

Labor Alliance Savings Trust Fund

IMPORTANT NOTICE

Date: April 2020
To: Plan Participants
From: Plan Administrative Office
Re: COVID-19 - Temporary Distribution Provision

Dear Plan Participant:

In an effort to ease potential financial challenges due to the Coronavirus (COVID-19) pandemic, the Board of Trustees has passed a resolution allowing plan participants access to money held in their savings account. Please note that this action is only available for a limited time period and under the following conditions:

Lay-off / Terminated Withdrawal

If you have been laid-off from your employer or otherwise unable to work, you will be allowed access to the money in your savings account without being subject to the six (6) month waiting period. Please note that this distribution is subject to federal income taxes. In accordance with the Coronavirus Aid, Relief, and Economic Security (CARES) Act, you have the option of having the Plan withhold and send 20% of the distribution to the IRS for federal income taxes, or to receive the full amount without tax withholding and assume responsibility for submitting federal taxes to the IRS. Additionally, if you are under the age of 59½, you will be subject to a 10% federal tax penalty for any amounts over \$100,000.

Coronavirus-Related Hardship Withdrawal

If you are experiencing financial hardship or have been affected by the Coronavirus (COVID -19) pandemic, you will be allowed access to the money in your savings account without being subject to the Plan's standard distribution provisions. Your request must include a written explanation containing the reason for the distribution. Please note that this distribution is subject to federal income taxes. In accordance with the Coronavirus Aid, Relief, and Economic Security (CARES) Act, you have the option of having the Plan withhold and send 20% of the distribution to the IRS for federal income taxes, or to receive the full amount without tax withholding and assume responsibility for submitting federal taxes to the IRS. Additionally, if you are under the age of 59½, you will be subject to a 10% federal tax penalty for any amounts over \$100,000.

<p>Please be advised that this resolution is temporary and limited to a maximum of two (2) withdrawals for the period effective March 19, 2020 through December 31, 2020.</p>
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Enclosed please find a distribution request form along with a return envelope for your convenience. If you have any questions pertaining to this notice, please call the Plan Administrative Office at (800) 924-1226.

Sincerely,

Plan Administrative Office