



# Plan Highlights

Archdiocese of Philadelphia 403(b) Retirement Plan (094572)

This material has been designed to give you a general description of the main features of the Archdiocese of Philadelphia 403(b) Retirement Plan. To find up-to-date information on your plan's features, log on to your account at [vanguard.com/retirementplans](http://vanguard.com/retirementplans), select the **Plan Details** dropdown menu, then select **Plan Rules**.

Note: If you hold multiple accounts with Vanguard, you may need to select **Employer plans** after logging on to [vanguard.com/retirementplans](http://vanguard.com/retirementplans).

## Connect with Vanguard

- **Online.** Log on to your account at [vanguard.com/retirementplans](http://vanguard.com/retirementplans) for 24-hour access to information about your account and your investments. To receive information and notices from Vanguard by email, sign up for e-delivery, a fast and secure way to receive your plan communications. Just log on to [vanguard.com/retirementplans](http://vanguard.com/retirementplans), click **My Profile**, and change your mailing preferences.
- **On your mobile device.** Go to [vanguard.com/bemobile](http://vanguard.com/bemobile) to download the Vanguard app so you can access your account on the go.
- **By phone.** Call **800-523-1188** to reach Vanguard's 24-hour interactive VOICE® Network. You'll need your Social Security number and a personal identification number (PIN) to use VOICE. To create a PIN, follow the prompts. Or you can speak with a Vanguard Participant Services associate Monday through Friday from 8:30 a.m. to 9 p.m., Eastern time.

Join the Vanguard community on our social media channels. You'll have access to Vanguard experts and be able to get up-to-the-minute news and views, attend live web events, participate in live chats, and interact with other Vanguard investors.

Provision	Description
Eligibility	If you are a full-time or part-time employee, you are immediately eligible to make voluntary deferral contributions to the plan.
Enrollment	To enroll online, go to <a href="http://vanguard.com/enroll">vanguard.com/enroll</a> ; you will need to provide your Social Security number, date of birth, zip code, and your plan number (094572). To enroll by phone, call Vanguard at 800-523-1188. Whether enrolling online or by phone, you will be asked the percentage of your pay you want to contribute and how you want to invest your money.
Beneficiaries	<p>Be sure to name beneficiaries for your account. Properly designating beneficiaries ensures that, when you die, your hard-earned savings are distributed according to your wishes.</p> <p>You will be prompted to name beneficiaries immediately following the online enrollment process. To name beneficiaries later, or to update your beneficiary information, follow these simple steps:</p> <ol style="list-style-type: none"> <li>1. Log on to your account at <a href="http://vanguard.com/retirementplans">vanguard.com/retirementplans</a>.</li> <li>2. Click <b>My Profile</b>. (If you have multiple accounts at Vanguard, you may need to select <b>Employer plans</b> first.)</li> <li>3. Click <b>Beneficiaries</b>.</li> </ol>
Annual Employee Participation Opportunity	<p>If you are not personally making contributions to your plan account, you will be automatically enrolled after you become eligible for the employer contributions (see the Employer contributions section for more information) and during the following July.</p> <p>Your automatic contribution rate will begin at 1% of your pay on a pre-tax basis. Your contribution rate will then automatically increase annually by one percentage point each July to help you save more in the future. These automatic increases will continue until your personal contributions reach the automatic limit of 5% or the IRS limit, whichever is less.</p> <p>Note: If you are not personally contributing to your plan, you can choose to opt out of these automatic changes in June, before the automatic contributions begin in July. If you opt out, payroll deductions will not occur and no changes will be made to your account.</p> <p>If you are already contributing to your plan, or you have previously opted out, payroll deductions will not occur and no changes will be made to your account.</p> <p>Your personal contributions will be invested in the same funds as your employer contributions. If you have not made investment elections for your employer contributions then your personal contributions will be invested in the Vanguard Target Retirement Fund with the target date closest to the year in which you will reach age 65. You can change your investment elections at any time.</p> <p>Investments in Target Retirement Funds are subject to the risks of their underlying funds. The year in the fund name refers to the approximate year (the target date) when an investor in the fund would retire and leave the workforce. The fund will gradually shift its emphasis from more aggressive investments to more conservative ones based on its target date. An investment in a Target Retirement Fund is not guaranteed at any time, including on or after the target date.</p>

Provision	Description
Employee contributions	<p>You can elect to make personal contributions at any time ranging from 1% to 100% of your pay on a pre-tax basis or Roth 401(k) after-tax basis</p> <p>The IRS also limits contributions. For current IRS limits, visit <a href="http://vanguard.com/contributionlimits">vanguard.com/contributionlimits</a>.</p> <p>If you contributed to a previous employer's plan this year, be aware that the annual IRS limit applies to the sum of your contributions to all employer plans for this year. You should monitor your contributions to ensure that your total contributions for this year do not exceed the annual IRS limit.</p> <p>If you are age 50 or older, or will turn 50 by year's end, <i>and</i> you contribute the maximum allowed, you may make catch-up contributions. Catch-up contributions allow you to save above the normal IRS annual limit on a pre-tax or Roth basis.</p> <p>To help you save more, those who are automatically enrolled, will have their pre-tax contributions automatically increased by one percentage point each July. These annual increases will continue until your contributions reach the plan or the annual IRS limit, whichever is less.</p> <p>You can set up, change, or stop your automatic annual contribution increases at <a href="http://vanguard.com/retirementplans">vanguard.com/retirementplans</a> or by speaking with a Vanguard Participant Services associate at <b>800-523-1188</b>. You cannot access this service through VOICE.</p>
Employer contributions	<p>The Archdiocese of Philadelphia may make a discretionary contribution of 4.5%, depending upon your eligibility. Employees are eligible to receive the Archdiocese contribution after completing 1,000 hours of service during a 12-month calendar period. Please check with your Benefits Office to determine if you are eligible to receive the Archdiocese discretionary contribution.</p>
Rollovers	<p>If you have money in a former employer's qualified retirement plan or an IRA, in most cases you can roll it over to your current employer plan account at Vanguard. To initiate a rollover, call Vanguard.</p>
Vesting	<p>Vesting refers to your right of ownership to the money in your account.</p> <p>You are always 100% vested in your own contributions and their earnings. You become vested in your employer's contributions after one year of service.</p>
Investment options	<p>Please see the enclosed Your Investment Options at a Glance.</p>
Managing your account	<p>You can take the following actions anytime by logging on to <a href="http://vanguard.com/retirementplans">vanguard.com/retirementplans</a> or calling Vanguard at <b>800-523-1188</b>:</p> <ul style="list-style-type: none"> <li>• Join the plan.</li> <li>• Stop or change your payroll deductions.</li> <li>• Change how your contributions are invested.</li> <li>• Move money between funds.</li> <li>• Request loans and withdrawals.</li> </ul>
Loans	<p>Although the plan is designed for long-term savings, you can borrow from your account. Keep in mind that your paycheck would be reduced to repay the loan with interest, and that you could owe taxes and a 10% federal penalty if you fail to repay on time or when you leave the Archdiocese of Philadelphia.</p> <ul style="list-style-type: none"> <li>• Minimum amount: \$1,000</li> <li>• Maximum amount: 50% of your vested account balance up to \$50,000 (or less if you have had an outstanding loan in the past 12 months).</li> <li>• Maximum outstanding loans: two (one general-purpose loan and one loan to purchase a principal residence).</li> <li>• Repayment: up to five years for a general purpose loan; up to 10 years for a loan taken to purchase a principal residence.</li> <li>• Origination fee (per loan): \$50 when applying online or through VOICE; \$100 when applying by phone with personal assistance from a Vanguard associate.</li> <li>• Maintenance fee (per year): \$25.</li> </ul>

Provision	Description
Withdrawals*	<p>You can withdraw money from your account under certain circumstances.</p> <p><b>Age 59½ withdrawals.</b> Once you reach age 59½, you can make withdrawals from your entire vested account balance.</p> <p><b>Hardship withdrawals.</b> You can withdraw money from your account for a serious financial hardship, including:</p> <ul style="list-style-type: none"> <li>• Purchase of a principal residence.</li> <li>• Unreimbursed medical expenses.</li> <li>• Tuition and fees for postsecondary education.</li> <li>• Prevention of eviction or mortgage foreclosure.</li> <li>• Burial or funeral expenses for a parent, spouse, child, or dependent.</li> <li>• Certain expenses for repairing your principal residence if the expenses qualify as a casualty deduction.</li> </ul> <p>Before making a hardship withdrawal, you must exhaust other options, including loans. You cannot contribute to your account for six months after the withdrawal.</p> <p><b>Rollover withdrawals.</b> You can withdraw all or part of any money that you rolled over from another plan.</p> <p><b>Roth after-tax withdrawals.</b> You can withdraw all or part of your Roth contributions and earnings. The withdrawal can be tax-free if you meet certain conditions.</p>
Distributions*	<p>You are eligible to receive your vested account balance upon retirement, termination of employment, or total and permanent disability.</p>
Death benefits	<p>In the event of your death, your plan account will be distributed according to the beneficiary information you have on file at Vanguard. So to make sure your retirement plan savings are distributed as you wish after your death, you must designate a beneficiary. (See the “Beneficiaries” section.)</p> <p>If you fail to name a beneficiary for your plan account, your savings in the Archdiocese of Philadelphia 403(b) Retirement Plan could be distributed to an unintended recipient—regardless of what your will instructs.</p> <p>Your beneficiary designation in your plan supersedes your will regarding your plan assets. Federal law requires that your employer distribute your savings to the beneficiary named in your plan.</p> <p>So be sure your heirs are protected and name beneficiaries for your retirement plan account—and keep that information current.</p>

**\*Tax implications:** You will be responsible for paying any federal, state, local, or foreign taxes on a distribution or withdrawal from pre-tax accounts. A distribution or withdrawal of Roth earnings is usually also taxable unless the initial Roth contribution was made more than five years ago and you are at least age 59½. Early withdrawals may be subject to a 10% federal penalty tax. To the extent required by law, Vanguard will make the appropriate withholding for tax purposes.



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*All investing is subject to risk, including the possible loss of the money you invest.*

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