



Technology for Better Buildings

LONG 401(k) Plan Frequently Asked Questions

What is a 401(k)?

A 401(k) plan is where an employee sets aside pre-tax and/or after-tax money for retirement through payroll deductions. LONG has established a 401(k) Plan to encourage its employees to save for retirement.

Who is eligible to participate?

Employees who are normally scheduled to work 30 or more hours per week or more than 1000 hours per plan year (Jan. through Dec.) and who are not governed by a Collective Bargaining Agreement (CBA).

When does participation begin?

Benefit-eligible employees can enroll in the 401(k) plan the first of the quarter following their 6 month anniversary of employment at LONG (1/1 or 4/1 or 7/1 or 10/1).

How do I participate?

Employees designate a percentage of their income to be deducted each paycheck. Contributions are pre-tax into the Regular 401(k) option and after-tax into the Roth 401(k) option. The money will be invested into the Investment Fund(s) the employee indicates on their Enrollment Form. There are approximately 20 different funds to diversify investment dollars in the LONG 401(k) Plan.

How do I enroll in the 401(k) Plan?

Once an employee has reached eligibility, he or she will receive a 401(k) Enrollment Packet from Human Resources (HR) with enrollment paperwork and most recent fund results to choose their investment funds. New Enrollees need to complete and sign The Hartford Beneficiary Designation Form and The Hartford Enrollment Form. Your contribution percentage should be a whole percentage, not a dollar amount. Fund Distribution must equal 100%. Completed forms need to be returned to HR.

How much can I contribute?

Employee contributions in any taxable year may not exceed certain maximums set by the IRS. The employee contribution maximum is \$16,500 for 2010. For employees 50 years or older, a catch-up contribution is allowed by IRS of \$5500 for 2010. This means a total of \$22,000 is allowed for an employee age 50 or older. There is also a maximum income that can be contributed on. For 2010, the maximum income is \$245,000.

Does LONG match my contributions?

LONG will match 50% of the first 5% an eligible employee contributes into their 401(k) plan. The employer match starts the first of the quarter after the employee's 1 year anniversary.

What is the vesting schedule?

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Employee contributions are 100% vested from day one of an employee's participation in the 401(k) Plan. Employer match contributions are 100% vested from day one of an employee being eligible for the match, which is 1 year of employment.

May I roll over balances from other retirement plans or IRAs?

An employee can rollover balances into the LONG 401(k) Plan after their 6 month anniversary at LONG. Please see HR for details.

Where do I go for more information on how to invest in a 401(k) Plan?

For free financial advice, please contact one of the associates at The Alley Robinson Wealth Management Group at 800-965-3028 or 303-925-9705 (Tom Alley) or 303-925-9699 (Keith Robinson) or 303-925-9610 (Mark Celusniak).

How do I monitor my Account?

Log on to www.thehartford.com/retirementplans/access

- Click on The Hartford Retirement Plan Participants
- Enter social security number (SSN) and your password - which is last 4 digits of SSN. After your first time logging in, you will be asked to change your user name and password.

Call The Hartford Retirement Plan Information Line at 800-854-0647

- Enter SSN and PIN to reach a Customer Service Representative.
- PIN is the last 4 digits of SSN. Your next step on the phone will be to change your PIN.

HR has an extra computer station for employees to use to access their 401k Plan online or any other benefit provider website. HR can assist employees in becoming familiar with navigating these websites.

How often can I change my Contribution Percentage?

Contribution changes can be done quarterly. Contact HR for appropriate form. Contribution Percentage changes will be effective the beginning of the next closest quarter (1/1 or 4/1 or 7/1 or 10/1). Employees can stop 401(k) contribution at anytime by changing their percentage to 0.

How do I change my Fund Elections?

Log on to www.thehartford.com/retirementplans/access or call The Hartford Retirement Plan Information Line at 800-854-0647. See previous questions for instructions on logging onto the website or calling customer service. HR has an extra computer station for employees to use to access their 401k Plan online or any other benefit provider website. HR can assist employees in becoming familiar with navigating these websites.

What is the Plan ID and Plan Name?

- Plan ID#: 110514308
- Plan Name: LONG Building Technologies, Inc. 401(k) Profit Sharing Plan and Trust
- A Summary Plan Description of LONG's 401(k) Plan is available from HR at any time.