

Participant Distribution Checklist (Page 1 of 3)

Summary of Current Resources

Plan Sponsor	ARUP, Inc.	Tom Topik	topiktr@aruplab.com
Recordkeeper	Milliman	Milliman Help Line	1.800.724.1678

Contact Information

OPTIONS FOR YOUR RETIREMENT PLAN ASSETS

You have the following options:

1. **You can keep your assets in the ARUP Inc. Retirement and Employee Savings Plans.**
2. **If you choose to move some or all of your assets, you have the following options:**
 - a) Transfer to your new employer's plan
 - b) Rollover to an IRA
 - c) Cash out (may incur taxes and/or penalties)

CONSIDERATIONS

- Compare fees for all options.**
 - Both employer-sponsored plans and IRAs charge investment and administrative expenses.
 - Financial professionals may encourage you to roll your assets into an IRA because they might earn commissions or other fees as a result.
 - Financial firms may advertise free or low-cost rollovers. Even if there are no costs associated with the rollover itself, companies will often charge fees for account administration, investment management or both. Examine the fees associated with each investment option, and compare them to the fund expenses in the retirement plan.
- Compare investment choices.**
 - The investment advisor and plan committee have narrowed your choices to best-in-class options at competitive costs. An IRA often enables you to select from a broader range of investment options, but might not offer the same options your employer plan does at the same fee rate.
- Weigh service offerings for each option.**
 - Some employer plans also provide access to investment advice, planning tools, telephone help lines, educational materials, webinars, workshops and one-on-one meetings. Similarly, IRA providers offer different levels of service, which may include full brokerage service, investment advice and distribution planning. Consider the service offerings for each option.
- Consider the tax implications for each option.**
 - If you roll over your retirement plan assets to an IRA, you can choose to keep the account types the same or you can convert some or all traditional assets to a Roth account. Consider the tax implications before you make this change.
 - Cashing out your retirement plan, prior to age 59 ½, may result in a 10% fee and a 20% tax-withholding imposition.
 - Consult with an independent tax expert about the tax implications of each option.
- Consider the implications of Direct vs. Indirect Rollovers.**
 - With a direct rollover, your Plan Sponsor will send your retirement plan assets directly to your new employer's plan or to an IRA.
 - With an indirect rollover, you take a lump-sum distribution from your plan administrator. You can keep the assets for up to 60 days before completing the transfer to the new account. Indirect rollovers have significant tax consequences. Be clear on the rules before requesting an indirect rollover.

Disclosure

This Checklist is intended to serve as a guide for Plan Participants who are considering separation from the Plan and its services. It does not represent a recommendation by ARUP Inc. Information provided as of 4/19/2016.

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ARUP INC. RETIREMENT AND EMPLOYEE SAVINGS PLANS (SPECIFICS)

Fees

▪ Plan Administration Fees (FY 2016)	\$93 annual fee
▪ Distribution/Withdrawal Fees	\$50 per occurrence
▪ Installment & Periodic Distribution Fees	\$50 One-time setup fee
▪ Loan Fees	\$125 origination fee

Plan Features

▪ Custom Target Retirement Date Glidepaths (InvestMap)	Yes
▪ In-Plan Rollovers	Yes
▪ Installment & Periodic Distribution Options	Yes
▪ Institutional Share Classes	Yes
▪ Variety of Asset Classes	Yes

Service Offerings

▪ Participant Investment Guidance (Online Tools)	Provided by Milliman
▪ Website	Provided by Milliman
▪ Educational Materials	Provided by Cook Street Consulting
▪ Telephone Help Lines	Provided by Milliman
▪ Workshops	Provided by Cook Street Consulting

INVESTMENT INFORMATION (AS OF 9/30/2015)

Asset Class	Fund Name	Prospectus Net Expense Ratio (%)
Money Market	Gabelli US Treasury Money Market AAA	0.08
Short-Term Bond	Vanguard Short-Term Bond Index	0.07
Intermediate-Term Bond	Vanguard Total Bond Market Index	0.06
Inflation-Protected Bond	Fidelity Spartan Inflation-Protected Bond Index	0.20
World Bond	Vanguard Total International Bond Index	0.12
Large Blend	Vanguard Institutional Index	0.04
Small Blend	Vanguard Small Cap Index	0.08
Foreign Large Blend	Vanguard Developed Markets Index	0.07
Real Estate	Vanguard REIT Index	0.10
Diversified Emerging Mkts	Vanguard Emerging Markets Stock Index	0.12
Target Retirement Funds	InvestMap Glidepaths	0.07 to 0.08

* The ARUP Inc. Retirement Committee reviews all investment options on a regular basis to ensure that fees/expenses are appropriate.

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FEE COMPARISON

Fee Category	ARUP Inc. Retirement and Employee Savings Plans Fees	Alternative Plan / IRA Fees
Administration Fees	\$93 annual Fee (FY 2016)	
Withdrawal Fees	\$50 per occurrence	
Periodic Distributions	\$50 (One-time setup fee)	
Loan Fees	\$125 origination fee	
Investment Management Expenses (charged per investment option)	Money Market	0.08
	Short-Term Bond	0.07
	Intermediate-Term Bond	0.06
	Inflation-Protected Bond	0.20
	World Bond	0.12
	Large Blend	0.04
	Small Blend	0.08
	Foreign Large Blend	0.07
	Real Estate	0.10
	Diversified Emerging Markets	0.12
	Target Retirement Funds	0.07 to 0.08
Other	n/a	
	n/a	
	n/a	

X

Advisor / Broker Signature

Date

X

Participant / Client Signature

Date

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