

UNIVERSAL AVAILABILITY NOTICE

DOANE UNIVERSITY DEFINED CONTRIBUTION RETIREMENT PLAN

This notice provides important information about your rights to defer compensation in Doane University Defined Contribution Retirement Plan (the "Plan").

The Plan Administrator is: Doane University
Address: 1014 Boswell Ave, Crete, Nebraska 68333
Phone number: 402-826-2161
Fax number: 402-826-8600

Am I eligible to make elective deferrals?

You are eligible to make elective deferrals if you are employed by Doane University or any affiliate who has adopted the Plan unless:

- you are eligible to participate in a 401(k) or another 403(b) plan sponsored by Doane University under which you can make employee contributions
- you are a non-resident alien with no U.S. sourced income
- you are a student performing services for Doane University and where you are pursuing a course of study with Doane University

You can start making elective deferrals immediately upon your hire date.

What are elective deferrals?

Elective deferrals are contributions you may make out of your compensation to the Plan. You may contribute to the Plan on a pre-tax or after-tax basis.

Pre-Tax contributions are made to the Plan out of your compensation before taxes. Your contributions are only taxed as compensation once you receive a distribution from the Plan.

After-tax elective deferrals are known as Roth contributions. Roth contributions are made by you on an after-tax basis, but if certain requirements are met, a "qualified distribution" from your Roth contributions will not be taxed when you take them out of the Plan (see the Summary Plan Description for more information). There are no income limitations on who may make a Roth Contribution.

Roth Contributions are made in the same manner as pre-tax elective deferrals. You must designate how much you would like to contribute on a pre-tax basis (normal 403(b) contribution) and how much you would like to contribute as an after-tax Roth Contribution. You are not required to make any Roth Contributions. You may designate all of your elective deferrals as pre-tax contributions.

The sum of your Roth contributions and pre-tax elective deferrals may not exceed the annual limit on regular 403(b) contributions.

Please note that Roth Contributions are not suitable for everyone. Please consult with your tax advisor before making any Roth Contributions to the Plan.

What are the limits on elective deferrals?

Federal law limits the amount you may elect to defer under this Plan and any other retirement plan permitting elective deferrals (including both other 403(b) and 401(k) plans).

- Your total amount of deferrals cannot be more than the deferral limit under Internal Revenue Code Section 402(g). This amount may increase annually for inflation. This limit is \$19,000 for 2019 and is projected to be \$19,500 for 2020.
- If you are age 50 or over, you may defer an additional amount, called a "catch-up contribution," up to the maximum allowed under Internal Revenue Code Section 414(v). This amount may also increase for inflation. The catch-up contribution limit is \$6,000 for 2019 and is projected to be \$6,500 for 2020.

How do I make or change my deferral election?

You may make or change your deferral election by returning a deferral election form to the plan administrator.

Once I make a deferral election, how often can I change, stop, or re-start the election?

You may change or re-start your deferral election as of dates and times as established by the Plan Administrator. You may stop your deferrals at any time.

The plan administrator may establish additional rules you will need to follow when making your deferral election. Your deferral election is only effective for compensation you have not received yet. The plan administrator may also reduce or totally suspend your election if they determine that your election may cause the Plan to fail to satisfy any of the requirements of the Internal Revenue Code.

Can I direct how my elective deferrals will be invested?

Yes, you can direct how your elective deferrals will be invested from among the different investments offered under the Plan.

You may make or change your investment elections by returning an investment election form to the plan administrator.

Subject to any additional restrictions placed on investment timing by the actual investment, you may change your investment elections once each pay period.

If you do not make an investment election your account balances will be placed in investments selected by the plan administrator.