



WELCOME TO CAPITAL VACATIONS!

Welcome! We are proud to offer My HR Pros 401(k) Multiple Employer Plan (MEP), available to Capital Vacations employees, in partnership with Transamerica. When you join, you'll have a professional service team by your side. Below are some of the highlights of our plan:

Special Features

- Online Enrollment - www.transamerica.com
- Individual Investment Advice - Derek Butler, Financial Advisor, 805-797-4737
- Online Distribution
- Transaction History
- Optional Election for Investment Allocations - PortfolioExpress

Eligibility Requirements

- Minimum Age - 18
- Minimum Service - 90 Days
- Entry Date - First Day of the Month Following Enrollment

Elective Contributions

- Elective Contributions Permitted - Yes
 - IRS Maximum Elective Contribution for 2022 - \$20,500 (up to age 50) plus \$6,500 Catch-Up (over age 50)
- Type of Contributions - Both % and \$ Allowed
- Type of Account - Both Traditional (Pre-tax) and Roth (After Tax) Allowed

Auto Enrollment - No

Loans - Yes

- Type - General and Residential
- Refinancing of Loans - Yes
- Paperless Loans - yes
- Frequency Limitations - No
- Number of Loans Allowed - 3
- Minimum Loan Amount - \$1,000
- Maximum Loan Term - 60 months
- Interest Rate - Prime Interest Rate published in the Wall Street Journal plus 1.00%
- Loan Setup Fee - \$75
- Loan Maintenance Fee \$50
- Repayment Frequency - Bi-Weekly via Payroll Deduction

Transamerica

TransDirect Customer Support - 1-800-401-8726

Financial Advisor

Derek Butler - 805-797-4737

derek.butler@lpl.com

My HR Professionals

Beth Harrison - 479-474-7752

bethh@myhrpros.com



Q: Will I be automatically enrolled?

A: No, our Plan does not include auto enrollment. You may enroll at www.transamerica.com or by completing an Enrollment/Change Form

Q: When do I become eligible to participate in the 401k Plan?

A: After age 18 and 90 days of service. Contributions begin the first of the month, following enrollment.

Q: Does the company match employee contributions?

A: Not at this time

Q: How do contributions work?

A: You may choose to contribute a percentage or dollar amount, and you can choose to put your funds into a Traditional (Pre-Tax) or Roth (After-Tax) account, or both. Contributions are withheld each payroll and are submitted to Transamerica the following week.

Q: What is the maximum annual contribution?

A: The contribution limit for 2022 is \$20,500, up to age 50 and an additional \$6,500 is allowed for catch-up, for those over age 50

Q: How often can I change my contribution?

A: You can change your contribution anytime at www.transamerica.com or by completing an Enrollment/Change Form.

Q: How can I set up or change my beneficiaries?

A: You may update your beneficiary information online at www.transamerica.com or by completing a beneficiary form

Q: When do I become fully vested?

A: You are immediately fully vested. 100% of what you put in is yours.

Q: Can I rollover a balance from a previous 401k?

A: Yes, Transamerica will accept a rollover from your previous Plan. You must complete an incoming Rollover form, in addition to requesting the funds from your previous Plan.

Q: Can I rollover my current loans?

A: No, you will need to work with your previous Plan Administrator to discuss your repayment options

Q: Are 401k loan allowed?

A: Yes, you can have up to three loans at a time.

Q: Who can I contact with questions?

A: My HR Pros – Beth Harrison 479-474-7752
Financial Advisor – Derek Butler 805-797-4737
Transamerica Customer Support 800-401-8726