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HEALTHY HABITS, ONE STEP AT A TIME



TRANSAMERICA®

# Your guide to the Lithko Contracting, LLC Retirement Savings Plan





# Brighten Your Outlook®

Welcome to the Lithko Contracting, LLC Retirement Savings Plan. Lithko Contracting, LLC has partnered with Transamerica who has more than 75 years of experience in retirement services, and is dedicated to helping you from the day you start saving to the day you retire—and every day after that. This guide provides tools and information to develop your retirement savings strategy quickly and easily.

## What you should know

**You have a valuable benefit.** Retirement might seem like a subject for another day, but your company provided retirement plan is an important benefit you shouldn't overlook. Your plan offers a powerful way to enhance your long-term financial well-being —by investing in yourself. It helps you brighten *Your Retirement Outlook®* (our barometer of your progress toward retirement readiness) to handle what could be the biggest expense of your life.

**You'll get some powerful planning tools.** On your **plan website**, **transamerica.com/portal/home**, you'll find what you need to make smart decisions, from our interactive tools to our automated investment services. The Transamerica app lets you put your plan in your pocket. And no matter how you access your account, you'll always know Your Retirement Outlook with a personalized "weather icon" (rainy, cloudy, partly sunny, or sunny) that makes it easy to see if your strategy has you on course toward your retirement income goal—or if you need to take action.

**We're here to help.** From easy-to-understand education to customer service, we'll be with you every step of the way to and throughout retirement. Go to your plan website or call our toll-free number for personalized account assistance, investment guidance, and retirement planning support.

## What you should do

**Join the plan!** Once you're eligible and start saving for your future, the easier it will be to ensure a comfortable life during retirement.

**Set up your online access.** Follow the instructions to create a username and password, then follow the enrollment path to choose contributions, investments, and more, or **call our toll-free number** (follow the prompts to access and secure your account using your voice).

**Determine your 401(k) Elective contribution rate.** Experts agree that most people will need to contribute at *least* 10% of pay to meet their income needs throughout retirement. Think about contributing at least enough to take advantage of your employer's full matching contribution. The tools on your plan website can help you decide how much to save.

**Make sure you're saving enough.** If your target seems out of reach, get there gradually by raising your contribution rate 1% or 2% a year, say, on your birthday.

If you'll be at least age 50 this year, you may be able to make extra **"catch-up"** contributions above the regular IRS limit.

**Determine your investing style.** Your plan enables you to diversify and rebalance your investments by making a single decision—or you can build your own portfolio by choosing among a wide range of carefully screened investment options.

**Complete your retirement profile** in our **OnTrack®** tool for a comprehensive view of *Your Retirement Outlook®* and specific ways you may be able to improve it. To get started, sign in to your account and click "Update" on your Account Overview page or "OnTrack" in the Resource Center menu.

**Name your beneficiaries.** This simple but important step ensures your account assets will go where you choose in the event of your death. Complete and submit the enclosed Beneficiary Designation form.

**You've been automatically set up to receive e-documents.** To help you save time, reduce clutter, and go green, you'll receive automatic email alerts when your account-related materials are available online.

**Consider consolidating.** If you have retirement accounts with other financial providers or in IRAs, you may **roll over**, or transfer, any portion of your balances to your plan account at any time. This could make planning easier, simplify your finances, and offer other benefits. Just make sure to review transfer fees other providers may impose, and consider whether a move would change features or benefits that may be important to you. For step-by-step guidance, email us at **consolidate@transamerica.com** or call **800-275-8714**.

*Employer-sponsored retirement plans may have features that you may find beneficial such as access to institutional funds, fiduciary selected investments, and other ERISA protections not afforded other investors. In deciding whether to do a rollover from a retirement plan, be sure to consider whether the asset transfer changes any features or benefits that may be important to you. Review the fees and expenses you pay, including any charges associated with transferring your account, to see if rolling over into an IRA or consolidating your accounts could help reduce your costs.*

The material in this retirement plan guide was prepared for general distribution. It is being provided for informational purposes only and should not be viewed as an investment recommendation. If you need advice regarding your particular investment needs, contact your financial professional.

# Plan highlights for the Lithko Contracting, LLC Retirement Savings Plan

*These highlights represent only an overview of plan provisions. For full details, including any conditions or restrictions, please refer to the Summary Plan Description (SPD) available from your benefits office.*

## Your contributions

### 401(k) Elective

#### Roth Deferral

##### Eligibility

**Age:** 18

**Service:** 3 month(s)

**Plan entry date:** As soon as administratively feasible following the date you met the eligibility requirements.

##### Contribution limits

Your traditional contributions are deducted from your paycheck before taxes each pay period. The IRS limits how much you can contribute each year; the current IRS annual limit is \$19,000. If you are (or will be) at least age 50 during the current calendar year, you can make additional "catch-up" contributions (\$6,000) above the regular IRS annual limit for the year. Please note these limits are indexed annually by the IRS.

Your plan allows you to contribute up to the maximum allowed by law.

- You may elect to increase or decrease your contribution once per payroll period. You may stop your contributions at any time. Changes will go into effect as soon as administratively feasible.

##### 401(k) Elective contribution or Roth Contributions?

You may save with traditional before tax dollars, after-tax Roth dollars, or a combination of both, up to the overall limits noted previously. In general, which to choose depends on whether you think you'll be in a higher or lower federal tax bracket when you withdraw your money than you are now. The Roth calculator on your plan website can help you determine which may be right for you.

##### Vesting

Vesting refers to your "ownership" of your account—the portion to which you are entitled even if you leave the plan. You are always 100% vested in your own contributions plus any earnings on them (including any rollover or transfer contributions you have made).



# Lithko Contracting, LLC contributions

## Matching contribution

### Qualified Match

#### Eligibility

**Age:** 18

**Service:** 3 month(s)

**Plan entry date:** As soon as administratively feasible following the date you met the eligibility requirements.

#### Contribution Amount

Lithko Contracting, LLC's matching qualified contributions are based on 100% of the first 3% of compensation that you contribute, plus 50% of the next 2% of pay that you contribute.

#### Vesting

You are always 100% vested in the Qualified Match contributions.

## Additional plan details

**Note:** You may *not* participate in the plan if you are:

- H2 visa employees
- Covered under a collective bargaining agreement that does not provide for participation in the plan
- A nonresident alien
- A leased employee
- Employed by a member of the employer's controlled group that does not adopt the plan

## Investment choices

You decide how your account will be invested among the available choices.

For detailed, up-to-date information on the investment options in your plan, including possible trading restrictions, please visit [transamerica.com/portal/home](https://transamerica.com/portal/home).

Lithko Contracting, LLC has chosen a default investment option, also known as a Qualified Default Investment Alternative (QDIA), which was selected for you in accordance with section 404(c)(5) of ERISA and other legal regulations. Even though you did not make an affirmative investment election, the plan fiduciary is not liable for any losses that result from investing your assets in the QDIA. This relief from liability applies whether or not the plan is intended to be a 404(c) plan. Unless you choose otherwise, your account will be invested in the QDIA, T Rowe Price Target Date Funds, which is a group of single target date funds; one will be chosen based on your assumed retirement age of 65.

The way contributions are invested in your account is referred to as your "investment allocation." You may change your allocation at any time.

In addition, you may transfer existing balances among your investment choices at any time (transfers may be subject to certain restrictions).

**Target Date Funds:** *These options generally invest in a mix of stocks, bonds, cash equivalents, and potentially other asset classes, either directly or via underlying investments,*



*and may be subject to all of the risks of these asset classes. The allocations become more conservative over time: the percentage of assets allocated to stocks will decrease while the percentage allocated to bonds will increase as the target date approaches. The higher the allocation is to stocks, the greater the risk. The principal value of the investment option is never guaranteed, including at and after the target date.*

## Loans

You may borrow from your account based on the following provisions (as a general rule, loans should be taken from retirement savings only as a last resort):

**Minimum loan amount:** \$1,000

You are only allowed 50% of your vested balance for a loan amount, this amount must be equal or greater than the loan minimum.

**Maximum loan amount:** the lesser amount of 50% of your vested account balance or \$50,000 reduced by the highest outstanding loan balance in the past year.

**Interest rate:** Prime interest rate plus 1%

**Loan term:** General loan: 1 - 5 Years

**Outstanding loans allowed:** 1

## Withdrawals and distributions

### In service

You may withdraw your vested balance while employed if you:

- Are at least age 59½
- Have certain contributions which allow in-service withdrawals at any time
- Experience financial hardship as defined in your Summary Plan Description

### After service

You may take distributions of vested funds from your account if you:

- Retire at the plan's normal retirement age of 65
- Terminate employment
- Become disabled

In addition, upon your death, your designated beneficiaries will receive any vested amount remaining in your account.

Generally, if you're no longer actively working for your employer as of April 1 of the year after you reach age 70 1/2, you are required to begin taking required minimum distributions (RMDs) from your account.



## Expenses and fees

Your costs to participate in the plan may include:

- General plan administrative fees for ongoing services such as recordkeeping, website management, and communication services.
- Investment expenses for operating and management expenses charged by the investment providers.
- Service fees on individual transactions initiated by you such as loans, certain withdrawals, overnight payments, etc.
- Also, in some cases your account may receive plan service credits if revenue we receive from fund companies toward plan administration is greater than the annual administrative fee.

For details on administrative fees and credits (if applicable), please see "Important Information Regarding your Plan" at the end of this guide or on the "Fund and Fee Information" in the Review menu of your plan website. Except for investment expenses, which are deducted from the investments you hold and reflected in your investment returns, actual fees and credits will appear on your quarterly account statements.

## 404(c) Notice

Your plan is intended to comply with ERISA section 404(c) and final regulation 2550.404c-1 of the Internal Revenue Code. This means you have the flexibility (and responsibility) to choose among the investment options provided under the plan in a way that best meets your objectives. In general, by providing you with this ability and a variety of investment choices, neither your plan sponsor nor Transamerica is liable for any losses that occur as a direct result of investing in the available options as directed by you or your beneficiary.

In addition to the information in this guide, you can obtain, upon request:

- Prospectuses, summary prospectuses, or similar documents relating to each investment option.
- Financial statements or reports or similar materials relating to each investment option.
- Information regarding the value of shares or units in the investment options as well as the date of valuation. (Please see your account statement.)
- A list of the assets comprising the portfolio of each investment option which will constitute "plan assets" under Reg. 2510.3-101, and the value of each such asset.

For any of the above, please contact:

Kila Birk  
Benefits Administrator  
Lithko Contracting, LLC  
2958 Crescentville Road  
West Chester, OH 45069  
Phone: 513-564-2039  
Fax: 513-860-1666

**Important: The projections or other information generated by the engine regarding the likelihood of various investment outcomes are hypothetical, do not reflect actual investment results, and are not guarantees of future results. Results derived from the tool may vary with each use and over time.** Please visit [transamerica.com/portal/home](https://transamerica.com/portal/home) for details on the criteria and methodology used, the tool's limitations and key assumptions, and other important information.





*Matching contributions are subject to plan vesting requirements. Descriptions of plan features and benefits are subject to the plan document, which will govern in the event of any inconsistencies.*

*Securities offered by Transamerica Investors Securities Corporation (TISC), 440 Mamaroneck Avenue, Harrison, NY 10528. Lithko Contracting, LLC has selected Transamerica Retirement Solutions as your retirement plan provider, but there are no other affiliations between Lithko Contracting, LLC and Transamerica or its affiliate, TISC.*



**PLAN HIGHLIGHTS**

## Important Disclosures

**Stable Value:** *An investment that seeks to preserve principal, and provide consistent returns and liquidity. Stable value investment choices seek capital preservation, but they do carry potential risks. Stable value investment choices may be comprised of or may invest in annuity or investment contracts issued by life insurance companies, banks, and other financial institutions. Stable value investment choices are subject to the risk that the insurance company or other financial institution will fail to meet its commitments, and are also subject to general bond market risks, including interest rate risk and credit risk.*

**Intermediate-Term Bonds:** *Debt securities issued by governments, corporations, and others, typically with durations of 3.5 to 6 years. The value of bonds changes in response to changes in economic conditions, interest rates, and the creditworthiness of individual issuers. Bonds can lose value as interest rates rise, and an investor can lose principal.*

**Government Bonds:** *Debt securities issued by governments or their agencies (e.g., U.S. Treasury Bills). The value of bonds changes in response to changes in economic conditions, interest rates, and the creditworthiness of individual issuers. Bonds can lose value as interest rates rise, and an investor can lose principal. Any U.S. government guarantees of the securities pertain only to those securities and not to portfolios that invest in them.*

**Balanced:** *Asset allocation investments may be subject to all of the risks of the asset classes in which they invest, which may include stocks and bonds as well as other types of investments. The higher the investment's allocation to stocks, the greater the risk. Asset allocation and diversification do not assure or guarantee better performance, cannot eliminate the risk of investment losses, and do not protect against an overall declining market.*

**Large-Cap Value Stocks:** *An investment category that mostly comprises stocks of large companies that are believed to be priced below what they are really worth. Stocks have historically offered the potential for greater long-term returns, but also entail greater short-term risks than other investments. Value stocks may be subject to special risks that have caused the stocks to be out of favor and undervalued in the opinion of the portfolio managers who invest in them.*

**Large-Cap Blend Stocks:** *An investment category that mostly comprises both value and growth stocks of large companies. Stocks have historically offered the potential for greater long-term returns, but also entail greater short-term risks than other investments. Blend strategies are subject to both growth and value risks.*

**Large-Cap Growth Stocks:** *An investment category that mostly comprises stocks of large companies whose earnings are expected to grow more quickly than the market average. Stocks have historically offered the potential for greater long-term returns, but also entail greater short-term risks than other investments. Most growth investments offer higher potential capital appreciation but usually at above-average risk. Growth stocks can perform differently than other types of stocks and the market as a whole and can be more volatile than other types of stocks.*

**Mid-Cap Value Stocks:** *An investment category that mostly comprises stocks of mid-size companies that are believed to be priced below what they are really worth. Stocks have historically offered the potential for greater long-term returns, but also entail greater short-term risks than other investment choices. Mid-cap stocks may be more vulnerable to market downturns, and their prices could be more volatile than those of larger companies. Value stocks may be subject to special risks that have caused the stocks to be out of favor and undervalued in the opinion of the portfolio managers who invest in them.*





**Mid-Cap Growth Stocks:** *An investment category that mostly comprises stocks of mid-size companies whose earnings are expected to rise faster than the market average. Stocks have historically offered the potential for greater long-term returns, but also entail greater short-term risks than other investment choices. Mid-cap stocks may be more vulnerable to market downturns, and their prices could be more volatile than those of larger companies. Most growth investments offer higher potential capital appreciation but usually at above-average risk. Growth stocks can perform differently than other types of stocks and the market as a whole and can be more volatile than other types of stocks.*

**Small-Cap Blend Stocks:** *An investment category that mostly comprises a blend of both value and growth stocks of small companies. Stocks of small companies involve additional risks, including a higher risk of failure, and are not as well established as large, blue-chip companies. Historically, small-company stocks have experienced greater price volatility than the overall market. Blend strategies are subject to both growth and value risks.*

**Small-Cap Growth Stocks:** *An investment category that mostly comprises stocks of small companies whose earnings are expected to rise faster than the market average. Small-company stocks involve additional risks, including a higher risk of failure, and are not as well established as large, blue-chip companies. Historically, small-company stocks have experienced greater price volatility than the overall market average. Growth stocks can perform differently than other types of stocks and the market as a whole and can be more volatile than other types of stocks.*

**Real Estate:** *This investment category focuses primarily on stocks offered by public real estate companies, for example, real estate investment trusts (REITs). Real estate securities are subject to the risks of owning real estate, including changes in real estate values and property taxes, interest rates, and cash flow of the underlying real estate assets. Investments that concentrate in particular real estate sectors, such as a region or industry, may be subject to greater volatility.*

**World/Foreign Stocks:** *This investment category focuses on stocks of companies primarily (world, a.k.a. global) or exclusively (foreign, a.k.a. international) outside the United States and involves special additional risks. These risks include, but are not limited to, currency risk, political risk, and risk associated with varying accounting standards. Investing in emerging, or developing, markets may accentuate these risks.*

**Target Date Funds:** *These options generally invest in a mix of stocks, bonds, cash equivalents, and potentially other asset classes, either directly or via underlying investments, and may be subject to all of the risks of these asset classes. The allocations become more conservative over time: the percentage of assets allocated to stocks will decrease while the percentage allocated to bonds will increase as the target date approaches. The higher the allocation is to stocks, the greater the risk. The principal value of the investment option is never guaranteed, including at and after the target date.*

**PortfolioXpress®:** *Transamerica's automated allocation and rebalancing service uses your plan's "core" investment options to offer a broadly diversified portfolio (the attached chart illustrates how your mix automatically becomes more conservative over time). PortfolioXpress® is a registered service mark of Transamerica Retirement Solutions Corporation (Transamerica). The service presents a series of asset allocation models based on a designated retirement year. You are solely responsible for selecting the retirement year. In implementing the service, you agree to each of the asset allocation mixes and automated rebalancing transactions that will take place over time within the account. You can change your target retirement year, or turn PortfolioXpress® off, at any time. You will bear the fees of the underlying funds in which your account is invested. You can cancel anytime without penalty. Retirement date portfolios are subject to the same risks as the underlying asset classes in which they invest. The higher the portfolio's allocation to stocks, the greater the risk. The principal value of the portfolio is not guaranteed at any time, including at and after the target date.*

*Matching contributions are subject to plan vesting requirements.*

*Descriptions of plan features and benefits are subject to the plan document, which will govern in the event of any inconsistencies.*

*Transamerica Investors Securities Corporation (TISC), 440 Mamaroneck Avenue, Harrison, NY, 10528, distributes securities products. Any mutual fund offered under the plan is distributed by that particular fund's associated fund family and its affiliated broker-dealer or other broker-dealers with effective selling agreements such as TISC. Bank collective trusts funds, if offered under the plan, are not insured by the FDIC, the Federal Reserve Bank or any other government agency and are not registered with the Securities and Exchange Commission. Group annuity contracts, if offered under the plan, are made available through the applicable insurance company. Any guarantee of principal and/or interest under a group annuity contract is subject to the claims-paying ability of the applicable insurer. Certain investment options made available under the plan may be offered through affiliates of Transamerica Retirement Solutions and TISC. These may include: (1) the Transamerica Funds (registered mutual funds distributed by Transamerica Capital Inc. (TCI) and advised by Transamerica Asset Management, Inc. (TAM)); (2) the Transamerica Retirement Solutions Collective Trust, a collective trust fund of Massachusetts Fidelity Trust Company (MFTC) (includes the Stable Pooled Fund); (3) group annuity contracts issued by Transamerica Financial Life Insurance Company (TFLIC), 440 Mamaroneck Avenue, Harrison, NY 10528 (includes the Stable Fund, the Fixed Fund, the Guaranteed Pooled Fund, and SecurePath for Life®); and (4) group annuity contracts issued by Transamerica Life Insurance Company (TLIC), 4333 Edgewood Road NE, Cedar Rapids, IA 52499 (includes SecurePath for Life®). Lithko Contracting, LLC has selected Transamerica as your retirement plan provider, but there are no other affiliations between Lithko Contracting, LLC and Transamerica, TISC, TCI, TAM, MFTC, TFLIC, or TLIC.*







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