



# PLAN HIGHLIGHTS

LIFE CARE CENTERS OF AMERICA, INC.

## WHO CAN JOIN?

You are eligible immediately upon hire and may enroll in the plan as soon as administratively possible (usually a week from the date of your first paycheck). There is no age or hours worked requirement.

## HOW TO JOIN

1. Enroll in the plan by phone: 1 (833) 961-5273.
2. Complete a Life Care Centers of America, Inc. 401(k) Plan Beneficiary Designation form available:
  - ❖ On the back of the Summary Plan Description found at <https://lcca.com/associates/401k>
  - ❖ At VillageSquare/AssociateResources/401k
3. Return the completed form to Life Care by fax at (423) 339-8308 or mail it to:

Life Care Centers of America, Inc.  
ATTN: 401(k) Department  
P.O. Box 3480  
Cleveland, TN 37320

## YOUR CONTRIBUTIONS

### Employee contributions

You may choose to contribute from 1 to 100% of pay. Contributions to your 401(k) account are deducted from your paycheck each payroll period, subject to IRS limits. IRS limits are monitored by the payroll system.

You may contribute Employee pre-tax, Roth after-tax, or a combination of the two. When you reach the IRS annual contribution limit, certain age groups are able to contribute additional amounts called catch-up contributions.

### Rollover contributions

Rollovers are accepted immediately upon being hired.

## EMPLOYER CONTRIBUTIONS

### Employer matching contributions

- ❖ The plan permits discretionary matching contributions, which may be suspended at any time by action of the Board.
- ❖ The contribution is based on Employee pre-tax and/or Roth after-tax contributions.

## VESTING (OWNERSHIP)

You are always 100% vested in contributions you make to the plan: rollover, employee pre-tax, and Roth after-tax. Employer match contributions may be subject to a vesting schedule.

## PLAN LOANS

- ❖ A loan is allowed for any reason.
- ❖ The minimum loan amount is \$1,000. The maximum loan is 50% of your vested account balance, or \$50,000 less than your highest outstanding loan balance during the past 12 months (whichever is less).
- ❖ Loan principal and interest are paid back into your account, where they can grow tax deferred. As long as you make timely loan repayments, you do not pay taxes or penalties on your loan amounts.
- ❖ You may have only one loan outstanding at a time and must wait 30 days between loans.
- ❖ Loans which do not receive regular payments will default and become a taxable distribution.
- ❖ A suspension of loan payments may be requested while you are on an approved medical or military leave of absence.
- ❖ You may make loan payments directly to Empower if your payroll deduction stops for any reason.

## DISTRIBUTIONS

Lump sum distributions are allowed in the event of the following:

- ❖ Termination of employment
- ❖ Retirement
- ❖ Disability
- ❖ Death

Before you receive your distribution, information will be sent to you regarding the tax consequences. You may be required to pay a 10% penalty for early withdrawal if you are under age 59 1/2, in addition to regular income taxes. You will receive all of your contributions and vested employer matching contributions (if any), as well as investment gains or losses on those contributions, upon termination.

## WITHDRAWALS

- ❖ Withdrawals are allowed from employee pre-tax, Roth after-tax and employer match accounts as follows:
  - After age 59 1/2
  - For financial hardship
- ❖ Withdrawals are allowed from rollover accounts.

Financial hardship withdrawals are allowed only for payment of college education, for unreimbursed medical expenses, to avoid eviction, to purchase a primary home, for burial expenses, for certain deductible home repairs due to a natural disaster or for expenses and losses as a result of a federally declared disaster. In addition to regular income taxes, you may be required to pay a 10% IRS penalty for “early withdrawal” if you are under age 59 1/2.

## INVESTMENT OPTIONS

Through your retirement plan, you are able to allocate contributions to a variety of investment options. Please call 1 (833) 961-5273 to speak with a Participant Service Representative to request fund information. Fund information is also available online at [www.empowermyretirement.com](http://www.empowermyretirement.com). Please read the current fund information carefully before you invest. Past fund performance is no guarantee of future returns.

## 24-HOUR ACCOUNT ACCESS

You may access account information or make changes to your investments by calling Empower at 1 (833) 961-5273 or logging on to [www.empowermyretirement.com](http://www.empowermyretirement.com) for the following:

- ❖ Account balance information
- ❖ Fund information
- ❖ Transfer current account balances from one fund to another at the then-current net asset value
- ❖ Change how future contributions will be invested
- ❖ Change your contribution percentage
- ❖ Stop contributions
- ❖ Loan information and processing
- ❖ Hardship withdrawals

Transaction requests made by 4 p.m. Eastern Time will generally receive that business day's closing price. Requests made after 4 p.m. Eastern Time or on weekends or holidays will receive the next business day's closing price.

## MORE INFORMATION

You will receive account statements from Empower by mail or, if requested, by electronic delivery.

If you have questions about your retirement plan or need account information or internet access to your account, you may speak with an Empower Retirement Representative. Representatives are available Monday through Friday 8 a.m. to 10 p.m. and Saturday 9 a.m. to 5:30 p.m. Eastern Time at 1 (833) 961-5273.

You may also access interactive retirement planning calculators and a wealth of retirement plan information at [www.empowermyretirement.com](http://www.empowermyretirement.com).