



Oak Harbor Freight Lines, Inc 401(k) Plan and Trust

Enrollment Form

Employee # _____

You must be at least 21 years of age to participate in this program.

SECTION I - General Information

**** PLEASE TYPE OR PRINT CLEARLY ****

Social Security

Number: _____ Name: _____
 Last First

Address: _____
 Street Apt # / PO Box City State

_____ Date of Birth Date of Hire Sex (M or F) Marital Status

_____ E-mail address Phone Number

SECTION II - Contribution Election

The maximum contribution for 2019 is \$19,000. Participants that are 50 years of age or older by the end of the calendar year may defer an additional \$6,000, as a catch-up contribution.

TRADITIONAL 401(K)

I elect to defer _____% from my compensation per pay period on a pre-tax basis.

AND/OR

ROTH 401(k)

I elect to defer _____% from my compensation per pay period on a post-tax basis.

I elect not to defer at this time.

SECTION III - Investment Option Election

All allocations must be made in whole percentages and the total allocations must equal 100%. I hereby authorize all FUTURE CONTRIBUTIONS be invested as follows:

Fund Name	%	Fund Code	Fund Name	%	Fund Code
American Funds American Mutual R4	_____	RMFEX	Lazard International Strategic Equity Open	_____	LISOX
American Funds New Perspective	_____	RNPEX	Goldman Sachs Financial Square Govt Svc	_____	FOSXX
Columbia Mid Cap Index	_____	NTIAX	JP Morgan Smart Retirement 2020 A	_____	JTTAX
Columbia Small Cap Index	_____	NMSAX	JP Morgan Smart Retirement 2025 A	_____	JNSAX
Columbia Global Energy & Natural Res	_____	EENAX	JP Morgan Smart Retirement 2030 A	_____	JSMAX
Diamond Hill Small-Mid Cap	_____	DHMAX	JP Morgan Smart Retirement 2035 A	_____	SRJAX
Franklin DynaTech A	_____	FKDNX	JP Morgan Smart Retirement 2040 A	_____	SMTAX
Hartford MidCap R4	_____	HFMSX	JP Morgan Smart Retirement 2045 A	_____	JSAAX
iShares US Aggregate Bond Index	_____	BMOAX	JP Morgan Smart Retirement 2050 A	_____	JTSAX
iShares S&P 500 Index	_____	BSPAX	JP Morgan Smart Retirement Income A	_____	JSRAX
iShares MSCI EAFE Intl Index	_____	MDIIX	Nuveen Real Estate Secs Fund A	_____	FREAX
Oppenheimer Developing Markets	_____	ODMAX	PIMCO Total Return A	_____	PTTAX

Must Total: 100%

Note: The default fund is JP Morgan Smart Retirement target dated fund if no fund selection has been indicated or does not add up to 100%

SECTION IV - Signature

Please make sure that you have completed each section fully. Return this form to Human Resources at the Oak Harbor Corporate Office

_____ Employee Signature _____ Date

If you have questions about your investment choices, please contact Scott McKnight at 800-527-4560.

For online access to your account <https://myaccount.ascensus.com/rplink>

Please fax enrollment forms to 425-828-4188



Oak Harbor Freight Lines, Inc Union and Non-Union 401(k) Plans

BENEFICIARY DESIGNATION FORM

This beneficiary form is used to designate the receipt of your account upon your death. This form must be completed by all employees when completing the enrollment form. Please return the completed form to your employer.

SECTION I: GENERAL INFORMATION

Employee Name: _____ Social Security Number: _____

The above named employee is a participant in the: Oak Harbor Freight Lines, Inc Union 401k Plan Oak Harbor Freight Lines, Inc Non-Union 401k Plan

SECTION II: DESIGNATE BENEFICIARY(IES)

Both a Primary and a Secondary Beneficiary must be designated. If you are married, your spouse must be the sole primary beneficiary (100%) unless your spouse approves otherwise and signs the waiver below. Percentages for all Primary Beneficiaries must total 100%. Percentages for all Secondary Beneficiaries must total 100%.

PRIMARY BENEFICIARY

Name: _____ Relationship: _____
Birth Date: _____ Social Security #: _____ Percent: _____
Name: _____ Relationship: _____
Birth Date: _____ Social Security #: _____ Percent: _____

SECONDARY BENEFICIARY

Name: _____ Relationship: _____
Birth Date: _____ Social Security #: _____ Percent: _____
Name: _____ Relationship: _____
Birth Date: _____ Social Security #: _____ Percent: _____
Name: _____ Relationship: _____
Birth Date: _____ Social Security #: _____ Percent: _____

SECTION III: EMPLOYEE CERTIFICATION

Employee Name: _____
Employee Signature: _____ Date: _____

Please keep a copy of this form for your records and return this original Beneficiary Designation Form to your employer. Your beneficiary designation is subject to the terms of the Plan and is not effective until accepted and approved by your Plan Administrator. You reserve the right to revoke or change the above elections and/or designation at any time.

SPOUSAL WAIVER OF BENEFITS

I hereby consent to the foregoing beneficiary designation by my spouse. Further, I acknowledge that my spouse's designation of another primary beneficiary in lieu of or in addition to me will cause some or all of my spouse's vested account balance to be paid to a beneficiary other than me. I understand that my consent is irrevocable unless my spouse revokes the beneficiary designation.

Spouse's Signature: _____ Date: _____

WITNESS TO SPOUSAL CONSENT

Witnessed By: _____
Plan Representative or Notary Public

Oak Harbor Freight Lines, Inc 401(k) Company Match and Vesting Rules

Company Match

To be eligible for the match, you must be employed a minimum of 3 months. Oak Harbor Freight Lines will match 50% of every dollar you contribute to your 401k plan up to a maximum of 10%. Thus the company contribution may provide you an additional 5% in wages. Your participation in a traditional tax deferred 401k or Roth 401k will automatically trigger the match. However, the match will be placed in a traditional account such that income taxes will be paid upon withdrawal of the monies. The match will be made on a pay check per pay basis. For you to get the most benefit from the match you will need to contribute throughout the year.

Examples:

- If you contribute 4% of your wages you will be matched 2% providing a 6% contribution to your 401k account.
- If you contribute 6% of your wages you will be matched 3% providing a 9% contribution to your 401k account.
- If you contribute 10% of your wages you will be matched 5% providing a 15% contribution to your 401K account

Vesting

You are always 100% “vested” in any money you contribute. You will be vested in the Oak Harbor Freight Lines match contribution in accordance with the following schedule. Vested money is ours to keep upon separation of employment. (By law, unvested money is return to Oak Harbor Freight Lines.)

You will be vested on the company matched portion of your 401(k) contribution based on your hire date according to the schedule below:

0-2 years	0%
2-3 years	20%
3-4 years	40%
4-5 years	60%
5-6 years	80%
6 years	100%



Oak Harbor Freight Lines, Inc

401k Plan & Trust Summary

Eligibility Requirements

All employees who have reached 21 years of age are immediately eligible for the plan; you will enter the plan immediately after eligibility requirements have been met.

There is a 90 day wait period from the date of hire to receive a company match.

Investment Options:

You have the ability to choose your investment options, if no investment option is chosen, your money will be invested into the **JP Morgan Target Dated Default Fund.**

Contributions

Employee Savings Contributions

For 2018, the maximum salary deferral that you may contribute is \$18,500. You have the choice of deferring into a pre-tax and/or post-tax (ROTH) account. Employees that are age 50 or older at the end of the plan year are eligible to make an additional \$6,000 catch-up provision.

If you are considered a highly compensated employee, your ability to contribute the maximum will be based on the annual discrimination testing.

Company Matching Contributions

Oak Harbor Freight Lines will match 50% of every dollar you contribute to your 401(k) Plan up a maximum match of 5%.

Example: If you contribute 10% of your wages, you will be matched 5% providing a total contribution of 15%.

You are eligible to receive company match after 90 days from your date of employment.

What is the difference between a ROTH and TRADITIONAL 401(k) deferral?

The basic difference between a Roth 401(k) and a traditional 401(k) is that the Roth is funded with after-tax dollars while the traditional 401(k) is funded with pre-tax dollars. In general, the earnings on your Roth contributions will be tax-free as long as the distribution is made 5 years after the first Roth contribution.

Rollovers

You may rollover money from another Qualified Plan, 403(b), 457 or Taxable IRA into this Plan.

Definition of Compensation

Total pay received during the plan year (W-2 pay).

Vesting

YOU ARE ALWAYS 100% VESTED IN YOUR SAVINGS CONTRIBUTIONS.

COMPANY CONTRIBUTIONS ARE VESTED AS FOLLOWS:

<u>Years of Service</u>	<u>Vesting Percentage</u>
0-2 years	0%
2-3 years	20%
3-4 years	40%
4-5 years	60%
5-6 years	80%
6 years	100%

(A year of service is credited once the employee works 1,000 within the applicable plan year.)

Loans

You may take a loan from your 401(k) fund with certain restrictions. The loan cannot exceed 50% of your vested account balance. The minimum loan amount is \$1,000; the maximum amount is \$50,000.

There will be a one-time \$150 loan fee. While loans are available, they are not encouraged.

Withdrawals

The plan allows you to withdraw money from your account under the following circumstances: Termination of Employment, Attainment of age 59 ½ (*may be limited to employee contributions only*), or Disability/Death. *A spousal Consent is required on all distributions.*

Hardship Withdrawal

You *may* be eligible for a hardship withdrawal if you have an immediate financial need due to only the following reasons: purchase of primary residence; educational expenses; deductible medical expenses; or to prevent eviction/foreclosure from your principal residence. Hardship withdrawals are subject to income tax, a 10% penalty may apply and you may not contribute to the Plan for six months.

Investments

You can allocate your contributions and Company matching contributions to any or all of the following investment accounts as long as the total allocations equal 100%. You may make changes to your investments at anytime online at www.pfc401k.com.

Investment Options:

- **Oppenheimer Global A**
- **Franklin DynaTech A**
- **American Funds American Mutual**
- **Columbia Mid-Cap Index**
- **Diamond Hill Small-Mid Cap**
- **Hartford MidCap**
- **iShares US Aggregate Bond Index**
- **iShares S&P 500 Index**
- **iShares MSCI EAFE Intl Index**
- **Lazard International Strategic Equity**
- **Columbia Small Cap Index**
- **Pimco Total Return**
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- **Oppenheimer Developing Markets A**
- **Nuveen Real Estate Secs A**
- **Goldman Sachs Financial Square Gov**
- **Columbia Global Natural Resources**

Professionally Managed Portfolios:

- **JP Morgan Smart Retirement 2020 A**
- **JP Morgan Smart Retirement 2025 A**
- **JP Morgan Smart Retirement 2030 A**
- **JP Morgan Smart Retirement 2035 A**
- **JP Morgan Smart Retirement 2040 A**
- **JP Morgan Smart Retirement 2045 A**
- **JP Morgan Smart Retirement 2050 A**
- **JP Morgan Smart Retirement Income**

Access to your Account

You may access your account online <https://myaccount.ascensus.com>

Paradigm Financial Corporation is the Third Party Administrators for the Oak Harbor 401(k) Account.

For questions or assistance with your 401(k) Account, please contact Cammie Hembree or Jaime Dellachiarra at 800-527-4560.

If you need investment advice, please contact Scott McKnight at 425-307-6435, or toll free at 800-527-4560 ext 100.