

ONLINE DEFERRAL CHANGES



EMPLOYEE DEFERRALS

Employee deferrals are the dollars you elect to contribute into your retirement plan. The maximum dollar amount you can contribute to your plan changes annually, is determined by the IRS, and does not include any employer contributions. Each year, you can contribute a percentage of your annual salary until you reach the IRS dollar maximum. Check with your Human Resources representative for the current limits. The range of your contribution is determined by your company's plan document and if you are age 50 or over, you may be eligible to contribute an additional catch-up contribution to the plan.

Always read a fund's prospectus before investing. Prospectuses are available on the participant website or by calling a client service representative at 800.433.1685.

To change your deferral rate:

1. Go to alerusrb.com and log in to your participant account. If you need help logging in, contact the Alerus Client Service Center at 800.433.1685.

Note: To reach your retirement account from the MY ALERUS dashboard, select your plan under **Accounts** and click any of the **Quick Links**.

2. Select **Change my Contributions** from the side menu.
3. For each **Source** listed, select the **Type** of contribution and enter your desired future deferral amount or check the box in the **No deductions** column if you do not wish to defer. You must make an election for **EACH** money source listed. If you do not want to contribute to a source, you must check the **No deductions** box for that source, even if you wish to contribute to another source.
4. Click **Continue**. If the **Continue** button is inactive, you have not made all necessary elections.
5. View a summary of your changes, if everything is correct, click **Finish**. Your transaction is not complete until you click the **Finish** button and receive a confirmation.
6. Check your next pay stub. It is your responsibility to ensure your changes were implemented. If you don't see the deferral change on your next pay stub, contact the Alerus Client Service Center.

Source	Last Amount	Current	Minimum	Maximum	Type	Future	No deductions
Employee 401(K) Deferrals	\$0.00	5%	1%	75%	%	5	<input type="checkbox"/>
Roth Deferral	\$0.00	5%	1%	75%	%	0	<input checked="" type="checkbox"/>

Maximum Overall Percent: 75.0% Future Percent Total: 5.00%

Maximum Overall Dollar: \$23,000 Future Dollar Total: \$0.00

This information is provided for informational and discussion purposes only.

Investment products (1) are not FDIC insured, (2) are not deposits or other obligations of a bank or guaranteed by a bank, and (3) involve investment risk, including possible loss of principal amount invested.