

**TRANSFORM YOUR TOMORROW<sup>®</sup>**



## **Plan for Your Retirement**





## **WE ARE THE TOMORROW MAKERS<sup>®</sup>**

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At Transamerica Retirement Solutions, we understand that planning for retirement can be challenging, especially with the complexities of life. That's why we focus on helping you take control of your retirement savings strategy and chart an informed course toward your financial future.

This enrollment workbook provides tools and information to develop a retirement savings plan quickly and easily. As an established and respected provider of retirement services, our Transamerica team is dedicated to assisting you with your saving and investment needs both to and throughout retirement.

With more than 75 years of experience in the retirement services business, Transamerica and its affiliates create customized retirement plan solutions to meet the unique needs of organizations of every size. We are committed to helping organizations build a strong retirement plan benefit for their employees by offering a wide range of products and services.

**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.

Transamerica is an established retirement plan provider and helps more than 3.6 million retirement plan participants save and invest to live the life they want. For more information about Transamerica, please visit [TA-Retirement.com](http://TA-Retirement.com).

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Not FDIC Insured	May Lose Value
No Bank Guarantee	

# TRANSFORM YOUR TOMORROW<sup>®</sup>

## Enroll today!

The first step in your journey to retirement is enrolling in your organization-sponsored retirement savings plan. Simply review the following forms and instructions and submit the completed documents to your plan administrator. You can also access plan and account information online by visiting [TA-Retirement.com](http://TA-Retirement.com). Our website provides up-to-date information, helpful tips, and interactive tools to help you improve your retirement readiness, including a complete set of investment fact sheets.

Our automated telephone system also offers direct access to your plan account information. Call [800-401-8726](tel:800-401-8726) to access the system 24 hours a day, seven days a week. First-time callers are prompted to enter their Social Security number and their temporary personal identification number (PIN). Your temporary four-number PIN is your birth month and day (MMDD). A birth date of April 1 would be entered as 0401.

Our mobile app, **My TRSRetire**, lets you put your plan in your pocket. And no matter how you access your account, you'll always know *Your Retirement Outlook*<sup>®</sup> 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.

Remember, it's never too early or too late to save for retirement. We're here to help you start saving today for a more enjoyable tomorrow.

*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 your plan website for more information regarding the criteria and methodology used, the engine's limitations and key assumptions, and other important information.*

*This material 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.*

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# Welcome to CBR Management Services, Inc. 401(k) Plan - CBR Management Services, Inc.

## Enroll today!

Online Registration Instructions

*Please Note: You can enroll today or any day in the future. Generally, the contribution you elect will go into effect on the plan's next entry date; however, you will need to check with your employer to find out the exact date your payroll deductions will start. Refer to your enrollment workbook or Summary Plan Description for your plan's specific entry dates.*

**To enroll online sign in to:  
TA-Retirement.com**

***In order to enroll online you will need to provide us with your current e-mail address. If you do not have an e-mail address you can enroll via the telephone. Please refer to the telephone instructions on the next page.***

- Click on the **First time user? Register here** link located on the top left-hand corner of your screen within the "Your Account: LOGIN" section.
- Select "I am an employee" and click **Continue**.
- Enter your Social Security Number and click **Continue**.
- Enter your Date of Birth and ZIP/Postal Code and click **Next**.
- Create your own unique Username and Password and click **Next**.
- Read and Review the site Terms of Use. If you agree to the terms, please click **Agree**. If you do NOT agree, do not click **Agree** and call us at (800)-401-TRAN (8726).
- Read and Review the Consent to Do Business Electronically agreement. If you agree to the consent, please click **Agree**. If you do NOT agree, do not click **Agree** and call us at (800)-401-TRAN (8726).
- On the Welcome to Plan Enrollment screen, please click on **Start**
- From this point forward follow the simple online instructions which will help you to set up or make changes to your contribution rate, investment choices, and future contribution elections.
- If you decide to opt out of automatic enrollment, you will need to change your contribution rate to 0%.

**If you cannot enroll online, please see next page for Telephone Enrollment Instructions.**

By completing the enrollment process online, you are authorizing payroll deduction of plan contributions. Authorization of plan contributions constitutes a "cash or deferred arrangement" under section 401(k) of the Internal Revenue Code and such contributions are subject to the withdrawal restrictions of the plan. Contributions made to the plan are subject to certain limitations imposed by Federal law and these contributions may be refunded to comply with these laws. By submitting this authorization online, you understand that neither CBR Management Services, Inc., the plan trustee, their affiliates nor their investment choices are liable for any loss when acting upon your instructions believed to be genuine.

# Welcome to CBR Management Services, Inc. 401(k) Plan - CBR Management Services, Inc. Enroll today!

Telephone Registration Instructions

To enroll by phone:  
800-401-TRAN (8726)

To utilize the phone enrollment process you will need to use a touchtone phone.

**Press 1** for English

**Press 2** for Spanish

**You will then be prompted to enter your 9-digit Social Security number followed by the pound sign (#), and your 4-digit PIN (Personal Identification Number). Your default PIN is your month and day of birth in MMDD format, followed by the pound sign (#).**

## 1. PERSONALIZE YOUR PIN

As a first time user, you will be prompted to change your PIN on initial use. The system will request you to enter your new 4-digit PIN, followed by the pound sign (#). Re-enter your 4-digit PIN, followed by the pound sign (#) to confirm. A message will indicate that your PIN was changed successfully. A confirmation will be mailed to your address.

## 2. ENROLLMENT DISCLOSURE

You will be asked to complete the telephone enrollment process. The disclosure message will ask you if you agree to the terms and conditions of utilizing the enrollment process. Listen carefully to the terms and conditions, **Press 1** to agree to the terms and conditions of enrollment.

## 3. SET UP DEFERRAL/CONTRIBUTION RATE

Your contribution rate is the amount that will be withheld from each paycheck. Enter the rate to be withheld from each paycheck followed by the pound sign (#), **Press 1** to confirm the rate. The contribution rate you select will be sent to your employer to be deducted from your paycheck based on payroll cutoff dates.

## 4. SET UP INVESTMENT ELECTIONS (See Investment Choices Worksheet)

Your contributions will be invested according to the selections you make here. You will be prompted to enter the percentage to be allocated to each investment option in your plan until the total allocated equals 100%. Percentages must be in whole percentage increments. **Press 1** to confirm your elections. A confirmation will be mailed to your address.

You have successfully completed the phone enrollment process and you may now hang up to end the call or hold and you will be connected to the main menu.

\* If we do not have a date of birth on file, your PIN is a randomly generated number as indicated in your enrollment letter.

By completing the enrollment process by phone, you are authorizing payroll deduction of plan contributions. Authorization of plan contributions constitutes a "cash or deferred arrangement" under section 401(k) of the Internal Revenue Code and such contributions are subject to the withdrawal restrictions of the plan. Contributions made to the plan are subject to certain limitations imposed by Federal law and these contributions may be refunded to comply with these laws. By submitting this authorization by phone, you understand that neither CBR Management Services, Inc., the plan trustee, their affiliates nor their investment choices are liable for any loss when acting upon your instructions believed to be genuine.

This worksheet is designed to help you enter your investment selections during the enrollment process. Please don't submit this worksheet.

**Option A: Target Date Series**

The Target Date Series investment choices are designed for you to allocate 100% of your contribution to the one investment choice that most closely matches your projected retirement date. These investment options are diversified and structured to grow more conservative as the investment option's target date approaches.

Select only one, otherwise proceed to Option B.

	<b>Check One</b>
R05T TA BlackRock Lifepath Index Retirement Ret Acct (Class: N/A)	<input type="checkbox"/> 100%
R08I TA BlackRock Lifepath Index 2020 Ret Acct (Class: N/A)	<input type="checkbox"/> 100%
R05V TA BlackRock Lifepath Index 2025 Ret Acct (Class: N/A)	<input type="checkbox"/> 100%
R08J TA BlackRock Lifepath Index 2030 Ret Acct (Class: N/A)	<input type="checkbox"/> 100%
R05W TA BlackRock Lifepath Index 2035 Ret Acct (Class: N/A)	<input type="checkbox"/> 100%
R08K TA BlackRock Lifepath Index 2040 Ret Acct (Class: N/A)	<input type="checkbox"/> 100%
R05X TA BlackRock Lifepath Index 2045 Ret Acct (Class: N/A)	<input type="checkbox"/> 100%
R08L TA BlackRock Lifepath Index 2050 Ret Acct (Class: N/A)	<input type="checkbox"/> 100%
R17X TA BlackRock Lifepath Index 2055 Ret Acct (Class: N/A)	<input type="checkbox"/> 100%
R1MD TA BlackRock Lifepath Index 2060 Ret Acct (Class: N/A)	<input type="checkbox"/> 100%

**Option B: Asset Allocation Series**

The Asset Allocation Series are designed for you to allocate 100% of your contributions to the one investment choice that most closely matches your investment mix reflective of your selected time horizon. Select only one, otherwise proceed to Option C.

	<b>Check One</b>
R0II Manning & Napier Pro-Mix Conservative Term Ret Acct (Class: N/A)	<input type="checkbox"/> 100%
R0IL Manning & Napier Pro-Mix Moderate Term Ret Acct (Class: N/A)	<input type="checkbox"/> 100%
R0IJ Manning & Napier Pro-Mix Extended Term Ret Acct (Class: N/A)	<input type="checkbox"/> 100%
R0IK Manning & Napier Pro-Mix Maximum Term Ret Acct (Class: N/A)	<input type="checkbox"/> 100%
R0JK TA Vanguard LifeStrategy Income Ret Acct (Class: Investor)	<input type="checkbox"/> 100%
R0JI TA Vanguard LifeStrategy Conservative Growth Ret Acct (Class: Investor)	<input type="checkbox"/> 100%
R0JL TA Vanguard LifeStrategy Moderate Growth Ret Acct (Class: Investor)	<input type="checkbox"/> 100%
R0JJ TA Vanguard LifeStrategy Growth Ret Acct (Class: Investor)	<input type="checkbox"/> 100%

**Option C: Create Your Own Investment Portfolio**

If you prefer to create your own investment portfolio, just select from the following available investment choices. All elections must be in whole percentages and total 100%. If you elect to join the plan and fail to make an investment election, or your elections do not equal 100%, your contribution will be invested in the Target Date Series that most closely matches a projected retirement age at 65.

Asset Class	Sub Asset Class	Investment Choice	% of Contribution
<b>Short Bonds/Stable/MMkt</b>	<i>Stable Value</i>	Q1QV Transamerica Stable Value Core Account (Class: N/A)	_____ .0%
<b>Interm./Long-Term Bond</b>	<i>Intermediate-Term Bonds</i>	R05B State Street U.S. Bond Index Ret Acct (Class: N/A)	_____ .0%
	<i>Government Bonds</i>	R1D6 DFA Inflation-Protected Securities Portfolio Ret Acct (Class: I)	_____ .0%
<b>Large-Cap Stocks</b>	<i>Large-Cap Value Stocks</i>	R08Q State Street Russell Large Cap Value Index Ret Acct (Class: N/A)	_____ .0%
	<i>Large-Cap Blend Stocks</i>	R08M TA Vanguard Total Stock Market Index Ret Acct (Class: Admiral)	_____ .0%
		R045 Transamerica Partners Stock Index Ret Acct (Class: N/A)	_____ .0%
	<i>Large-Cap Growth Stocks</i>	R08S State Street Russell Large Cap Growth Index Ret Acct (Class: N/A)	_____ .0%
<b>Small/Mid-Cap Stocks</b>	<i>Mid-Cap Blend Stocks</i>	R05A State Street S&P Mid Cap Index Ret Acct (Class: N/A)	_____ .0%

Asset Class	Sub Asset Class	Investment Choice	% of Contribution
	<i>Small-Cap Value Stocks</i>	R05S State Street Russell Small Cap Value Index Ret Acct (Class: N/A)	_____ .0%
	<i>Small-Cap Blend Stocks</i>	R057 State Street Russell Small Cap Index Ret Acct (Class: N/A)	_____ .0%
	<i>Small-Cap Growth Stocks</i>	R08R State Street Russell Small Cap Growth Index Ret Acct (Class: N/A)	_____ .0%
	<i>Real Estate</i>	R08D TA Vanguard REIT Index Ret Acct (Class: Admiral)	_____ .0%

**International Stocks**

<i>World/Foreign Stocks</i>	R059 State Street International Index Ret Acct (Class: N/A)	_____ .0%
<i>Emerging Market Stocks</i>	R1XL State Street Emerging Markets Index Ret Acct (Class: N/A)	_____ .0%

**Multi-Asset/Other**

<i>Target Date Investment Choices</i>	R05T TA BlackRock Lifepath Index Retirement Ret Acct (Class: N/A)	_____ .0%	
	R08I TA BlackRock Lifepath Index 2020 Ret Acct (Class: N/A)	_____ .0%	
	R05V TA BlackRock Lifepath Index 2025 Ret Acct (Class: N/A)	_____ .0%	
	R08J TA BlackRock Lifepath Index 2030 Ret Acct (Class: N/A)	_____ .0%	
	R05W TA BlackRock Lifepath Index 2035 Ret Acct (Class: N/A)	_____ .0%	
	R08K TA BlackRock Lifepath Index 2040 Ret Acct (Class: N/A)	_____ .0%	
	R05X TA BlackRock Lifepath Index 2045 Ret Acct (Class: N/A)	_____ .0%	
	R08L TA BlackRock Lifepath Index 2050 Ret Acct (Class: N/A)	_____ .0%	
	R17X TA BlackRock Lifepath Index 2055 Ret Acct (Class: N/A)	_____ .0%	
	R1MD TA BlackRock Lifepath Index 2060 Ret Acct (Class: N/A)	_____ .0%	
	<i>Asset Allocation Investment Choices</i>	R0II Manning & Napier Pro-Mix Conservative Term Ret Acct (Class: N/A)	_____ .0%
		R0IL Manning & Napier Pro-Mix Moderate Term Ret Acct (Class: N/A)	_____ .0%
		R0IJ Manning & Napier Pro-Mix Extended Term Ret Acct (Class: N/A)	_____ .0%
		R0IK Manning & Napier Pro-Mix Maximum Term Ret Acct (Class: N/A)	_____ .0%
R0JK TA Vanguard LifeStrategy Income Ret Acct (Class: Investor)		_____ .0%	
R0JI TA Vanguard LifeStrategy Conservative Growth Ret Acct (Class: Investor)		_____ .0%	
R0JL TA Vanguard LifeStrategy Moderate Growth Ret Acct (Class: Investor)		_____ .0%	
R0JJ TA Vanguard LifeStrategy Growth Ret Acct (Class: Investor)	_____ .0%		

**Total for all investment choices must equal 100%: 100.0%**



# CBR Management Services, Inc. 401(k) Plan - CBR Management Services, Inc.

932385-00001

Rollover Form

## Five Simple Steps

1. Contact your plan administrator or refer to your Summary Plan Description to make sure you're eligible to roll over your plan account balance from a prior qualified retirement plan.
2. Contact your prior company and request a rollover distribution. If you have an Individual Retirement Account (IRA), contact the investment manager (custodian) for your IRA and request a withdrawal. Be sure to have the distribution check made payable to **Transamerica, FBO "Reference Your Name" (e.g., Transamerica, FBO Jane Doe)** and have it sent directly to you.
3. Complete the Rollover Form below.
4. Submit the Rollover Form along with the distribution check to your plan administrator.
5. Your plan administrator will sign, date, and submit the form and check to Transamerica for processing.

**You must first enroll in the plan and designate a beneficiary.**

## 1. Employee Information (Please print)

Married       Not Married      Social Security No.: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

First Name \_\_\_\_\_ M.I. \_\_\_\_\_

Last Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ Apt. No. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Date of Birth \_\_\_\_\_ Date of Hire \_\_\_\_\_

Telephone Number \_\_\_\_\_ Email Address \_\_\_\_\_

## 2. Previous Plan/IRA Information

Name of prior plan \_\_\_\_\_

Mark One:*	<input type="radio"/> 401(k)	<input type="radio"/> 403(a)	<input type="radio"/> 403(b)	<input type="radio"/> Profit Sharing Plan	<input type="radio"/> Defined Benefit Plan	<input type="radio"/> Money Purchase Plan	
	<input type="radio"/> Government 457	<input type="radio"/> Conduit IRA	<input type="radio"/> Traditional IRA	<input type="radio"/> Simple IRA	<input type="radio"/> SEP IRA	<input type="radio"/> Roth 401(k) - Direct	<input type="radio"/> Roth 401(k) - Indirect (earnings only permitted)

*For Roth 401(k) rollovers, please complete the information below. This information should have been provided by your rollover institution.*

Year of First Roth 401(k) Contribution \_\_\_\_\_

Roth Contribution Basis \_\_\_\_\_ (This is the non-taxable portion of your distribution).

\*Your plan may not accept rollovers from all plan types listed above. Contact your plan administrator to make sure your rollover qualifies. The tax costs with a Roth IRA conversion can be significant. Contributions are subject to taxes that were previously deducted, including any accumulated earnings. You may also be pushed into a higher tax bracket, especially if converting a large amount of money.

**Continued on next page**

**CBR Management Services, Inc. 401(k) Plan - CBR Management Services, Inc. Rollover Form**

Social Security No.: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Previous Plan/IRA Information Contact:**

First Name \_\_\_\_\_ M.I. \_\_\_\_\_  
Last Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_ Apt. No. \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Telephone Number \_\_\_\_\_

**3. Tax Information**

- All of this distribution amount would be taxable to me if I did not roll it over.
- This rollover includes after-tax contributions in the amount of \$ \_\_\_\_\_. The remainder would be taxable income to me if I did not roll it over.
- No part of this rollover is a minimum required distribution.
- No part of this rollover is a hardship withdrawal.

Please note the following important information:

1. Transamerica cannot accept after-tax amounts if the cost basis is not provided. If you are unsure of your after-tax cost basis, contact your previous plan administrator to obtain/confirm this information. If this information is not received, it will be assumed that the deposit represents pretax amounts only.
2. If you are already enrolled in the plan, your incoming rollover will be invested according to your existing investment allocation for payroll contributions.
3. If you are not enrolled in the plan, **or your elections do not equal 100%**, your incoming rollover will be invested in the Target Date Series that most closely matches a projected retirement age at 65. You can subsequently reallocate your investment at any time, subject to plan provisions.

**4. Employee Authorization**

I wish to contribute a single sum rollover in the amount of \$ \_\_\_\_\_, which represents a distribution from another qualified retirement plan. **A check made payable to Transamerica, FBO "Reference Your Name" (e.g., Transamerica, FBO Jane Doe) is attached.** I understand the withdrawal restrictions that apply to these contributions.

Employee signature \_\_\_\_\_ Date \_\_\_\_\_

**SUBMIT SIGNED FORM TO YOUR PLAN ADMINISTRATOR**

Once this form has been completed with all of the necessary information and required signatures, please forward to the Transamerica Processing Center. Please list the name, contract # and SSN last 4 digits on the check & any other documents sent with the rollover form. Be sure to keep a photocopy for your records.

**For Plan Administrator Use Only:**

I authorize these rollover funds to be deposited into the participant's account.

Plan Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

**For PLAN ADMINISTRATOR USE ONLY :** JPMorgan Chase – Lockbox Processing, Transamerica Financial Life Insurance Company  
28566, 4 Chase Metrotech Center 7th floor East, Brooklyn, NY 11245 **Fax#:** 866-846-2236

## Start today

### Your future starts today

Planning and saving appropriately are the keys to living well in retirement. By reviewing this workbook and completing the exercises provided, you have taken a major step toward the financial future you deserve.

If you are not yet enrolled in your plan, simply read the instructions and complete the forms found at the front of this workbook. If you already participate in your employer-sponsored retirement plan, take this opportunity to review your current investment portfolio allocation and consider increasing your contributions.

### Plan Information

#### Your Contributions

- You can make plan contributions up to, but not to exceed, the maximum amount allowed by the Internal Revenue Code limits.
- Federal Tax Law limits the before-tax contributions to \$18,000 in 2017.

#### Eligibility

You must be at least 21 years of age.

#### Entry Date(s)

January 1, April 1, July 1, and October 1.

#### Frequency of Contribution Changes

You may increase or decrease your contribution to the plan each payroll period.

You may also stop making contributions at any time.

#### Rollovers

You may roll over your plan account balance from a prior qualified retirement plan at any time.

#### Vesting

Your contributions are automatically 100% vested.

Your rollover contributions are 100% vested.

### Company Contributions

#### MATCHING CONTRIBUTIONS

- The company may match the contributions you make to the plan during the year. The match amount is discretionary and will be determined at the end of the plan year.

#### Eligibility

You must be at least 21 years of age.

#### Entry Date(s)

January 1, April 1, July 1, and October 1.

*\* A year of service for vesting credit for company contributions is based either on completion of 1,000 hours of service or elapsed time. If the plan uses elapsed time, credit is given regardless of the number of hours worked in a designated twelve-month-period. Please see the plan's summary plan description for more information on how service is calculated.*

**Your years of service with a predecessor of the company will not count toward your eligibility.**

### Loans

- Your plan offers a loan feature. Please check with your plan administrator and/or refer to your Summary Plan Description for details.

### In Service Withdrawals

#### EARLY WITHDRAWALS

- You may make a withdrawal from the plan upon attaining age 59½. Certain restrictions may apply. Refer to your Summary Plan Description for details.

#### HARDSHIP

- If you meet the definition of hardship, you may make a withdrawal from the plan. For more information about the strict rules governing hardship withdrawals, refer to your Summary Plan Description.

### When You Retire Or Leave The Company

Subject to plan provisions, upon retirement, termination, disability or death, you—or in some cases your beneficiary—can:

- Keep your money in the plan, subject to certain restrictions.
- Directly roll over your plan account balance into another eligible retirement plan or IRA.
  - You can request a Rollover IRA kit online at **TA-Retirement.com**.
  - By choosing to keep your money in the plan or by electing a direct rollover of your retirement assets rather than cashing out, you will avoid the 20% mandatory federal income tax withholding as well as the 10% early withdrawal penalty that's assessed if you have not

reached age 59½.

- Receive your plan account balance in cash.
- Contact your plan administrator or refer to your Summary Plan Description for additional information on methods to receive your plan account balance.

Some of these options can have significant tax consequences. Your tax advisor can help you make the decision that is best for 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. 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 transfer from a retirement plan, be sure to consider whether the asset transfer changes any features or benefits that may be important to you.

**For additional plan information, please contact your plan administrator or refer to your Summary Plan Description.**

## Investment Choices

The plan offers 32 investment choices.

- Refer to “Investment Choices” located in this enrollment workbook for a description of your investment choices.
- Some of the investment choices offered by the plan contain trading restrictions. Prior to finalizing your investment choices under the plan, please refer to your “Investment Choices” for more information on these restrictions.
- To obtain a complete set of Investment Fact Sheets containing detailed, up-to-date information on each of the investment choices, contact your plan administrator or log on to **TA-Retirement.com**.

## Online Enrollment Instructions

You can enroll online at **TA-Retirement.com** or via telephone at **800-401-8726**.

- Enrollment instructions are included in this enrollment workbook, and will also be sent to the mailing address you have on file with your employer.
- If you are unable to enroll online or via telephone, your plan administrator can assist you in obtaining a paper enrollment form.

That’s all there is to it! Remember—it’s never too early or too late to save for retirement. Transamerica Retirement Solutions is here to help simplify your journey on the road to a retirement you deserve.

## Automatic Contribution Rate Increase:

- Automatic Contribution Rate Increase helps you improve your retirement forecast by automatically increasing the percentage you contribute to the plan once a year. You have the option of setting the annual contribution increase percentage and the maximum contribution rate it can grow to (not to exceed the plan limit) by just accessing your account online.
- For additional information on registering for online access,

please refer to the Online Enrollment Instruction section.

- You should evaluate your ability to continue the auto-increase service in the event of a prolonged market decline, unexpected expenses, or an unforeseeable emergency.

## Download the My TRSRetire app:

Our mobile app, **My TRSRetire**, 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.

With the **My TRSRetire app**, connecting with your retirement plan has never been easier.

- View your account balance and rate or return
- Know *Your Retirement Outlook*®
- Take action right from your device

It’s that simple. Download the app from the App Store or Google play today!

## Manage Your Account Via Website

### TA-Retirement.com

- In addition to providing access to your plan account information, the website is loaded with useful information, helpful tips and interactive tools, all designed to help you discover, build, and manage your plan.
- Simply sign in to the website with your **Username** and **Password** to manage your retirement account online, check investment account performance, access the asset allocation tool and online calculators, monitor your investment portfolio, obtain investment education and more.
- Until you create your own unique Username and Password, you can access investment choice performance and many other valuable tools by entering your plan’s contract number: 932385-00001.

## Investment Choice Information Via Website

To access your Fund Performance Overview and Investment Fact Sheets, follow the simple steps outlined below:

- Step 1: Go to **TA-Retirement.com**
- Step 2: Click: “Employees” on the navigation bar, then “Account Information”, next “Investment Choice Performance” in the left navigation
- Step 3: Enter your Contract ID and click “Submit”
- Step 4: Enter your Sub-ID and click “Submit”
- Step 5: Your Performance Overview will appear
- Step 6: Click on the investment choice’s name to view the Investment Fact Sheet

## Manage Your Account Via Telephone

### 800-401-8726

- The automated telephone system offers you direct access to your plan account information. You can access the system 24 hours a day,—seven days a week.

## Account Rebalancing

Account rebalancing allows you to maintain the investment percentage you originally established, taking into consideration market earnings and losses.

- Set up Account Rebalancing via the website or by telephone.
- Automatically rebalance your account by redistributing the percentage of your total portfolio held in each investment choice.
  - A one-time account rebalance will initiate one rebalance as of the close of the business day.
  - A periodic rebalance will establish a future schedule for rebalancing based on the period selected (monthly, quarterly, semi-annually, annually).
- There is no minimum balance required and no minimum amount to transfer.

## Automated Periodic Transfers

Automated periodic transfer allows you to transfer portions of your plan account balance from one investment choice to another in regular increments.


- Use Automated Periodic Transfer to gradually transfer assets from a conservative investment choice to a more aggressive investment choice or vice versa.
- You must transfer at least \$100 from the holding investment choice for each periodic transfer.
- Once established, Automated Periodic Transfer will continue until you request that it be stopped.
- If there is not enough money in the holding investment choice, the system will ignore the transfer request and check again the next period.
- Some restrictions may apply. Contact your plan administrator.

## **OnTrack®: Your Personalized Retirement Planning Tool**

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.

## **OnTrack®: After you enroll in your plan, you can access OnTrack by following the steps outlined below**

Step 1: Go to **TA-Retirement.com**

Step 2: Enter your Username and Password and click on the  button

Step 3: Follow the directions in the *Your Retirement Outlook®* window

*OnTrack®* is a proprietary retirement planning module, solely provided for educational purposes. It is not investment advice.

**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 engine may vary with each use and over time. Please visit your plan website for more information regarding the criteria and methodology used, the engine's limitations and key assumptions, and other important information.

## Statement of Account

- You will receive a personalized statement of your account on a quarterly basis.
- If you have questions regarding your statement or notice a discrepancy, please notify Transamerica Retirement Solutions within six weeks of receiving your statement. Any oral communications should be re-confirmed in writing to further protect your rights.

## Summary Plan Description

- For more information about any of the plan provisions including any conditions or restrictions that may apply, please refer to the Summary Plan Description. These plan highlights represent only an overview of plan provisions and do not constitute a legally binding document.



## Determine your savings goal

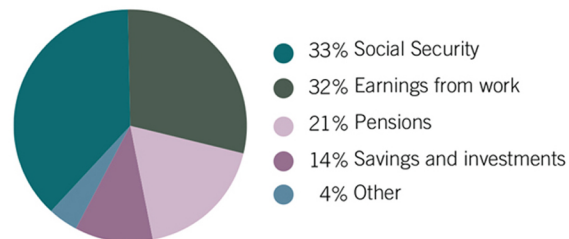
### Most of your retirement income will come from you

Social Security covers only about 34%\* of the average retiree's income, and fewer employers offer traditional pension plans. In reality, the majority of your retirement income will likely come from either your own savings or from part-time employment after retirement. If your goal is to live comfortably and work less in retirement, you need to start saving today.

#### START PLANNING TODAY

To find out what you can expect to receive from Social Security when you retire, go to [ssa.gov](http://ssa.gov) or call **800-772-1213** to request an estimate.

#### SOURCES OF RETIREMENT INCOME\*



*\*Fast Facts & Figures About Social Security, 2016*

Social Security covers only about 33%\* of the average retiree's income. For 2016 the typical Social Security benefit is around \$1,342 a month, or about \$16,100 a year. And while some people will receive pension benefits from current or former employer(s), most of your retirement income will likely come from your own savings and investments. This makes it critical that you do as much as you can now to save for your future.

### You may need more retirement income than you think

The income you will need in retirement depends greatly on your individual circumstances, including factors such as your age, health, income, investments, and savings.

Based on today's average life expectancy, you may need retirement income for 20 years or more after your regular paychecks stop. As a result, you need to take steps now to ensure you have enough money to live comfortably in your retirement years.

### How much to contribute?

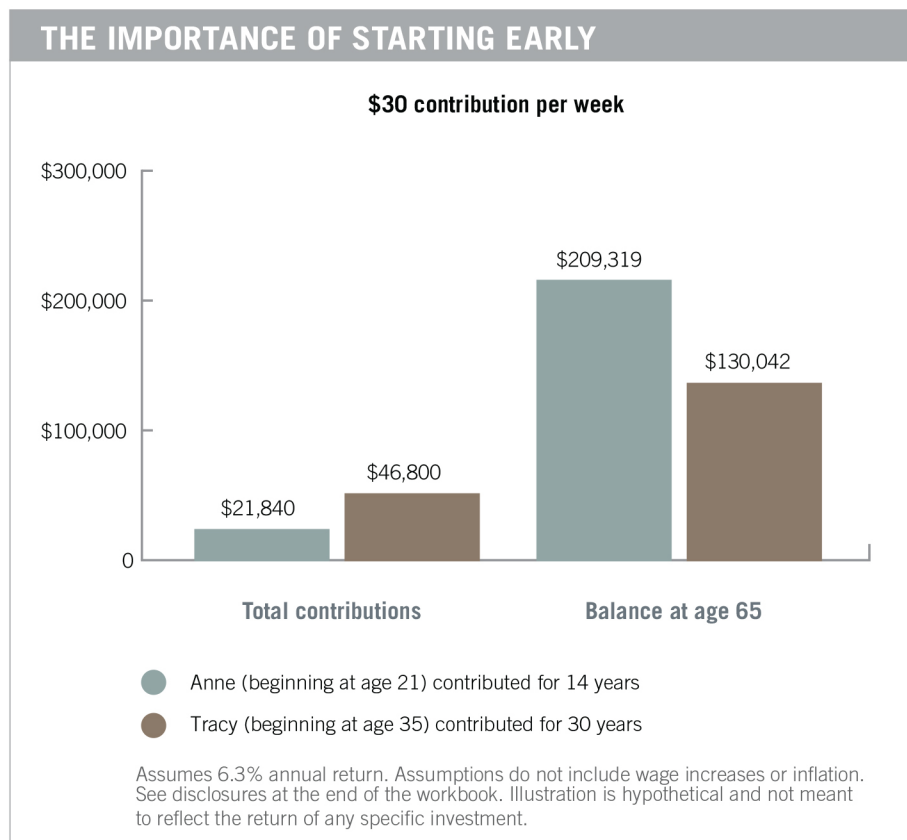
Consider contributing at least 10% of pay. If that seems too steep, consider starting at 6% then raising your contribution 2% each year. But don't wait too long. The sooner you start saving more, the easier reaching your goal can be.

## Plan today for a brighter tomorrow

For some people, retirement may seem a lifetime away. But, if you postpone your savings for retirement, it may be difficult to make up for lost time. Investing for your future in a tax-deferred retirement plan reduces your taxable income and can help accelerate your savings. Every dollar you contribute to your tax-deferred retirement plan account is deducted from your salary before taxes are taken out. In addition, the money in your plan has the potential to grow tax-free until you withdraw it.

## The importance of starting early

The need to start saving as early as possible is demonstrated by the following example: At age 21, Anne and Tracy were hired for similar jobs at the same salary. Anne immediately began investing \$30 per week. After 14 years, Anne stopped contributing, but left the money in her plan to grow for the next 30 years. By contrast, Tracy did not begin investing \$30 per week until age 35, but did so for the next 30 years. Although Tracy invested twice as much overall, Anne accumulated nearly twice as much as Tracy at retirement because she started saving early.





## Match your risk profile to your investment choices

### Understanding asset classes

The investment choices available through your retirement plan fall into a combination of three broad asset classes. Asset classes are categories of investments that exhibit similar characteristics and may behave similarly in the marketplace.

In general, different types of investments react differently to the same market conditions. Understanding how the three main types of asset classes (stocks, bonds, and cash equivalents) work will help you form the basis for developing a long-term investment strategy that corresponds to your risk tolerance. Here are brief definitions of each asset class with their historical performance:

**Stocks** are shares of ownership in a company. Over the past 10 years, stocks have returned an average annual return of about 7.5%.<sup>1</sup>

**Bonds** represent the borrowing of money by a corporation, government, or other entity. Bonds have returned an average annual return of about 4.3% over the past 10 years.<sup>2</sup>

**Cash Equivalents** seek to maintain the value of your investments. Over the past 10 years, cash equivalents have returned an average annual return of 0.6%.<sup>3</sup>

### Asset allocation and diversification\*

Asset allocation is how you divide your money among the different types of investments according to your individual goals, risk tolerance, and investment horizon. Each of the three main asset classes—stocks, bonds, and cash equivalents—have different levels of risk and return, so each will behave differently over time. A portfolio is a grouping of financial assets that are held directly by investors and/or may be managed by professionals. Diversification is a risk management technique that mixes a wide variety of investments within a portfolio.

The goal of this technique is to potentially use the positive performance of some investments to neutralize the negative performance of others. For example, when stock prices rise, bond prices often decline. A diversified portfolio with different styles of investments generally, on average, yield higher returns and pose a lower risk than any individual investment within a portfolio. Diversification does not assure a profit or protect against market loss.

\* Asset allocation and diversification do not assure or guarantee better performance and cannot eliminate the risk of investment losses. All investments involve risk, including loss of principal and there is no guarantee of profits. Investors should carefully consider their objectives, risk tolerance, and time horizon before investing.

<sup>1</sup> Based on average annual total returns of the S&P 500® Index over 10 years as of March 31, 2017.

<sup>2</sup> Based on average annual total returns of the Barclays Capital Aggregate Bond Index over 10 years as of March 31, 2017.

<sup>3</sup> Based on average annual total returns of Citigroup 3-month U.S. Treasury Bill Index over 10 years as of March 31, 2017.

## Your risk profile

The next step to meeting your retirement goal is to consider the level of risk and rate of return that's right for you. Your overall background including your age, income, family situation, current financial picture, and overall investment disposition will guide the level of risk you are comfortable with. The more you know about the risk involved, the better equipped you will be when making investment decisions.

## Consider the following questions

### WHAT'S YOUR RISK TOLERANCE?

Risk tolerance changes over a person's lifetime based on their age, circumstances and earnings ability. As you move closer to retirement, you may not be able to endure short-term investment volatility, often associated with stocks. Investors should carefully evaluate their risk tolerance as they approach retirement. Your "risk tolerance" will dictate whether you choose to "stay the course" during fluctuations in the stock market with the goal of benefiting from the potential for long-term growth.

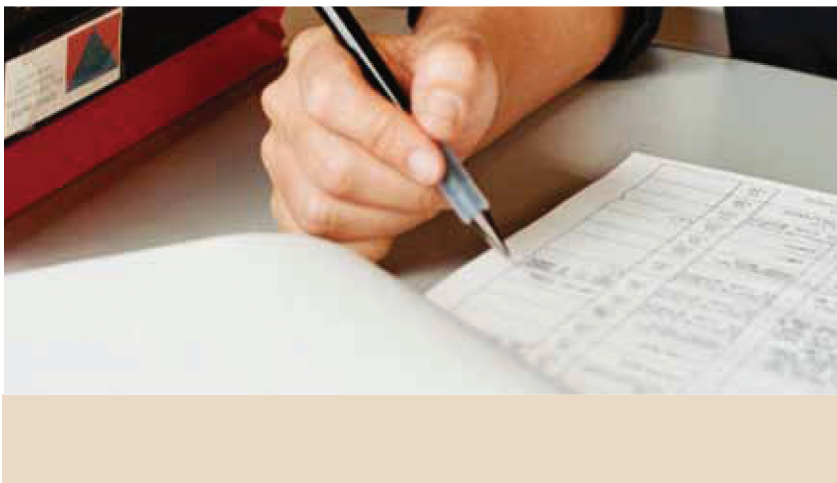
### HOW MANY YEARS DO YOU HAVE TO INVEST?

Before investing, determine the amount of time you have until you plan to retire. Will you retire to an area with lower or higher cost of living, or will you stay put? Will you work part-time or, perhaps, open a small business? If your investment time horizon is short, consider limiting your exposure to the volatility of the stock market.

Visit [TA-Retirement.com](http://TA-Retirement.com) to learn more.

### HOW MUCH HAVE YOU SAVED ALREADY?

If you've already started saving for retirement, you're a step ahead. It's important to factor those existing savings into your plan for the future.



### ARE YOU CLOSE TO RETIREMENT?

Typically, employees who are close to retirement gradually shift their portfolios to safer, more conservative investments that are better protected during volatile times. For someone who is farther from retirement, the good news during difficult economic times is that typically most of their portfolio growth will come from future contributions and earnings.

## Match your risk profile to your investment choices

Now that you have a better understanding of how much you may need to save to reach your retirement goal and the amount of investment risk you're willing to take to get there, it's time for you to select the investments.

### RISK AND RETURN

Risk and return go hand-in-hand. You will not know what your risk tolerance is without doing a little homework on your investment time horizon.

Visit [TA-Retirement.com](https://www.ta-retirement.com) to learn more.

## Choose your investments\*

To choose your investments, follow these step(s):

- Review your investment choices in the *Forms and Instructions* section along with the Performance Overview and Summaries that follow.
- Select the investment choice(s) you'd like to include in your portfolio.
- Assign a percentage of your contribution to your investment choice(s).

For more information on one-step investment options visit [TA-Retirement.com](https://www.ta-retirement.com).

\* All investments involve risk, including loss of principal and there is no guarantee of profits. Investors should carefully consider their objectives, risk tolerance, and time horizon before investing. We do not provide investment advice. Nothing presented herein should be construed as a recommendation to purchase or sell a particular investment or follow any investment technique or strategy.

# Investment Choices: Performance Overview and Summaries

## CBR Management Services, Inc. 401(k) Plan - CBR Management Services, Inc.

The performance data quoted represents past performance and does not guarantee future results. An investment in these investment choices, other than the Transamerica Stable Value investment choice(s), is subject to market risk. The investment return and principal value of an investment will fluctuate; thus an investor's shares/units, when redeemed, may be worth more or less than their original cost. Current performance may be lower or higher than return data quoted herein. Please go to [TA-Retirement.com](http://TA-Retirement.com) to obtain performance current to the most recent month-end. Additional information on all the investment choices, including investment strategy, is available on the investment fact sheets. Please refer to the disclosure page for additional information.

Performance shown in percentages as of 09/30/2017

	Year to Date	Last Quarter	1 Year	Average Annual Total or Since Inception Performance*			Expense Ratio
				3 Years	5 Years	10 Years	(% of fund assets) Net
<b>Short Bonds/Stable/MMkt†</b>							
<b>Stable Value</b>							
Transamerica Stable Value Core Account (Class: N/A)	0.70	0.70	0.71	0.75	0.78	1.07*	0.00
(*Performance Inception: 01/21/2010)							
<b>Interm./Long-Term Bond</b>							
<b>Intermediate-Term Bonds</b>							
State Street U.S. Bond Index Ret Acct (Class: N/A)	2.52	0.64	-0.76	1.89	1.33	3.52	0.85
<b>Government Bonds</b>							
DFA Inflation-Protected Securities Portfolio Ret Acct (Class: I)	1.46	0.67	-1.90	0.92	-0.78	3.38	0.87
<b>Large-Cap Stocks</b>							
<b>Large-Cap Value Stocks</b>							
State Street Russell Large Cap Value Index Ret Acct (Class: N/A)	7.33	2.92	14.26	7.72	12.42	5.17	0.83
<b>Large-Cap Blend Stocks</b>							
TA Vanguard Total Stock Market Index Ret Acct (Class: Admiral)	13.31	4.35	17.75	9.89	13.44	6.91	0.79
Transamerica Partners Stock Index Ret Acct (Class: N/A)	13.78	4.35	17.93	10.22	13.68	6.90	0.58
<b>Large-Cap Growth Stocks</b>							
State Street Russell Large Cap Growth Index Ret Acct (Class: N/A)	19.93	5.68	20.93	11.77	14.44	8.25	0.83
<b>Small/Mid-Cap Stocks</b>							
<b>Mid-Cap Blend Stocks</b>							
State Street S&P Mid Cap Index Ret Acct (Class: N/A)	8.77	3.02	16.57	10.29	13.62	8.20	0.79
<b>Small-Cap Value Stocks</b>							
State Street Russell Small Cap Value Index Ret Acct (Class: N/A)	5.15	4.93	19.58	11.13	12.41	6.95	0.85
<b>Small-Cap Blend Stocks</b>							
State Street Russell Small Cap Index Ret Acct (Class: N/A)	10.45	5.53	19.80	11.46	13.17	7.25	0.84
<b>Small-Cap Growth Stocks</b>							
State Street Russell Small Cap Growth Index Ret Acct (Class: N/A)	15.96	6.07	20.05	11.22	13.42	7.73	0.83

† See description of this asset class in the investment choices summary section.

Not FDIC Insured	May Lose Value	No Bank Guarantee
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Performance shown in percentages as of 09/30/2017

	Year to Date	Last Quarter	1 Year	Average Annual Total or Since Inception Performance*			Expense Ratio
				3 Years	5 Years	10 Years	(% of fund assets) Net
<b>Real Estate</b>							
TA Vanguard REIT Index Ret Acct (Class: Admiral)	2.94	0.71	-0.30	8.75	8.78	5.30	0.85
<b>International Stocks</b>							
<b>World/Foreign Stocks</b>							
State Street International Index Ret Acct (Class: N/A)	19.57	5.23	18.47	4.40	7.82	0.75	0.95
<b>Emerging Market Stocks</b>							
State Street Emerging Markets Index Ret Acct (Class: N/A)	26.84	7.74	21.15	3.75	2.97	0.17	0.99
<b>Multi-Asset/Other</b>							
<b>Target Date Investment Choices</b>							
TA BlackRock Lifepath Index Retirement Ret Acct (Class: N/A)	6.28	2.29	5.03	3.69	4.10	3.70	0.85
TA BlackRock Lifepath Index 2020 Ret Acct (Class: N/A)	9.43	2.60	9.02	5.33	7.30	4.38	0.85
TA BlackRock Lifepath Index 2025 Ret Acct (Class: N/A)	10.68	3.02	10.60	5.86	8.07	4.44	0.85
TA BlackRock Lifepath Index 2030 Ret Acct (Class: N/A)	11.82	3.39	12.09	6.29	8.79	4.50	0.85
TA BlackRock Lifepath Index 2035 Ret Acct (Class: N/A)	12.90	3.74	13.57	6.70	9.50	4.69	0.85
TA BlackRock Lifepath Index 2040 Ret Acct (Class: N/A)	13.98	4.06	15.05	7.06	10.00	4.96	0.85
TA BlackRock Lifepath Index 2045 Ret Acct (Class: N/A)	14.49	4.31	15.70	7.25	10.14	5.00	0.85
TA BlackRock Lifepath Index 2050 Ret Acct (Class: N/A)	14.53	4.33	15.74	7.27	10.13	5.01	0.85
TA BlackRock Lifepath Index 2055 Ret Acct (Class: N/A)	14.51	4.33	15.73	7.16	10.06	10.44*	0.85
(*Performance Inception: 8/18/2010)							
TA BlackRock Lifepath Index 2060 Ret Acct (Class: N/A)	14.50	4.31	15.71	7.20	10.09	10.30*	0.85
(*Performance Inception: 01/19/2012)							
<b>Asset Allocation Investment Choices</b>							
Manning & Napier Pro-Mix Conservative Term Ret Acct (Class: N/A)	7.16	2.04	5.02	2.23	3.69	4.19	1.25
Manning & Napier Pro-Mix Moderate Term Ret Acct (Class: N/A)	9.71	2.57	5.96	2.57	4.87	3.92	1.30
Manning & Napier Pro-Mix Extended Term Ret Acct (Class: N/A)	12.19	3.26	8.02	3.27	6.22	4.36	1.30
Manning & Napier Pro-Mix Maximum Term Ret Acct (Class: N/A)	17.33	4.29	12.30	5.57	9.19	4.70	1.30
TA Vanguard LifeStrategy Income Ret Acct (Class: Investor)	4.72	1.46	2.52	3.27	3.43	3.37	0.87
TA Vanguard LifeStrategy Conservative Growth Ret Acct (Class: Investor)	7.56	2.32	6.21	4.54	5.43	3.78	0.88
TA Vanguard LifeStrategy Moderate Growth Ret Acct (Class: Investor)	10.40	3.15	10.04	5.75	7.38	4.22	0.89
TA Vanguard LifeStrategy Growth Ret Acct (Class: Investor)	13.26	4.00	13.91	6.86	9.28	4.32	0.90

\* Performance shown since inception is from the performance inception date of the separate account or underlying investment as shown on the Investment Choices Performance Overview.

## Summaries

### Short Bonds/Stable/MMkt

**Stable Value Investment Choices:** The Transamerica stable value investment choices are backed by the general account of Transamerica Life Insurance Company (TLIC) or Transamerica Financial Life Insurance Company (TFLIC). While TLIC or TFLIC declare rates and back

\*\* See *Disclosure* Page for more details.

the principal and interest of these investment choices, any guarantees are subject to the claims paying ability of the insurance company. This investment choice is not guaranteed by the FDIC or any other government agency. Although plan participants generally may withdraw assets from the stable value investment choice without restrictions, TLIC/TFLIC may impose a hold period at the contract level in the event of a full contract discontinuance, partial contract discontinuance, or certain transfers. Certain unaffiliated separate account stable value investment choices (which are not supported by an insurance company general account) also may be available for investment under your plan. These stable value investment choices instead invest in stable value fund collective investment trusts.

Please note that not all stable value investment choices may be available for your plan, and some are only available when combined with a specified investment choice line-up. Certain stable value investment choices are subject to book value adjustments for withdrawals under certain circumstances, and the fees associated with stable value investment choices generally reflect different crediting rate/charge structure combinations. Please consult your financial advisor for more information regarding the stable value investment choices available for your plan, including any alternative investment choice line-ups.

## **Stable Value**

### **Transamerica Stable Value Core Account (Class: N/A)**

Inception Date: 12/31/2009

Investment Objective: Best suited for investors seeking a stable return and safety of principal.

A hold period can apply on the plan's assets in a Stable Value investment choice, although participant-directed transactions will continue to be processed. If a plan sponsor wishes to remove a Transamerica Stable Value investment choice as an option from the plan, then depending on the contract, TLIC/TFLIC may impose a hold for up to a 270-day period on the Stable Value investment choice assets at the plan level if the most recently announced upcoming credited rate has increased or has not changed. Transamerica will provide at least 45 days advance notice of any interest rate change for each semi-annual period. Additionally, under limited circumstances, Transamerica may impose up to a 12-month delay period on all withdrawal requests from all plan sponsors at the plan level.

## **Interm./Long-Term Bond**

### **Intermediate-Term Bonds**

#### **State Street U.S. Bond Index Ret Acct (Class: N/A)**

Inception Date: 01/15/2004

Expense Type: Type 3\*\*

Investment Objective: The SSgA U.S. Bond Index Fund (the "Fund") seeks an investment return that approximates as closely as practicable, before expenses, the performance of the Barclays U.S. Aggregate Bond Index (the "Index") over the long term.

### **Government Bonds**

#### **DFA Inflation-Protected Securities Portfolio Ret Acct (Class: I)**

Inception Date: 09/15/2011

Expense Type: Type 8\*\*

Investment Objective: The investment seeks to provide inflation protection and earn current income consistent with inflation-protected securities.

## **Large-Cap Stocks**

### **Large-Cap Value Stocks**

#### **State Street Russell Large Cap Value Index Ret Acct (Class: N/A)**

Inception Date: 08/30/2006

Expense Type: Type 3\*\*

Investment Objective: The Fund is managed using a "passive" or "indexing" investment approach, by which SSgA attempts to match, before expenses, the performance of the Index.

### **Large-Cap Blend Stocks**

\*\* See *Disclosure* Page for more details.

#### **TA Vanguard Total Stock Market Index Ret Acct (Class: Admiral)**

Inception Date: 08/30/2006

Expense Type: Type 8\*\*

Trading Restrictions: Type A\*\*

Investment Objective: The investment seeks to track the performance of a benchmark index that measures the investment return of the overall stock market.

#### **Transamerica Partners Stock Index Ret Acct (Class: N/A)**

Inception Date: 09/16/2002

Expense Type: Type 3\*\*

Investment Objective: This is an index fund that seeks to match the performance of the S&P 500 Index by investing in stocks that make up the index.

### **Large-Cap Growth Stocks**

#### **State Street Russell Large Cap Growth Index Ret Acct (Class: N/A)**

Inception Date: 08/30/2006

Expense Type: Type 3\*\*

Investment Objective: The Fund is managed using a "passive" or "indexing" investment approach, by which SSgA attempts to match, before expenses, the performance of the Index.

## **Small/Mid-Cap Stocks**

### **Mid-Cap Blend Stocks**

#### **State Street S&P Mid Cap Index Ret Acct (Class: N/A)**

Inception Date: 01/15/2004

Expense Type: Type 3\*\*

Investment Objective: The Fund is managed using a "passive" or "indexing" investment approach, by which SSgA attempts to match, before expenses, the performance of the Index.

### **Small-Cap Value Stocks**

#### **State Street Russell Small Cap Value Index Ret Acct (Class: N/A)**

Inception Date: 01/15/2004

Expense Type: Type 3\*\*

Investment Objective: The Fund is managed using a "passive" or "indexing" investment approach, by which SSgA attempts to match, before expenses, the performance of the Index.

### **Small-Cap Blend Stocks**

#### **State Street Russell Small Cap Index Ret Acct (Class: N/A)**

Inception Date: 01/15/2004

Expense Type: Type 3\*\*

Investment Objective: The Fund is managed using a "passive" or "indexing" investment approach, by which SSgA attempts to match, before expenses, the performance of the Index.

### **Small-Cap Growth Stocks**

#### **State Street Russell Small Cap Growth Index Ret Acct (Class: N/A)**

Inception Date: 08/30/2006

Expense Type: Type 3\*\*

Investment Objective: The Fund is managed using a "passive" or "indexing" investment approach, by which SSgA attempts to match, before expenses, the performance of the Index.

## **Real Estate**

#### **TA Vanguard REIT Index Ret Acct (Class: Admiral)**

Inception Date: 08/30/2006

Expense Type: Type 8\*\*

Trading Restrictions: Type A\*\*

Investment Objective: The investment seeks to provide a high level of income and moderate long-term capital appreciation by tracking the performance of a benchmark index that measures the performance of publicly traded equity REITs.

\*\* See *Disclosure* Page for more details.

## International Stocks

### World/Foreign Stocks

#### State Street International Index Ret Acct (Class: N/A)

Inception Date: 01/15/2004

Expense Type: Type 3\*\*

Investment Objective: The Fund is managed using a "passive" or "indexing" investment approach, by which SSgA attempts to match, before expenses, the performance of the Index.

### Emerging Market Stocks

#### State Street Emerging Markets Index Ret Acct (Class: N/A)

Inception Date: 08/30/2006

Expense Type: Type 3\*\*

Investment Objective: The Fund is managed using a "passive" or "indexing" investment approach, by which SSgA attempts to match, before expenses, the performance of the Index.

## Multi-Asset/Other

### Target Date Investment Choices

#### TA BlackRock Lifepath Index Retirement Ret Acct (Class: N/A)

Inception Date: 10/05/2004

Expense Type: Type 8\*\*

Trading Restrictions: Type A\*\*

Investment Objective: The Fund shall be invested and reinvested in securities and other assets with the objective of providing for retirement outcomes consistent with investor preferences throughout the savings and drawdown phase based on quantitatively measured risk that investors, on average, may be willing to accept.

#### TA BlackRock Lifepath Index 2020 Ret Acct (Class: N/A)

Inception Date: 08/30/2006

Expense Type: Type 8\*\*

Trading Restrictions: Type A\*\*

Investment Objective: The Fund shall be invested and reinvested in securities and other assets with the objective of providing for retirement outcomes consistent with investor preferences throughout the savings and drawdown phase based on quantitatively measured risk that investors, on average, may be willing to accept.

#### TA BlackRock Lifepath Index 2025 Ret Acct (Class: N/A)

Inception Date: 10/05/2004

Expense Type: Type 8\*\*

Trading Restrictions: Type A\*\*

Investment Objective: The Fund shall be invested and reinvested in securities and other assets with the objective of providing for retirement outcomes consistent with investor preferences throughout the savings and drawdown phase based on quantitatively measured risk that investors, on average, may be willing to accept.

#### TA BlackRock Lifepath Index 2030 Ret Acct (Class: N/A)

Inception Date: 08/30/2006

Expense Type: Type 8\*\*

Trading Restrictions: Type A\*\*

Investment Objective: The Fund shall be invested and reinvested in securities and other assets with the objective of providing for retirement outcomes consistent with investor preferences throughout the savings and drawdown phase based on quantitatively measured risk that investors, on average, may be willing to accept.

#### TA BlackRock Lifepath Index 2035 Ret Acct (Class: N/A)

Inception Date: 10/05/2004

Expense Type: Type 8\*\*

Trading Restrictions: Type A\*\*

Investment Objective: The Fund shall be invested and reinvested in securities and other assets with the objective of providing for retirement outcomes consistent with investor preferences throughout the savings and drawdown phase based on quantitatively measured risk that

\*\* See *Disclosure Page* for more details.



investors, on average, may be willing to accept.

**TA BlackRock Lifepath Index 2040 Ret Acct (Class: N/A)**

Inception Date: 08/30/2006

Expense Type: Type 8\*\*

Trading Restrictions: Type A\*\*

Investment Objective: The Fund shall be invested and reinvested in securities and other assets with the objective of providing for retirement outcomes consistent with investor preferences throughout the savings and drawdown phase based on quantitatively measured risk that investors, on average, may be willing to accept.

**TA BlackRock Lifepath Index 2045 Ret Acct (Class: N/A)**

Inception Date: 10/05/2004

Expense Type: Type 8\*\*

Trading Restrictions: Type A\*\*

Investment Objective: The Fund shall be invested and reinvested in securities and other assets with the objective of providing for retirement outcomes consistent with investor preferences throughout the savings and drawdown phase based on quantitatively measured risk that investors, on average, may be willing to accept.

**TA BlackRock Lifepath Index 2050 Ret Acct (Class: N/A)**

Inception Date: 08/30/2006

Expense Type: Type 8\*\*

Trading Restrictions: Type A\*\*

Investment Objective: The Fund shall be invested and reinvested in securities and other assets with the objective of providing for retirement outcomes consistent with investor preferences throughout the savings and drawdown phase based on quantitatively measured risk that investors, on average, may be willing to accept.

**TA BlackRock Lifepath Index 2055 Ret Acct (Class: N/A)**

Inception Date: 12/17/2010

Expense Type: Type 8\*\*

Trading Restrictions: Type A\*\*

Investment Objective: The Fund shall be invested and reinvested in securities and other assets with the objective of providing for retirement outcomes consistent with investor preferences throughout the savings and drawdown phase based on quantitatively measured risk that investors, on average, may be willing to accept.

**TA BlackRock Lifepath Index 2060 Ret Acct (Class: N/A)**

Inception Date: 06/15/2012

Expense Type: Type 8\*\*

Trading Restrictions: Type A\*\*

Investment Objective: The Fund shall be invested and reinvested in securities and other assets with the objective of providing for retirement outcomes consistent with investor preferences throughout the savings and drawdown phase based on quantitatively measured risk that investors, on average, may be willing to accept.

**Asset Allocation Investment Choices**

**Manning & Napier Pro-Mix Conservative Term Ret Acct (Class: N/A)**

Inception Date: 06/29/2010

Expense Type: Type 8\*\*

Investment Objective: The manager diversifies this fund primarily among fixed income securities, typically focusing on short to intermediate-term maturities.

**Manning & Napier Pro-Mix Moderate Term Ret Acct (Class: N/A)**

Inception Date: 06/29/2010

Expense Type: Type 8\*\*

Investment Objective: This fund invests in a moderately conservative mix of stocks, bonds, and cash that seeks to balance growth and capital preservation for a more stable rate of return relative to an investment in the stock market.

**Manning & Napier Pro-Mix Extended Term Ret Acct (Class: N/A)**

Inception Date: 06/29/2010

Expense Type: Type 8\*\*

Investment Objective: This fund invests in a growth-oriented mix of stocks, bonds, and cash that seeks to earn a good portion of the long-term growth of the stock market with less volatility.

\*\* See *Disclosure Page* for more details.

#### **Manning & Napier Pro-Mix Maximum Term Ret Acct (Class: N/A)**

Inception Date: 06/29/2010

Expense Type: Type 8\*\*

Investment Objective: This fund invests in an aggressive, growth-oriented mix of stocks, bonds, and cash that seeks to earn the long-term growth typically associated with the stock market.

#### **TA Vanguard LifeStrategy Income Ret Acct (Class: Investor)**

Inception Date: 06/29/2010

Expense Type: Type 8\*\*

Trading Restrictions: Type A\*\*

Investment Objective: The investment seeks current income and some capital appreciation.

#### **TA Vanguard LifeStrategy Conservative Growth Ret Acct (Class: Investor)**

Inception Date: 06/29/2010

Expense Type: Type 8\*\*

Trading Restrictions: Type A\*\*

Investment Objective: The investment seeks current income and low to moderate capital appreciation.

#### **TA Vanguard LifeStrategy Moderate Growth Ret Acct (Class: Investor)**

Inception Date: 06/29/2010

Expense Type: Type 8\*\*

Trading Restrictions: Type A\*\*

Investment Objective: The investment seeks capital appreciation and a low to moderate level of current income.

#### **TA Vanguard LifeStrategy Growth Ret Acct (Class: Investor)**

Inception Date: 06/29/2010

Expense Type: Type 8\*\*

Trading Restrictions: Type A\*\*

Investment Objective: The investment seeks capital appreciation and some current income.

\*\* See *Disclosure Page* for more details.

## ***Disclosures***

The separate account investment choices offered are exempt from registration with the SEC; therefore, no prospectuses are filed for them. However, certain of the separate account investment choices, other than the Stable Value investment choice(s) and Collective Investment Trusts, invest in mutual funds which are subject to SEC registration.

***Prospectuses or summary prospectuses, if available, for these mutual funds can be ordered directly from the fund company or obtained upon request from Transamerica Retirement Solutions at TA-Retirement.com. Investors should consider the investment objectives, risks, and charges and expenses of the fund carefully before investing. The prospectus for each fund contains this and other important information about that fund. Read each prospectus carefully before investing. Additional information on all the investment choices is available on the investment fact sheets.***

Certain accounts are operated by persons who have claimed an exclusion, granted to operators of insurance companies and their separate accounts, from registration as a "commodity pool operator" with respect to the accounts under the Commodity Exchange Act, and therefore, are not subject to registration or regulation with respect to the accounts under the Commodity Exchange Act.

### **Performance**

The performance data given represents past performance and should not be considered indicative of future results. An investment in these investment choices, other than the Transamerica Stable Value investment choice(s), is subject to market risk. Principal value and investment return will fluctuate, so that an investor's shares, when redeemed, may be worth more or less than the original investment. Current performance may be lower or higher than the performance quoted herein. Separate account investment choice statistics change over time. The investment choice is not FDIC insured, may lose value and is not guaranteed by a bank or other financial institution.

Performance shown is average annual total separate account investment choice returns (except last quarter and year-to-date) for the period indicated, net of the total operating expenses of the separate account and underlying investment (if applicable) as listed on the Investment Choices Performance Overview. Performance returns reflect reinvestment of dividends and capital gains distributions. Performance does not reflect the deduction of any applicable contract asset charge, discontinuance charge or service fee. Application of the contract asset charge and any discontinuance charges or service fees deducted from an account would reduce a participant's return.

For separate account investment choices invested in mutual fund shares, except as otherwise indicated, historical performance prior to the separate account investment choice inception date is hypothetical and calculated utilizing past performance for the underlying mutual fund with the deduction of the separate account fees reflected.

Performance shown since inception is from the performance inception date of the separate account or underlying investment as shown on the Investment Choices Performance Overview.

### **Asset Classes**

The investment choices have been assigned to various asset classes by Transamerica Retirement Solutions. They may not be representative of that particular asset class in the future.

### **Explanation of Investment Styles and Risks**

**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.

**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 under valued 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 Blend Stocks:** An investment category that mostly comprises a blend of value and growth stocks of mid-size companies. Stocks have historically offered the potential for greater long-term returns, but also entail greater short-term risks than other investment choices. Mid-cap shares may be more vulnerable to market downturns, and their prices could be more volatile, than those of larger companies. Blend strategies are subject to both growth and value risks.

**Small-Cap Value Stocks:** An investment category that mostly comprises stocks of small companies that are believed to be priced below what they are really worth. 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. Value stocks may be subject to special risks that have caused the stocks to be out of favor and under valued in the opinion of the portfolio managers who invest in them.

**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 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.

**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. The risks of world /foreign stocks 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.

**Emerging Market Stocks:** This investment category focuses on stocks of companies in emerging or developing countries or regions. Emerging market stocks involve special additional risks, including but not limited to, currency risk, political risk, and risk associated with varying accounting standards. Historically, emerging market stocks have experienced a greater degree of price volatility than stocks from developed markets.

**Target Date Investment Choices:** Target date 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 investment choices' 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.

**Asset Allocation:** Asset Allocation options invest in a mix of stocks, bonds, cash equivalents, and potentially other asset classes, either directly or via underlying investments, and are generally considered diversified investment choices. Allocation investment choices may be subject to all of the risks of the asset classes in which they invest. 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.

### Charges, fees, and expenses

Deposits made by plan participants are not subject to any front-end loads/sales fees of the underlying mutual fund. Therefore, such fees are not reflected in the performance reported.

**Type 3:** The expense ratio quoted reflects the maximum total operating expenses, of the investment choice which include the underlying TLIC Separate Account Maintenance and Investment Account Class VIII Administrative Charges assessed by Transamerica, if applicable. There may also be charges to your balance in the separate accounts for contract asset charges or service fees, as applicable under your plan's contract.

**Type 8:** The expense ratio quoted reflects the maximum total operating expenses of the investment choice, which include the underlying TLIC Separate Account Maintenance and Investment Account Class VIII Administrative Charges assessed by Transamerica (if applicable), and the total operating expenses of the underlying investment, net of any fee waivers. There may also be charges to your balance in the separate accounts for contract asset charges or service fees, as applicable under your contract.

### Contract termination charges

Depending on the features elected by your plan a discontinuance charge may apply at the time the investment contract is terminated.

### Contract asset charges (CACs)

*Contract asset charges (CACs) are assessed each Month according to the terms of the plan's contract and vary based upon the amount of assets held under the contract on the 15th of each month. Based on the plan asset information provided to Transamerica, the initial monthly CAC rate assessed to the plan is estimated to be 0.0208%.*

Plan sponsors should consult their contract and participants should consult their enrollment kit for the CAC charges applicable to their plan.

Note, the commission option selected by your plan's broker will affect the contract asset charges payable under the group variable annuity contract.

### Trading Restrictions

The ability to exchange units of the separate account may be restricted in the event that a sponsor or participant engages in trading patterns which are detrimental to the separate account or the underlying investment.

Investment choices may be subject to certain transfer restrictions. Participant-directed transfers into this contract account may be limited. Additionally, plan-level restrictions may apply. Automatic scheduled transactions such as payroll contributions, loan repayment, etc. may not be subject to these restrictions. However, you may transfer funds out of this contract account at any time. These restrictions may be changed at any time to comply with any restrictions on trading imposed by the underlying mutual fund.

Type A: Transfers into the investment choice are restricted for a rolling 30-day period once a transfer out has been made.

### Additional Notes

- The information contained in the investment choice performance overview and the attached investment profiles is date-sensitive and only valid for the current quarter. This information is generally updated quarterly. You should obtain updated information from your plan administrator to ensure you have the most current information.
- *Plan related recordkeeping and administration services are provided by Transamerica Retirement Solutions, LLC (Transamerica). The investment choices are available through a contract issued by Transamerica Financial Life Insurance Company ("TFLIC"), 440 Mamaroneck Avenue, Harrison, New York 10528, or Transamerica Financial Life Insurance Company ("TFLIC"), TA-AP-2001-CONT or TA-PC-2000-CONT. Transamerica is an affiliate of TFLIC and TLIC. TFLIC is not authorized and does not do business in the following*

*jurisdictions: Guam, Puerto Rico, and the U.S. Virgin Islands. TLIC is not authorized in New York and does not do business in New York. Contract form and number may vary, and these investment choices may not be available in all jurisdictions. Fees and charges may apply. Certain limitations on the number of investment choices for your plan will still apply. For complete information, contact your Transamerica representative.*



# Disclosures

The information in this enrollment workbook is intended to be educational and to provide you with information that may help you make better use of retirement savings opportunities in realizing your retirement goals. Different assumptions concerning earnings, taxes, investment rates of return, and retirement age will generally yield different results. **All information in this enrollment workbook is provided for illustrative purposes only and should not be considered legal or investment advice. If you need advice regarding your particular investment needs, contact your financial professional.**

Transamerica Retirement Solutions is prohibited by law from providing tax or legal advice outside the company. The information contained in this booklet is intended solely to provide general summary information and is not intended to serve as legal or tax advice applicable to certain matters or situations. For legal or tax advice concerning your situation, please consult your attorney or professional tax advisor. Although care has been taken in preparing this material and presenting it accurately, Transamerica disclaims any express or implied warranty as to the accuracy of any material contained herein and any liability with respect to it.

*Transamerica Retirement Solutions (TRS) is affiliated with Massachusetts Fidelity Trust Company (MFTC), through which TRS provides certain investment education services to plan participants on behalf of the plan. MFTC is an Iowa trust company with its principal office located at 4333 Edgewood Road NE, Cedar Rapids, IA 52402.*

## General Assumptions

All calculations in this enrollment workbook are for illustrative purposes only. Your circumstances will differ from these examples. Calculations in this enrollment workbook display the future value of investments. All deposits are assumed made at the end of each year. Your own deposit schedule will depend on your plan specifics. Unless otherwise specified, the annual rate of return is 6.3%, net of fees. This return is for illustrative purposes only, does not reflect the performance of any specific investment choice, and is not intended to imply or guarantee future returns. No taxes are applied to plan balances. Plan balances are fully taxable upon withdrawal. Withdrawals before age 59½ may trigger an additional 10% early withdrawal penalty tax. Returns are assumed to be the same each year. Actual values may increase or decrease in any given year.

To estimate Social Security benefits, we've assumed that you have enough participation in the Social Security system to be fully and currently insured and eligible for Social Security benefits and that you have been participating in Social Security since you were first eligible. Several assumptions about your pay history and future pay levels have been made in order to consider Social Security benefits in determining your retirement savings goal.



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