



## **Roman Catholic Archdiocese of Boston 401(k) Retirement Savings Plan 2026 Automatic Enrollment/Automatic Escalation and Default Investment Notice**

Your employer is making saving for retirement under the RCAB 401(k) Plan even easier through an Automatic Enrollment feature for all benefit-eligible employees covered by the Plan. If you are not employed in a benefit-eligible position, this notice does not apply to you.

If you are a lay employee hired into a benefit-eligible position on or after September 1, 2015 (or who was rehired after, or first moved into a benefit-eligible position, on or after July 1, 2021) who did not waive participation in the Plan or otherwise make a deferral election, you were **automatically enrolled in the Plan** starting with your first paycheck on or after 45 calendar days from your date of eligibility in the payroll system, or as soon as administratively practicable thereafter. This means that amounts will be or have already been taken from your eligible pay and contributed to the Plan. These automatic contributions were 3% of eligible pay, on a pre-tax basis, for those with an eligibility date in the payroll system prior to August 19, 2024. These automatic contributions were 4% of eligible pay, on a pre-tax basis, for those with an eligibility date in the payroll system on or after August 19, 2024. **You can elect to opt out of Automatic Enrollment, contribute more, less, or even nothing.** Please see Question & Answer #3, below, for information on this option.

In addition to Automatic Enrollment, effective August 19, 2024, the Plan added an **automatic contribution escalation election feature** (“**Automatic Escalation**”), which will provide for annually increased contributions to a maximum of 5% of eligible pay each pay period. **To opt out of Automatic Escalation, you must timely elect out** (please see Question #6 below).

This Notice gives you important information about the Plan’s rules, including the Plan’s Automatic Enrollment feature, new Automatic Escalation feature, and employer matching contributions. This Notice covers these points, among others:

- Whether the Plan’s Automatic Enrollment and Automatic Escalation features apply to you;
- What amounts will be automatically taken from your pay and contributed to the Plan and when;
- How to opt out of Automatic Enrollment and/or Automatic Escalation;
- How does the Automatic Escalation feature work;
- What other amounts your employer will contribute to your Plan Account;

- How you can change the amount and type of your contributions;
- How your contributions will be invested;
- How you can change the investment allocation of your contributions;
- Where you can view Plan and investment-related information.

## 1. Does the Plan's Automatic Enrollment feature apply to me?

Yes, if you are a benefit-eligible lay employee hired, rehired, or changed to benefit-eligible after the dates described above, the Plan's Automatic Enrollment feature applies to you unless you opted out in writing with your payroll administrator (through November 30, 2022) or directly with Voya Financial (effective December 1, 2022) at [rcab.voya.com](http://rcab.voya.com) or (855) 817-1664 within 30 days of your eligibility date. If you make an election of how much you want to contribute, your contribution level will remain the same until you change it. You can always change your contribution level, including changing it to zero, online at [rcab.voya.com](http://rcab.voya.com) or by contacting Voya at (855) 817-1664 s.

If you transfer to a non-benefit-eligible position, your salary deferral contributions will remain in effect.

Automatic Enrollment does not apply to eligible priests.

## 2. If I do nothing, how much will be taken from my pay and be contributed to the Plan?

Contributions will continue to be taken out of your pay on a pre-tax basis if you do nothing. If you do not contact Voya to decline to be enrolled or to set up a deferral of your choosing within 30 days of your date of hire (or date of rehire or date of initial benefit eligibility) and your eligibility date in the payroll system is prior to August 19, 2024, 3% of your eligible salary for each pay period will continue to be taken from your salary on a pre-tax basis and contributed to the Plan. If your eligibility date in the payroll system is on or after August 19, 2024, 4% of your eligible salary for each pay period will continue to be taken from your salary on a pre-tax basis and contributed to the Plan. This amount will increase annually as described below, beginning as early as August 19, 2024. Your contributions to the Plan through Automatic Enrollment are not subject to federal (and applicable state) income tax at the time they are contributed. Instead, the contributions are and will be deposited into your 401(k) Plan account with Voya and may grow over time with earnings. Your Plan account balance will be subject to federal (and applicable state) income tax only when amounts are withdrawn. This helpful tax rule is a reason to save for retirement through pre-tax Plan contributions.

**3. I do not want to contribute anything to the RCAB 401(k) Plan. How do I opt out of Automatic Enrollment?**

You must contact Voya ([rcab.voya.com](http://rcab.voya.com) or (855) 817-1664) within thirty (30) days of your date of hire (or date of re-hire or date of initial benefit eligibility) to prevent the Automatic Enrollment process from starting. You can change your contribution level, including changing it to zero, online at [rcab.voya.com](http://rcab.voya.com) or by contacting Voya at (855) 817-1664 at any time. To receive a refund of deductions set up through Automatic Enrollment, you must contact Voya within 90 days of the first deduction's posting.

**4. How does the annual Automatic Escalation feature work?**

If you were first automatically enrolled in the Plan at a 3% pre-tax rate and have not changed your contribution election, your contributions have automatically been escalated to 4% of eligible pay on or after August 19, 2024, and will again be escalated to 5% of eligible pay on or after August 19, 2025. The first escalation date was the next anniversary of your hire date in the payroll system that was after August 19, 2024, and then the next escalation date will be the on the following anniversary of your hire date in the payroll system.

Alternatively, if you were first automatically enrolled in the Plan at a 4% pre-tax rate and have not changed your contribution election, your contributions will automatically be escalated to 5% of eligible pay on or after August 19, 2025. The escalation date will be the next anniversary of your automatic enrollment date that is on or after August 19, 2024.

Finally, if you have made an affirmative change to your automatic enrollment contribution (including an election to make Roth instead of pre-tax contributions) prior to August 19, 2024, or you were hired prior to the adoption of the Automatic Enrollment feature (and in either case are still making contributions to the Plan as a percentage of your pay), you will be subject to a 1% annual Automatic Escalation on the anniversary of your hire date until your contribution percentage is 5% of eligible compensation. The increased contributions will be in the same form (pre-tax or Roth) as your current election, except that if you have both a Roth and a pre-tax contribution, only the pre-tax contribution will be escalated.

The maximum Automatic Escalation contribution is 5%, combined between pre-tax and Roth, and no automatic increases will apply once you are contributing to the Plan at that level unless you affirmatively elect a participant-directed rate escalator.

**Example 1:** Ryan has a hire date in the payroll system of October 1, 2024 and was automatically enrolled with a 4% pre-tax contribution on November 15, 2024. Assuming Ryan does not opt out of Automatic Escalation (see Question #6 below), Ryan's total contribution rate will increase to 5% on the anniversary date of his automatic enrollment, or November 15, 2025

Example 2: Janet has a hire date in the payroll system of May 15, 2020 and is currently contributing 3% to the Plan as a Roth contribution. Assuming Janet does not opt out of Automatic Escalation (see Question #6 below), Janet's total contribution rate will increase to 4% on May 15, 2025; and to 5% on May 15, 2026.

Example 3: Sharon has a hire date in the payroll system of July 8, 2024 and is currently contributing 1% pre-tax and 1% Roth. Assuming Sharon does not opt out of Automatic Escalation (see Question #6 below), Sharon's total contribution rate will increase to 2% pre-tax and 1% Roth on July 8, 2025; to 3% pre-tax and 1% Roth on July 8, 2026; and to 4% pre-tax and 1% Roth on July 8, 2027. This is because employees with both pre-tax and Roth elections will only have their pre-tax elections automatically escalated, for a total Automatic Escalation maximum of 5%.

## 5. Are there participants who are not subject to Automatic Escalation?

Automatic Escalation will not be applied to the following categories of participants:

- Eligible priests
- Non-benefit-eligible participants (including participants who have moved from a benefit- eligible position to a non-benefit-eligible position)
- Participants who are not contributing to the Plan
- Participants who are contributing a fixed dollar amount per pay period to the Plan
- Participants with a contribution rate at or above 5%, whether pre-tax or Roth only, or a combination of the two
- Participants who have opted out of Automatic Escalation (see Question #6 below)

If you have previously affirmatively elected to participate in a participant-directed rate escalator through Voya, that election will remain in effect and will not be changed by the Plan's implementation of the Automatic Escalation feature.

## 6. I am happy with my current contribution rate and do not want to be subject to Automatic Escalation. How do I opt out of Automatic Escalation?

Prior to each annual scheduled escalation date, Voya will send you a reminder of the upcoming escalation. You will be required to take action promptly with Voya (either by logging in to [rcab.voya.com](http://rcab.voya.com) or calling (855) 817-1664) in order to effectively opt out. Once you opt out, the Automatic Escalation feature will no longer apply to you. Remember though, to receive the maximum matching contribution from the Plan, you must contribute at least 5% of eligible pay (see Question #7 below).

**7. In addition to the contributions taken out of my salary, what amount will my employer contribute to my 401(k) Plan account?**

Besides contributing the amounts taken from your pay, if you have at least one Year of Service as defined by Plan rules, are employed in a benefit-eligible position, and were subject to Automatic Enrollment as described above, your employer will make a matching contribution equal to the full 3% of your contribution. In addition, if your contributions to the Plan are above 3%, your employer will match 50 cents per dollar that you contribute, up to a maximum of an additional 2% of your pay contributed (for a total maximum matching contribution equal to 4% of eligible pay). Therefore, to get the most from these matching contributions, you should contribute at least 5% of your eligible pay each pay period. Note that 5% is more than the 3% Automatic Enrollment contribution rate, but it is the maximum contribution rate you will eventually reach if you are subject to Automatic Escalation. For more information about Years of Service, you can review the Plan document, which can be obtained from the Plan Administrator at the address listed at the end of this Notice or online at [catholicbenefits.org/forms-documents-2](http://catholicbenefits.org/forms-documents-2).

**8. When will my Account be vested and available to me?**

You will always be fully vested in your contributions to the Plan. You are also fully vested in safe harbor matching contributions made on or after January 1, 2016. To be fully vested means that the contributions (together with any investment gain or loss) will always belong to you, and you will not lose them when you leave your job. For more information about vesting, you can review the Plan document, which can be obtained from the Plan Administrator at the address listed at the end of this Notice or online at [catholicbenefits.org/forms-documents-2](http://catholicbenefits.org/forms-documents-2).

Even if you are vested in your Account, there are limits on when you may withdraw your funds. These limits may be important to you in deciding how much, if any, to contribute to the Plan. In general, for 401(k) plans, you may only withdraw vested money, including contributions you made to the Plan, after you leave your job, reach age 59½, or become disabled. If you have a hardship, you may also qualify to withdraw vested money before you leave your job. Also, there is a 10% federal tax penalty on distributions before age 59½, as well as federal and state income tax (except in the case of qualified distributions of Roth contributions). Loans are available from employee pre-tax, Roth, and rollover contributions.

**9. Can I change the amount of my contributions after Automatic Enrollment and Automatic Escalation begin?**

You can change the amount you contribute to the Plan at any time through Voya. If you do not want to contribute to the Plan, or if you would like to contribute a different amount than your current contribution, contact Voya at [rcab.voya.com](http://rcab.voya.com) or (855) 817-1664 to make a new deferral election. If you discontinue automatic contributions, your employer will treat

you as having chosen to make no further contributions. However, you can always choose to continue or restart your contributions by through Voya. If you make election changes, you will no longer be subject to the Automatic Escalation feature, however, you can set a participant-directed rate escalator at any time.

**10. What if I want to make my contributions on a Roth after-tax basis and not on a pre-tax basis?**

You must make any deferral election changes directly with Voya, including choosing the Roth option. To ensure that all contributions are made to the Plan on a Roth after-tax basis, you should make these changes with Voya ([rcab.voya.com](http://rcab.voya.com) or (855) 817-1664) no later than 30 days from your date of hire (or date of rehire or date of initial benefit eligibility). Roth contributions are also matched as described above.

**11. How will my contributions be invested?**

Voya is the recordkeeper for all contributions to the 401(k) Plan. The Plan lets you invest the contributions in a number of different investment choices. Unless you choose a different investment option or options, your contributions will be invested in the default investment option for the 401(k) Plan, which is the **American Funds Target Date Retirement** suite of funds. The American Funds investments are “target date” funds that are invested in a mix of stocks and bonds. The mix becomes more conservative as you age. The American Funds investment options are offered in five-year increments. The date of the fund in which you are defaulted is based on your projected retirement date (assuming a retirement age of 65). Participants who do not make an active election will be automatically defaulted into one of these American Funds mutual funds. If the default investment option changes at any time in the future, you will be notified.

You can obtain information on fees/expenses, historic returns, and a more detailed explanation of the American Funds Target Date Retirement Fund at [rcab.voya.com](http://rcab.voya.com) under **Investments** or by calling Voya at (855) 817-1664. Alternatively, you can review information about a specific Target Date fund and/or any of the Plan’s investment options, the list of investments, and additional information at [catholicbenefits.org/investment-options](http://catholicbenefits.org/investment-options). The default investment notice can be found on [catholicbenefits.org/forms-documents-2](http://catholicbenefits.org/forms-documents-2). Also, you can contact the Plan Administrator using the contact information at the end of this notice.

**12. How can I change the investment allocation of the contributions that will be made on my behalf by my employer to another investment choice available under the Plan?**

The Plan allows you to choose from a diverse set of investment options. A list of the Plan’s available investment options and a copy of the prospectus or information statement for each

investment option may be obtained at [catholicbenefits.org/investment-options](http://catholicbenefits.org/investment-options) or from Voya at (855) 817-1664 or at [rcab.voya.com](http://rcab.voya.com) under Investments.

You have the right to change the allocation of your investments at any time. If you elect to change the allocation of your account from the American Funds Target Date Retirement Fund, there are no fees or expenses imposed in connection with that transfer. But certain restrictions may apply if multiple transfers are made from any one account. See the fund prospectus or information statement at [rcab.voya.com](http://rcab.voya.com) under Investments for more details on restrictions on frequent transfers.

### **13. Where can I view Plan and investment-related information?**

To view current performance and investment-related information, log in to your account at [rcab.voya.com](http://rcab.voya.com) or call Voya at (855) 817-1664. If you have questions about the Plan's features or would like a paper copy of this information, please visit [catholicbenefits.org/401k](http://catholicbenefits.org/401k), email the Archdiocese of Boston Benefits Department at [benefits@rcab.org](mailto:benefits@rcab.org), or call them at (617) 746-5640.

### **14. How can I make or change my beneficiary designation(s)?**

The RCAB 401(k) Plan does not provide for a default beneficiary with respect to your account balance. If you do not designate a beneficiary, your beneficiary will be (a) your spouse, or if there be none at the time of your death, (b) your children in equal shares, or if there be none at the time of your death, (c) your parents in equal shares, or if there be none at the time of your death, (d) your estate. You should periodically review and then update your beneficiary designation if it does not reflect how you want your assets distributed upon your death. Reviewing and changing your beneficiary designation(s) in accordance with Plan rules can be made at [rcab.voya.com](http://rcab.voya.com) or by calling Voya at (855) 817-1664.

### **15. Who should I contact if I have any questions?**

If you have any questions about the Plan's investment choices, how the Plan works, or your rights and obligations under the Plan, or if you would like a copy of the Plan document, please contact the Plan Administrator at:

Carol Gustavson, Plan Administrator  
Roman Catholic Archdiocese of Boston  
66 Brooks Drive, Braintree, MA 02184  
(617) 746-5640 or [benefits@rcab.org](mailto:benefits@rcab.org)