Saving for the future with your company sponsored

RETIREMENT PLAN

RPG CONSULTANTS

CEFEX-CERTIFIED RECORDKEEPER & TPA

SERVICE PROVIDER EXCELLENCE ASPPA

CEFEX CENTRE FOR FIDUCIARY EXCELLENCE

What is an Employer-sponsored Retirement Plan? How can it help you save?

An Employer-sponsored Retirement Plan provides a disciplined and convenient strategy for employees to reach their savings goals. It is no wonder that most employees who are offered Employer-sponsored Retirement Plans choose to contribute to them. The benefit for most employees is obvious: tax-deferred contributions for retirement. In an era when employees can no longer count on traditional pensions and social security to provide for their retirement needs, employees must find alternative sources for funding their retirement.

Your retirement is probably the single most expensive item you will need to fund.

Surprisingly, most Americans are not financially prepared for their golden years. According to the National Bureau of Economic Research in a June 2011 working paper sponsored by the National Bureau of Economic Research, most Americans do not save enough, if at all, for retirement. To cover your expenses during retirement for 15, 20, 30 years or more, you have to start preparing now. Don't let your money run out during your retirement years.

Every dollar saved today can mean a much more comfortable future for you. The greater the number of years during which you save, the more time your money has to grow. For example, using a simple interest formula with a 7% return on an initial investment of $10,000, after 30 years the account would grow to $76,122.55. Using the same formula, an investor would need to nearly quadruple that investment to get the same return in a 10 year time frame. The moral of the story is, saving earlier makes saving easier.

Defined Contribution Retirement Plans
have become popular since they were first introduced by the IRS in the early 1980's.
These Plans provide a simple and cost-effective way for employees to save money for life after their working years.
401(k) Plans are the most common type of Defined Contribution Plan.

So how is saving through your Employer's Retirement Plan different than simply saving on your own?

By having part of your paycheck contributed directly to your Plan's tax deferred account, the IRS allows you to save for retirement which will supplement the retirement income that you will be receiving from Social Security benefits.

Employee (NOT Employer) Contributions

- Participant elects an annual percentage of salary or a fixed amount per payroll
- Employer takes deduction automatically from payroll
- Lowers Participants taxable income

Here is an example:

Let's assume the following:

- Weekly Payroll (i.e. 52 payrolls)
- 30% tax bracket
- Annual Salary of $52,000
- Elect 5% of the annual salary:
  $2,600 annually = $50/paycheck

	Taxable Wages	Taxes Paid	Take Home Pay	Amount Contributed to Plan Account	Total Weekly Income (Including Retirement Plan Account Contributions)	Total Annual Income	Total Annual Retirement Plan Contribution
WITHOUT Retirement Plan	$ 1,000	$ 300	$ 700	$ 0	$ 700	$36,400	$ 0
WITH Retirement Plan	$ 950	$ 285	$ 665	$ 50	$ 715	$ 37,180	$ 2,600

By committing to have a portion of your paycheck automatically contributed to your Retirement Plan account, you can start saving toward your future with very little effort now and reap the rewards during your retirement years.

Why is it important to save now?

For most Americans, Social Security will probably not cover all of their expenses in retirement. Health care costs are rising and unexpected expenses often emerge. According to the AARP, the average American should plan to have 70-100% of his or her last annual salary for each year of expected retirement to cover the cost of expenses during non-working years. When calculating your future costs in retirement, consider factors such as your base annual expenses, health care costs, travel expenses, taxes, long-term care expenses, family/grandchildren expenses, and inflation.

Due to insufficient planning, many people are now forced to work later in life to cover their necessary expenses. Most Americans do not save enough to maintain the lifestyles to which they have become accustomed during their working years. As people are now living longer after retiring, there is a growing need to save more and to plan for the long-term. By deducting a small portion of your salary today, you can enjoy the benefits of your savings for many years in the future. By starting to save earlier and by saving more, employees can endeavor to create more comfortable retirements.

SAVINGS: AN INTRODUCTION

How do you start saving?

The best way to start saving for retirement is to create your own savings strategy. Map out how much you think you will need to meet your financial goals during your retirement by taking into account the sum of all of your expected expenses, and then add a cushion for the unexpected.

It is important to maintain a long-term perspective. As mentioned before, you should consider factors such as your regular annual expenses, (utility bills, housing, food, auto expenses, etc.), health care costs, taxes, (taxes that you may be subject to, i.e.,real estate taxes, etc.), travel expenses, long-term care expenses, family/grandchildren obligations, and inflation. In your plan, also include other savings and sources of income, such as Social Security, that you will be collecting once you are retired.

How much will you need for your retirement?

Use the retirement calculator available on the **RPG Consultants website, www.rpgconsultants.com,** to calculate how much income should be deferred from your paycheck in order to help you meet your financial goals. When using the calculator, consider the risks involved with each type of investment option. Your Plan's financial advisor can help you better understand the risks and potential rewards associated with each investment option.

Choosing an investment strategy that suits your needs

You can use the risk profile questionnaire on the following page to help you gauge what type of investor you are depending on your sensitivity for investment risk.

Consider how your risks and objectives can change during the course of your savings strategy. For instance, early in your career you may consider choosing riskier investments that have higher potential to appreciate in value, whereas later in your career it may be more important to you to preserve your savings, and you may want to choose more stable investments that provide lower potential for higher returns. Keep in mind, the account is your own, not your employer's, and you are responsible for saving for your retirement.

RETIREMENT TIMELINE

AGE 50

Begin making catch-up contributions, an extra amount that those 50 years of age and older can add, to 401(k) and other retirement accounts.

AGE 59 ½

No more tax penalties on withdrawals from retirement accounts, but leaving money in your retirement account means more time for it to grow.

AGE 62

The minimum age to receive Social Security benefits, but delaying means a greater monthly benefit.

AGE 65

Eligible for Medicare.

AGE 66

Eligible for full Social Security benefits if born between 1943 and 1954.

AGE 70 ½

Start taking minimum withdrawals from most retirement accounts by this age if you are an owner/partner or terminated employee; otherwise, you may be charged heavy tax penalties in the future.

Source: DOL/EBSA

RISK PROFILE QUESTIONNAIRE

Once you join your Employer-sponsored Retirement Plan, you will need to develop an investment strategy. This questionnaire can help you determine whether you are a conservative, moderate, or aggressive investor, and which investments offered by your Retirement Plan may best suit your needs. Use this information in combination with other investment planning advice available to you.

Please read the following statements. Rank yourself on a scale from 1 to 5 as to whether you agree or disagree with the statements. 5 means strongly agree and 1 means disagree. Circle your choice.

1.	To obtain above-average returns on my investments, I am willing to accept above-average risk of investment losses.	1 2 3 4 5
2.	Staying ahead of inflation is more important to me than maintaining stable principal values.	1 2 3 4 5
3.	If an investment loses money over the course of a year, I can easily resist the temptation to sell it.	1 2 3 4 5
4.	I do not plan on withdrawing my retirement money for major expenses before I retire.	1 2 3 4 5
5.	I consider myself knowledgeable about economic issues and personal investing.	1 2 3 4 5
6.	How old are you? Age: 20-29 **5 points**; Age: 30-39 **4 points**; Age: 40-49 **3 points**; Age: 50-59 **2 points**; Age: 60 or over **1 point**.	1 2 3 4 5
7.	How many years until you retire? 1-5 yrs. **1 point**; 6-10 yrs. **2 points**; 11-15 yrs. **3 points**; 16-20 yrs. **4 points**; 21-25+ yrs. **5 points**.	1 2 3 4 5

TOTAL: ☐

1-7 points *Ultra Conservative*	**8-13 points** *Conservative*	**14-18 points** *Moderartely Conservative*
19-24 points *Moderate*	**25-29 points** *Moderately Aggressive*	**30-35 points** *Aggressive*

INVESTMENT TERMS

Active Management: As opposed to Passive Management, this refers to paid managers actively trading investments within a fund. Most mutual funds are actively managed, with the exception of index funds.

Asset Allocation: The strategy used to diversify investments to balance risk and reward of investments. It is based on the principle that asset types perform differently in varying economic conditions.

Balanced Fund: A fund which invests in a mix of bonds, stocks, and, sometimes, money market securities.

Bond: A debt investment issued by a corporation or government entity that promises to pay a specified amount of interest for a defined time period. The investment risk is generally considered to be low to moderate for governmental bonds and moderate to high for corporate bonds.

Certificates of Deposit (CDs): A savings certificate, typically issued by a financial institution, for a set period of time at a specified interest rate. The risk of losing principal with CDs issued by Federally insured institutions is considered to be very low.

Compound Interest: Interest earned on the original investment or debt, as well as on the accrued interest on the principal.

Diversification: A technique used to spread risk by investing in different investment vehicles or asset classes.

Dividend: A distribution of a corporation's earnings to its shareholders. The amount distributed to a shareholder will vary based upon the number of shares owned.

Exchange Traded Fund (or ETF): A fund with an investment mix that is comprised of a basket of stocks or securities. Most often ETFs are not actively managed. Unlike a mutual fund, an ETF is traded like a stock, and its price can fluctuate during the course of the trading day. Investment risk in a stock index fund is moderate to high.

Guaranteed Investment Contracts (GIC): Investments issued by insurance companies or banks which guarantee an interest rate over a fixed period, with a promise to repay the principal at maturity. Risk is considered low if the contracts are insured by financially sound organizations.

Fixed-Income Securities: These investments have specified periodic payment s. Bonds comprise the majority of this investment type. The risk for these investments is generally considered to be low to moderate, varying with the type and quality of the security.

Growth Stock: A stock of a company that is expected to have earnings that increase faster than the economy or market norm. Often these shares do not pay dividends. The risk associated with growth stocks can be higher than average.

Income stock: A stock that pays a higher than average proportion of earnings as dividends, providing a relatively high yield for investors. Often, these stocks have stable outlooks but relatively limited growth opportunities.

Index Fund: *Bond*: This type of fund seeks to achieve a similar return to a particular bond index such as the Barclays Capital Aggregate Bond Index. The investment risk associated with this type of fund is generally considered to be low to moderate.

Index Fund: *Stock*: This type of fund seeks to achieve a similar return to a particular equity index such as the Standard & Poor's 500. The investment risk in a stock index fund is considered to be moderate to high.

Managed Account: A personalized investment account or portfolio that is managed by a professional money manager on behalf of a Plan participant or group of participants.

Money Market Fund: This type of fund invests in short-term financial instruments with maturities generally less than one year that are highly "liquid". The investments of money market funds can include Treasury bills, Federal funds, commercial paper, negotiable certificates of deposit, and municipal notes.

Principal: The original amount invested, distinct from earnings.

Prospectus: Documentation required by the SEC which offers disclosure of relevant information and disclosure regarding the security for sale.

Return: The profit or loss earned through investing during a particular period.

S&P 500: An index of the 500 stocks compiled by Standard & Poor's Corporation that is used as a measure of broad economic performance in the US.

Securities: Financial instruments such as equities (such as stocks, ETFs or mutual funds), debt (such as bonds), or derivatives (such as futures or options), which are issued to entitle holders to certain rights which can include the participation in earnings, distribution of property, or other assets of the corporation issuing the security, etc.

Stocks: A type of security that gives the shareholder an ownership interest in the company that issued the stock. Stocks are typically either "preferred" or "common".

Total Return: The actual rate of return of an investment, meaning the unrealized increase or decrease of an asset values during a period or time, including any interest, capital gains, dividends and distributions generated during that period.

Treasury Bills: Short-term U.S. government securities that have maturities of less than one year which are sold at a discount of their face value.

Treasury Inflation-Protected Securities (TIPS): U.S. government securities which are indexed by inflation as reflected by the Consumer Price Index. These securities pay interest every six months and are issued with maturities of 5,

10, and 30 years. TIPS are considered very low risk investments due to the backing of the US government and their inflation protection.

Treasury Bonds: Long-term U.S. government securities that have maturities of 30 years which pay interest every six months.

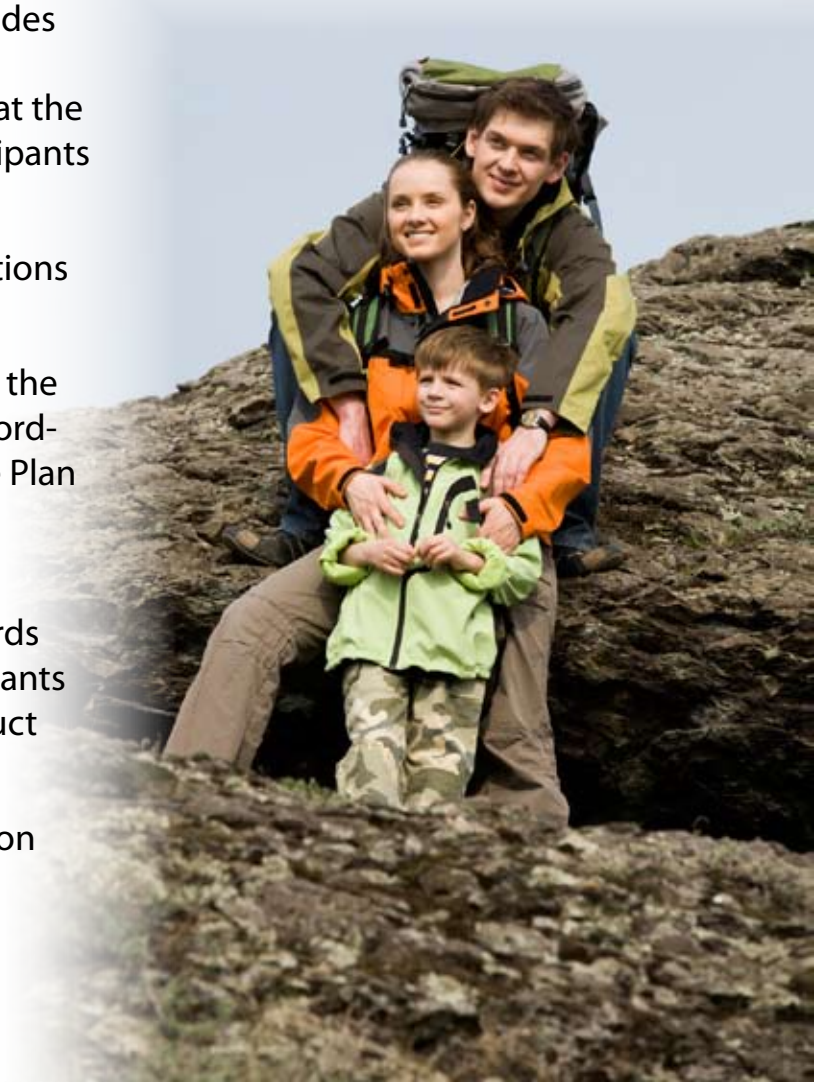
U.S. Government Agency Securities: These securities are issued by government agencies rather than by the U.S. Treasury. Those agencies include the Student Loan Marketing Association (Sallie Mae), the Federal Home Loan Mortgage Corporation (Freddie Mac), the Federal National Mortgage Association (Fannie Mae), and the Government National Mortgage Association (Ginnie Mae), among others. These securities are backed by the government, though not guaranteed by the government, and as a result, have a slighter higher level of risk associated with them when compared to Treasury securities.

Yield: The income return on an investment. Meaning, the interest or dividend paid from a security, denoted as a percentage of the investment's cost, face value, or current market value. The term can be used to mean different things in different situations.

UNDERSTANDING THE PROVIDERS OF YOUR COMPANY RETIREMENT PLAN

A retirement Plan involves a number of service providers, each of whom provides a distinct and valuable service for the Plan.

- The **Plan Sponsor** is another name for the employer who is offering its employees the Plan.
- The **Financial Advisor** is the person who provides education and guidance to the Plan and its Participants. The Financial Advisor ensures that the investments that are made available to Participants are appropriate.
- The **Asset Manager** provides investment solutions to the Plan.
- The **Third Party Administrator**, also known as the **TPA,** (if separate and/or in addition to the Record-keeper), handles Plan functions which include Plan design, IRS mandated testing and filings, and Participant form processing.
- The **Recordkeeper** maintains Participant records and provides the platform with which Participants may view balances and allocations, and conduct Plan transactions.
- **The Custodian/Trust Company** is the Institution which holds the Plan's assets and executes transactions for Participant accounts.



ROLES AND RESPONSIBILITIES

EMPLOYER

- Offers and Sponsors the Plan
- Process Payroll
- Signs Distribution Forms

THIRD PARTY ADMINISTRATOR

(TPA)

- Performs Annual Discrimination Tests and Calculations
- Prepares IRS Filings
- Ongoing Consulting to Sponsor

RECORDKEEPER

- Maintains Participant Accounts
- Processes Contributions
- Processes Distributions
- Maintains Helpdesk to Assist in Using Website
- Works Closely with Sponsor

PARTICIPANT

- Makes Deferral Elections
- Makes Investment Elections
- Views Account 24/7
- Requests Transactions

CUSTODIAN

- Holds All Assets
- Invests and Distributes in Accordance with Instructions Sent by Recordkeeper

INVESTMENT PROFESSIONAL

- Provides Investment Education
- Assists in Selecting Investments
- Monitors Appropriateness of Investments

REVIEWING THE PROVISIONS OF YOUR RETIREMENT PLAN

RPG CONSULTANTS

has posted the Summary Plan Description (SPD)

for your Retirement Plan on our website.

Once you enroll, you will be able to access the SPD.

ENROLLING IN YOUR 401K PLAN

Enclosed is a one-page online enrollment guide which will take you through a few short enrollment steps including:

1. Setting up Your Personal Profile
2. Designating Beneficiaries
3. Making Your Investment Elections
4. Making Your Salary Deferral Election

Personal Profile:

This step will enable you to create a username and password for your account and provide us with your contact information and preferences.

Beneficiary Designation:

You are able to designate Primary and Contingent Beneficiaries to your account. Married individuals who wish to designate a Primary Beneficiary other than their spouse must complete a hardcopy Beneficiary Designation Form (available for download from the RPG website) and provide notarized written spousal consent.

Investment Elections:

Your investment elections will be used to direct the investment of any assets entering your 401(k) account, including contributions, Plan conversions, and rollovers. Should any assets be allocated to your account in the absence of definitive investment elections, those assets will be invested in the Plan's default investment chosen by your Plan's Financial/ Investment Advisor. You may login to your account to make or change your investment allocations at any time following your enrollment - both for future contributions as well as for existing assets in your account. Questions related to investments should be directed to your Plan's Financial/ Investment Advisor.

Salary Deferral Elections:

Along with completing your online enrollment, you must also complete and submit to you Employer the Salary Deferral Election Form (enclosed) in order to inform your payroll provider of the percentage or dollar amount that you wish to have withheld from each payroll (pre-tax or after-tax Roth deductions) and applied toward your 401(k) account.

You may also change your salary deferral elections (see your Summary Plan Description for restrictions and limitations) for future payrolls by completing and submitting the Salary Deferral Election Form to your Employer.

Enrollment Questions?

The RPG Consultants Helpdesk is available to address any non-investment-related questions, Monday through Friday, 9:00 AM to 5:30 PM (EDT).
You may reach us by calling **212-947-4800 ext. 401**
or emailing us at **helpdesk@rpgconsultants.com.**

181 South Franklin Avenue, Suite 202
Valley Stream, NY 11581
Phone: (212) 947-4800
Fax: (212) 947-4866
info@rpgconsultants.com

PAYROLL DEFERRAL ELECTION FORM

Plan Name

Employee Name: _____ **Employee SS#:** _____

Instructions:
1) Enter your Employer's name, your Full Name and your Social Security Number above.
2) Check the appropriate box(es) below (If your plan allows Roth contributions, you may choose those options.)
3) If you are electing to make contributions to your Plan, enter either a percentage or dollar amount in appropriate box.
4) Sign, date and return this form to your Employer for payroll processing.

The salary deferral option of the above Plan has been explained to me, and pursuant to that explanation I hereby make the following salary deferral election: For each payroll period, I elect to contribute to the Plan either the percentage of my compensation indicated below, or the dollar amount indicated below, and I hereby authorize my Employer to deduct that amount from my compensation each pay period and transmit that amount into the Plan.

Note: Please contact your Employer or Plan Administrator for information on the maximum dollar amount that you can contribute each year and the additional "catch-up" contribution amount which can be made beginning in the calendar year in which you become 50 years of age.

- Complete this section to contribute Pre-Tax money to your Retirement Plan.

  ☐ _____% (pre-tax) ☐ $_____ per payroll period (pre-tax)

  For individuals at least 50 year of age or older at any time during the current Plan Year:

  ☐ I do not wish to take advantage of the "age-50 catch up" contribution for the current Plan Year.

  ☐ I do not wish to have contributions made from my payroll bonus (if applicable or permitted by Plan Provisions) for the current Plan Year.

- If your plan uses the Roth feature you may elect to make after-tax contributions in addition to any pre-tax contribution. If so, indicate the amount you would like to contribute below. Note: If your Plan does not have a Roth feature, any amount entered into this field will be ignored.

  ☐ _____% (after-tax) ☐ $_____ per payroll period (after-tax)

  For individuals at least 50 year of age or older at any time during the current Plan Year:

  ☐ I do not wish to take advantage of the "age-50 catch up" contribution for the current Plan Year.

  ☐ I do not wish to have contributions made from my payroll bonus (if applicable or permitted by Plan Provisions) for the current Plan Year.

☐ I do not wish to contribute to the Retirement Plan at this time. However, I understand that I can elect to contribute to the plan in the future and that any such future election can only be made in accordance with provisions in the Summary Plan Description.

I understand (1) that I can cease my election upon reasonable advance notice not to exceed 30 days, (2) that I can change my election in accordance with the provisions in the Summary Plan Description, and (3) that it may be necessary for the plan to reduce the percentage or dollar amount I have indicated above if the reduction is necessary for the plan to comply with certain non-discrimination and/or maximum deduction tests required by the Internal Revenue Code.

Employee Signature: _____ **Date:** _____

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Fax: (212) 947-4866
helpdesk@rpgconsultants.com

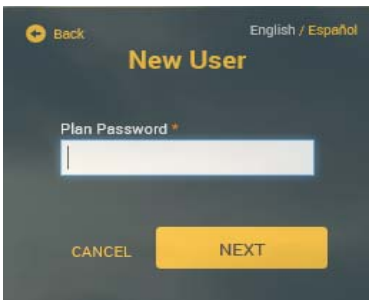
Participant Online Enrollment Guide

The following steps will enable you to establish your retirement account on the RPG Consultants platform using the "SmartPlan" guided-enrollment process. This online process allows you to create your login credentials, enter your personal profile information, determine your retirement needs and investor profile, make your salary contribution and investment elections, and designate beneficiaries* to your account.

1) Please visit www.rpgconsultants.com and select "RPGFocus Retirement Account Login" from the "Logins" menu on the top right-hand corner.

2) Click on **New User? Enroll now!**

3) Enter your one-time case-sensitive enrollment password: ***$BLV001%*** and click "Next".



4) Enter your Social Security Number (all 9 digits, no dashes) and click "Next".

5) Follow the on-screen prompts to complete the Personal Profile section of the Plan's online enrollment process.

Be sure to click the "SmartPlan" banner appearing throughout the online enrollment process to launch the "SmartPlan" guided-enrollment module.

Question? Contact us:

Contact the RPG Helpdesk, Monday through Friday, 9:00 AM to 5:30 PM EST, with any questions related to your enrollment: helpdesk@rpgconsultants.com, 1-212-947-4800 x 401. Note: RPG's representatives are not qualified to provide any investment guidance.

Questions related to investments should be directed to your Plan's Investment Advisor:

- Michael Marini
- Kovack Securities, Inc
- mmarini@ksifa.com
- Office: (407) 924-7950
- Fax: (407) 671-7201

** Married individuals who wish to designate a primary beneficiary other than their spouse must complete a hardcopy Beneficiary Designation Form with notarized written spousal consent.*

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helpdesk@rpgconsultants.com

Asset Rollover Instructions

To transfer retirement assets from an IRA, an existing (former Employer's) 401(k) or other Qualified Retirement Plan into your 401(k) Plan, please do the following:

Contact the Custodian or Financial Services Firm holding your account and request a Rollover Distribution Form. Generally, participant statements display the necessary contact information.

When completing the form…

a) Choose the "Rollover to a Qualified Plan" option so that no taxes are withheld from your distribution.
b) Request a Total Liquidation of your account, rather than a Partial or In-Kind Transfer.

If you choose to have the proceeds sent via check, please request that the check be made payable to "Mid Atlantic Trust Company FBO #BLV001# (Best Life Ventures LLC 401(k) Profit Sharing Plan and Trust). Your name and social security number should appear in the memo section of the check. The reason the check is made payable to the Plan's Custodian is to prevent any unwanted tax penalties. By law you have 60 days to roll tax-deferred funds over from one qualified plan to another. If the funds are not rolled over within the 60-day time frame, you may be subject to a tax penalty. Having the check payable to the Plan's Custodian prevents you from taking possession of the money, and thus enables you to bypass the 60-day rule.

The check should be sent to one of the following addresses:

To send checks via US Postal Service:	
Mid Atlantic Trust Company PO Box 645451 Pittsburgh, PA 15264-5252	Mid Atlantic Trust Company PO Box 31001-2342 Pasadena, CA 91110-2342
To send checks via Overnight Delivery:	
Mid Atlantic Trust Company Lockbox Number 645451 500 1st Ave Pittsburgh, PA 15219	Mid Atlantic Trust Company Lockbox Number 912342 Pasadena Tech Center 465 N Halstead St., Suite 160 Pasadena, CA 91107

If you prefer to have the proceeds wired, the wiring instructions are as follows:

Depository name: Huntington Bank
Address: 7 Easton Oval, Columbus, OH 43219
ABA Number: 044000024
Account Number: 01100176493
Account Name: Mid Atlantic Trust Company
For Further Credit to: #BLV001# (Best Life Ventures LLC 401(k) Profit Sharing Plan and Trust)

Sign and return the form to your account's current custodian or holding firm.

If you have any questions, please feel free to contact the RPG Helpdesk.

Neither RPG Consultants nor its employees provide tax or legal advice. You must consult with your legal and/or tax advisors regarding your personal circumstances.

TO LEARN MORE

We encourage you to visit www.rpgconsultants.com
to find out more about Employer-sponsored Retirements Plans.

Helpdesk Phone #:	212-947-4800 ext 401, or 1-800-656-401K
Helpdesk E-mail:	helpdesk@rpgconsultants.com
Fax:	212-947-4866
Mailing Address:	RPG Consultants 181 S. Franklin Ave. Suite 202 Valley Stream, NY 11581

For investment education and guidance,
please contact your Plan's Financial Advisor.

RPG CONSULTANTS

Since its founding in the early 1980's, RPG Consultants has recognized the need to be on the forefront of innovative offerings for Employer-sponsored Retirement Plans.

RPG's state-of-the-art, web-based platform allows for participants to access up-to-date account information. Our e-mail and phone customer service support staff provides participants with timely responses to requests and inquiries.

Employees of corporations, other businesses, professional practices, municipalities, not-for-profits, and other types of organizations depend on RPG for maintaining and administering their retirement programs. RPG's core values remain unchanged since the Firm's founding; we strive to continue providing industry-leading efficient and courteous service that today's Plan participants expect.