

## MEMO

To: 401(K) Participants

From: Human Resources Department

Date: December 23, 2019

Re: **2020 SMG Retirement & Savings Plan 401(K)**

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The 2020 SMG Retirement and Savings Plan's 401(K) Employer Match will change effective January 1, 2020:

- SMG will match 100% of the first 3% of the annual salary that you contribute to the plan.

Employees hired prior to January 1, 2018 who would like to enroll in 401(K) must contact Fidelity. Employees hired after January 1, 2018 that were not auto enrolled 30 days after hire and would like to enroll in 401(K) must contact Fidelity. If you wish to make a change to your current 401(K) deferral please contact Fidelity Investments at 1-800-835-5097 and request to change to your deferral percentage, you may also do so online at [www.401k.com](http://www.401k.com). Changes become effective the first of the month following the change request (ex. January 1<sup>st</sup>, February 1<sup>st</sup>, March 1<sup>st</sup>, etc.), and concurrent with your local payroll schedule.

Employees who need to update their address for 401(K) must see the Human Resources Benefits Specialist.