

**AIM INDEPENDENT LIVING CENTER 403(B) PLAN
NOTICE OF 403(B) SAFE-HARBOR CONTRIBUTION**

DATE: November 2017
TO: All Employees of AIM Independent Living Center
FROM: Rene Snyder
RE: Annual Notice of 403(b) Plan Employer Contribution for 2018 Plan Year

NOTICE OF ELIGIBILITY

This Notice will provide you with information that you should consider before you decide whether to start making Elective Deferrals to the Plan, or to continue or change your current Salary Deferral Agreement. Once you have met the Plan's eligibility requirements, you will be eligible to make Pre-Tax or Roth Elective Deferrals of up to the maximum percentage or dollar amount allowed by law to the Plan. The limit for the 2018 Plan Year is \$18,500. If you are age fifty (50) or older by the end of the calendar year, you may be able to contribute an additional \$6,000 of your Compensation on a Pre-Tax or Roth basis. Generally, your Compensation will be that as reflected on your W-2. Your Compensation includes your Pre-Tax and Roth salary deferrals

EMPLOYER SAFE HARBOR CONTRIBUTION

We plan to make the following contribution for the 2018 Plan Year to your account, provided that you are eligible to receive such contribution: **A Matching Contribution equal to 100% of your Elective Deferrals up to 3% of your Compensation, and an additional 50% on deferrals on the next 2% of your Compensation for the year. All Employer Safe Harbor Contributions are 100% vested. However, they may not be withdrawn from the plan while you are still employed prior to attainment of age 59½.**

You are always fully vested in your elective deferrals and rollover contributions, if any, and the earnings thereon.

DISTRIBUTION RESTRICTIONS ON ADDITIONAL EMPLOYER CONTRIBUTIONS

In-service withdrawals of Rollover Contributions are permitted at any time in the Plan. Participants may withdraw all or any part of their Vested Account Balance after having attained age 59 ½. Your elective deferrals, if any, and the earnings thereon may not be withdrawn while in service prior to the attainment of age 59½ unless permitted under the hardship withdrawal provisions immediately below.

Hardship withdrawals are permitted in the Plan. Participants may also withdraw Elective Deferrals and Rollover Contributions.

DISTRIBUTION UPON RETIREMENT OR OTHER SEPARATION

The normal form of distribution will be a single lump-sum payment. Distributions shall be paid as soon as administratively feasible on or after the Valuation Date following the date on which a distribution is requested or is otherwise payable. If you work beyond age 59 ½, and have not terminated employment, you may request to start receiving benefit payments.

ADMINISTRATIVE PROCEDURES

In order to begin participation in the Plan, you must follow the enrollment Procedures as explained to you by the Plan Administrator. Please refer to the Plan's Summary Plan Description. Contact Beth Warren at (607) 962-8225 should you have any additional questions. The Summary Plan Description discusses among other things eligibility requirements, the definition of Compensation, more specific withdrawal restrictions and vesting provisions.