a credit toward the taxes you will owe on the distribution amount.

Your tax professional can provide guidance on potential outcomes of withdrawing money from your account.

Loans

While your retirement account is designed to be used when you retire, you can take a loan if a need arises. Loans may be taken from vested employer and applicable employee contributions.

Loans must follow these guidelines:

- You can only have 2 loan(s) outstanding at a time.

Plan highlights

- The amount you may borrow is limited by tax laws. In general, all loans will be limited to the lesser of one-half of your vested account balance or \$50,000.
- The minimum loan amount is \$750.
- Generally, all loans must be repaid within 60 months.
- Other requirements, limits, and certain fees may apply.
- The one-time cost of taking a loan is \$125.

Summary Plan Description

This enrollment guide offers an overview of The LAFAYETTE VENETIAN BLIND INC 401K RET SV PLAN. Greater detail and other important information about the plan's features and benefits are available in the Summary Plan Description (SPD), which will be provided to you separately. You are encouraged to review the SPD carefully and contact your employer with any questions. You may also examine a copy of the plan document, which contains all of the provisions that the IRS requires, by making arrangements with your employer. If there are any inconsistencies between this enrollment guide, the SPD, and the plan document, the plan document will be followed.

What's next?

Enrollment is only the first step in getting the most from your plan. Use this checklist to make sure you take advantage of all that is available to you. To access a wide range of planning resources designed to help you succeed, register online at <https://myaccount.ascensus.com/rplink>.

Your retirement account checklist

- Join the plan quickly and conveniently**
- Set and track progress** – Set, update, and track your goals using our interactive, online personal planning calculator.
- Review** – Decide if you want to consolidate your investments by rolling over outside retirement assets into this account.
- Learn more** – Go to your plan's website for easy access to planning tools, investment information, and details on how your plan works.
- Monitor performance** – Make a habit of going online to check your balance, see performance history, view account activity, and access your quarterly statements.
- Stay informed** – Get account updates through our online Message Center.
- Update your strategy** – At least once a year, make sure your personal goals, savings rate, and account settings are in line with your retirement strategy. Do this more frequently if a major life event occurs, such as a raise, marriage, a change in your beneficiaries, or the birth of a child.

Enrollment form

Name _____

first

middle initial

last

Social Security number _____ Email _____

Plan ID 630035

Join the plan—you have options for enrolling.

- Phone: 866-809-8146
- Paper: Complete this form and return it to your employer.

My savings

Choose how much you would like to save. Your elections must be made in increments of 1%. Additional information on tax benefits is provided under “Your deferral contributions” in the **Plan Highlights** section of this guide. You may choose more than one option.

Pretax Savings

\$_____ or _____% of my compensation each pay period will be deposited into my pretax retirement account.

Roth savings

\$_____ or _____% of my compensation each pay period will be deposited into my Roth retirement account.

I decline to participate in the plan.

I understand I can change this decision at any time.

Know your limits: The total amount you save in the plan cannot exceed the lesser of either 100% of your annual pay or \$19,500 for the 2020 calendar year.

Continued on back

Enrollment form

Name _____

first middle initial last

Social Security number _____ Email _____

Plan ID 630035

My investments

You have a choice when it comes to investing your retirement account assets. Helpful information on choosing investments is available in the **What ways can you invest?** section of this guide and on your plan's retirement website.

Important: If you don't make any investment elections but complete the rest of this form, you will be invested in Vanguard® LifeStrategy® Moderate Growth Fund Investor Shares.

Create a custom mix

Choose one or more investments as long as the total amounts to 100%. Your elections must be made in increments of 1%.

Information on each Investment's performance is available on your plan's retirement website and in the **Investment options** section of this guide.

Investment name	Investment %	Investment name	Investment %
Target risk allocation		Equity (Cont)	
Vanguard® LifeStrategy® Conservative Growth Fund Investor Shares	_____ %	Vanguard® Small-Cap Index Fund Admiral™ Shares	_____ %
Vanguard® LifeStrategy® Growth Fund Investor Shares	_____ %	Vanguard® Strategic Small-Cap Equity Fund Investor Shares	_____ %
Vanguard® LifeStrategy® Income Fund Investor Shares	_____ %	Vanguard® Total World Stock Index Fund Admiral	_____ %
Vanguard® LifeStrategy® Moderate Growth Fund Investor Shares	_____ %	Bond	
Equity		Vanguard® Short-Term Investment-Grade Fund Investor Shares	_____ %
Dodge & Cox Stock Fund	_____ %	Money market/Stable value	
Vanguard® 500 Index Fund Admiral™ Shares	_____ %	Vanguard® Prime Money Market Fund Investor Shares	_____ %
Vanguard® Global Capital Cycles Fund Investor Shares	_____ %	Other	
Vanguard® Growth and Income Fund Investor Shares	_____ %	Vanguard® Energy Fund Investor Shares	_____ %
Vanguard® Mid-Cap Index Fund Admiral™ Shares	_____ %	Vanguard® Health Care Fund Investor Shares	_____ %
Vanguard® Selected Value Fund Investor Shares	_____ %	Vanguard® Intermediate-Term Bond Index Fund Admiral™ Shares	_____ %
		Vanguard® Total International Bond Index Fund Admiral™ Shares	_____ %

My signature

Signature _____ Date _____

Your signature serves as acknowledgement that you agree to join the plan and authorizes payroll deductions from your compensation as indicated on this form. This election will remain in effect until you choose to change or discontinue payroll deductions.

Employer use only	
Signature of plan administrator _____	Date _____
<i>Note: To process this request in the most efficient manner, please use your employer website.</i>	

Beneficiary designation form

This form is used to select primary and contingent beneficiary(ies).

Name _____
first middle initial last

Social Security number _____ Email _____

Plan ID 630035

- I am not married – I understand that if I become married in the future, my spouse will be my primary beneficiary unless I complete a new beneficiary designation form and my spouse consents to my designation.
- I am married – I understand that my spouse will be my primary beneficiary, unless I designate a primary beneficiary other than my spouse on this form and my spouse signs the section entitled "Consent of spouse."

Beneficiary designation

The following individual(s) will be your beneficiary(ies). Please check primary or contingent for each individual beneficiary. If neither is checked, the individual will be deemed to be a primary beneficiary.

If any primary or contingent beneficiary dies before you, his or her interest and the interest of his or her heirs will terminate completely, and the percentage share of any remaining beneficiary(ies) will be increased on a pro rata basis. If no primary beneficiary(ies) survives you, the contingent beneficiary(ies) will acquire the designated share of your retirement account balance.

Primary Contingent
Beneficiary name _____ Percentage _____
Address _____
Tax ID (SSN/EIN) _____ Date of birth _____
Beneficiary type: Spouse Individual (Relationship _____) Entity Estate Trust

Primary Contingent
Beneficiary name _____ Percentage _____
Address _____
Tax ID (SSN/EIN) _____ Date of birth _____
Beneficiary type: Spouse Individual (Relationship _____) Entity Estate Trust

Primary Contingent
Beneficiary name _____ Percentage _____
Address _____
Tax ID (SSN/EIN) _____ Date of birth _____
Beneficiary type: Spouse Individual (Relationship _____) Entity Estate Trust

Primary Contingent
Beneficiary name _____ Percentage _____
Address _____
Tax ID (SSN/EIN) _____ Date of birth _____
Beneficiary type: Spouse Individual (Relationship _____) Entity Estate Trust

Check here if you are designating additional beneficiaries. Please attach a list that includes the information requested for the additional beneficiaries.

Continued on back

Beneficiary designation form

This form is used to select primary and contingent beneficiary(ies).

Name _____

first middle initial last

Social Security number _____ Email _____

Plan ID 630035

Consent of spouse

I am the spouse of the retirement account holder named above. I consent to the designation of beneficiary(ies) made on this form. I understand that if anyone other than me is designated as a primary beneficiary on this form, I am waiving any rights I may have to receive benefits under the plan when my spouse dies.

Spouse signature _____ Date _____

The signature of the spouse must be witnessed by a plan representative or notary public.

Plan representative/notary public _____ Date _____

Authorization

Account holder signature _____ Date _____

Witness signature _____ Date _____

Delivery instructions

Please return the completed beneficiary designation form to your employer.

Rollover form instructions

Review this information before completing the rollover form on the following pages.

- **How do I roll over my assets?**

By completing Part 1 and 2 of this rollover form and writing (or endorsing) your rollover check to the trustee or custodian, you can complete a rollover contribution to this plan.

- Part 1 of the form (on the back of this page) is what you will need to request a check to transfer your assets. The check should be returned to the Trust company per the instructions on the form.
- Part 2 of the form provides instructions on how to treat your rollover contribution. This form should be returned to your employer.

Important:

Review both Part 1 and Part 2 of the form carefully before taking action. Knowing what information you will need at each point will be helpful when you begin the process of rolling over your account. Your employer may ask you for additional information in order to verify that the funds you are contributing qualify as a rollover contribution.

Rollover form – Part 1

Check request

Name _____
first middle initial last

Social Security number _____ Email _____

Plan ID 630035

Request a check and have it sent to Ascensus Trust Company.

- Contact your retirement plan/account service provider to request a withdrawal of your account assets in the form of a check.
- The check should be payable to Ascensus Trust Company and include the Plan ID (provided above).
- Mail the check to:

Ascensus Trust Company
1655 43rd Street South
Suite 100
Fargo, ND 58103

- Your prior retirement plan/account service provider can send the check directly to Ascensus Trust Company. If instead the check is being returned to you, you must complete Part 1 of the rollover form (i.e., this page) and send it along with your check to Ascensus Trust Company. If you are sending more than one rollover check, use a separate form for each check.

My check details

Dollar amount on check: \$ _____

Date sent to Ascensus Trust Company (mm/dd/year): _____

Submitted by _____ Date _____
First middle initial last

Important:

- If the check is payable to you, you have 60 days to roll over the funds (i.e. have the check deposited into your retirement plan) or the entire amount becomes taxable.
- If you have any questions, please contact Participant Services at 866-809-8146.

Rollover form – Part 2

Savings and investment elections

Name _____
first middle initial last

Social Security number _____ Email _____

Plan ID 630035

Employer use only: Upon receipt of this form, verify that the plan document permits rollover contributions and that the rollover contribution qualifies for rollover treatment and that all information provided by the participant is accurate and complete.

Complete and return Part 2 of the Rollover form to your employer.

Important:

- This form may only be used to move (i.e., roll over) retirement plan assets from a retirement plan, traditional IRA, or SIMPLE IRA into your employer's plan.
- This form may not be used to request a rollover from this plan to another retirement plan.
- If more than one rollover contribution is being sent, use a separate form for each rollover contribution.
- If this rollover contribution is being made during or after the first year for which you must take a required minimum distribution, you cannot roll over any amount which constitutes a required minimum distribution. Please check with your employer for more information about this rule.
- If you are completing an indirect in-plan Roth rollover, the taxable amount of your rollover will be included in income. Your plan administrator may ask for additional information in order to verify that the funds you are contributing qualify as a rollover contribution.

My savings

1. The amount of my rollover contribution is \$ _____ (amount on check)
2. The amount of my rollover contribution attributable to after-tax (non-Roth) contributions is \$ _____
3. The amount of my rollover contribution attributable to Roth contributions is \$ _____
The date of my first Roth contribution was _____
4. The amount of my rollover contribution attributable to an in-plan Roth rollover completed under another plan is \$ _____
 The year in which I completed the in-plan rollover for the amount I am rolling over into the plan was _____
5. The amount of my plan rollover contribution that is an indirect in-plan Roth rollover is \$ _____
6. The rollover contribution is from the following type of plan: QP/401(k)/Roth401(k) plan 403(a) plan
 403(b) plan Governmental 457(b) plan
 Traditional IRA SIMPLE IRA
 Current plan

Note: If necessary, the retirement plan/account service provider can provide the information requested above.

Continued on back

Rollover form – Part 2

Savings and investment elections

Name _____
first middle initial last

Social Security number _____ Email _____

Plan ID 630035

My investments

You have choices for investing your rollover assets. Helpful information on choosing investments is available in the **What ways can you invest?** section of this guide and on your plan’s retirement website.

Important: If you don’t make any investment elections but complete the rest of this form, you will be invested in Vanguard® LifeStrategy® Moderate Growth Fund Investor Shares.

Invest my rollover contribution according to my current investment elections.

Check this box to invest your entire rollover contribution in the same funds and percentages you previously selected for your retirement plan contributions.

Make new investment elections for my rollover contribution.

Check this box if you choose to invest your rollover contribution in different funds and/or percentages than you previously selected. Choose one or more investments as long as the total amounts to 100%. Your elections must be made in increments of 1%.

Create a custom mix

Choose one or more investments as long as the total amounts to 100%. Your elections must be made in increments of 1%. Information on each Investment’s performance is available on your plan’s retirement website and in the **Investment options** section of this guide.

Investment name	Investment %	Investment name	Investment %
Target risk allocation		Equity (Cont)	
Vanguard® LifeStrategy® Conservative Growth Fund Investor Shares	_____ %	Vanguard® Small-Cap Index Fund Admiral™ Shares	_____ %
Vanguard® LifeStrategy® Growth Fund Investor Shares	_____ %	Vanguard® Strategic Small-Cap Equity Fund Investor Shares	_____ %
Vanguard® LifeStrategy® Income Fund Investor Shares	_____ %	Vanguard® Total World Stock Index Fund Admiral	_____ %
Vanguard® LifeStrategy® Moderate Growth Fund Investor Shares	_____ %	Bond	
Equity		Vanguard® Short-Term Investment-Grade Fund Investor Shares	_____ %
Dodge & Cox Stock Fund	_____ %	Money market/Stable value	
Vanguard® 500 Index Fund Admiral™ Shares	_____ %	Vanguard® Prime Money Market Fund Investor Shares	_____ %
Vanguard® Global Capital Cycles Fund Investor Shares	_____ %	Other	
Vanguard® Growth and Income Fund Investor Shares	_____ %	Vanguard® Energy Fund Investor Shares	_____ %
Vanguard® Mid-Cap Index Fund Admiral™ Shares	_____ %	Vanguard® Health Care Fund Investor Shares	_____ %
Vanguard® Selected Value Fund Investor Shares	_____ %	Vanguard® Intermediate-Term Bond Index Fund Admiral™ Shares	_____ %
		Vanguard® Total International Bond Index Fund Admiral™ Shares	_____ %

Rollover_Form_SHELL_P2B.pdf 11/20/2014

Rollover form – Part 2

Savings and investment elections

Name _____
first middle initial last

Social Security number _____ Email _____

Plan ID 630035

My signature

Signature _____ Date _____

Your signature serves as acknowledgment that you have provided accurate information and authorize the rollover of retirement account assets in accordance with this form as soon as administratively possible.

Employer use only
Signature of plan administrator _____ Date _____
Note: To process this request in the most efficient manner, please use your employer website.

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This is your opportunity. The decision to save today can shape your future. You'll thank yourself later.

Join the plan



Retire ready. Retire happy.

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