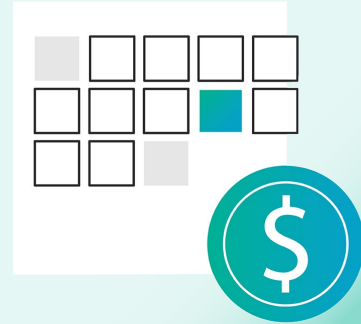




## Important payroll contribution deadline



### **Payrolls Dated November 13 or Later Will Not Be Processed**

Ahead of your November 15 plan migration, please note that payrolls submitted with a payroll date later than November 12 will not be processed and will need to be resubmitted after migration. We'll let you know when the plan move is complete—during the week of November 18—so you can submit payrolls dated after November 12 at that time.

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### **Additional important deadline**

- November 11: Last day for participants to request an online distribution or loan (if applicable)

### **Reminder: deadline for depositing employee contributions and loan payments**

Under Department of Labor (DOL) guidelines, any amounts withheld from an employee's pay for contribution to the Plan (including pre-tax deferrals, Roth deferrals, after-tax contributions, and loan payments)

must generally be remitted to the Plan **no later than the third business day following the relevant payroll date**, unless an exception applies.

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Visit your [migration website](#) for more information about the move, key dates, and a [video preview](#) of your experience after migration.

As always, we're here to answer any questions you may have.

*Please note, if you are the plan sponsor of multiple plan types across the heritage Newport organization, you may receive communications related to certain plan types at different times. Our goal is to get the right information to you at the right time depending on the plan. If you have questions about a particular plan, please contact your plan's service representative.*



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1933653-RET (10/2024)