Appropriate documentation will be required per each of the above mentioned items. Further, employees will be responsible for appropriate taxes and a 10% early withdrawal fee required by the IRS.

For further details and paperwork regarding hardship withdrawal, please contact your representative.

**Withdrawals/Terminations**

WDH permits employees to withdraw funds from their 403(b) account when they have reached the age of 59 ½ or upon termination of employment with WDH.

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Upon termination, you may leave your balance with your current investment company only if your account balance is greater than $5,000.00. If your account balance is less than $5,000.00 upon termination of employment, you may be required to take a distribution.

All distributions are required to be taken in cash, a rollover to another qualified plan or an IRA and may be taken in partial distribution. (Please be aware that you will be subject to appropriate taxes and penalties per IRS regulations, if you elect partial or total cash distribution.)

Further, the IRS also permits for qualified penalty distributions under the circumstances listed below:

- You become totally disabled;
- You are in debt for medical expenses exceeding 7.5% of your adjusted gross income;
- You are required by court order to give the funds to your divorced spouse, child or dependent.

Please do not hesitate to contact The Human Resources Department for further information regarding Wentworth-Douglass Hospital’s retirement program.
Wentworth-Douglass Hospital
403(b) Retirement Program

Whether you are just beginning your career and retirement is a distant vision or you are actively thinking about retirement or somewhere in the middle, the Wentworth-Douglass Hospital Retirement Plan has something to offer everyone. All employees are eligible to participate in a 403(b) Retirement Program. A 403(b) Retirement Program is a tax deferred retirement plan offered to employees of non-profit organizations.

Why should you contribute to a 403(b)? This plan will provide you with the opportunity to save for retirement and lower your tax burden through pre-tax contributions and tax-deferred investments. Since WDH provides an employer match, not participating in the plan means you are turning down free money. The following segment will provide you with details on how the plan will work for you.

How does a 403(b) plan work?

A 403(b) plan allows you to set aside money for retirement prior to tax through a payroll reduction agreement. This is where your money will grow tax free until withdrawal at retirement.

WDH offers matching contributions which automatically increases the principle in your account - this is free money for taking the initiative in planning your future. WDH will begin providing an employer match on regular hours worked (up to 40) after two years of being in a regularly scheduled status of 16 hours or more and working at least 832 hours per year. At this time, we will match up to 3% of your base rate. After five years the match will increase to 4% and after 10 years, you will be eligible for 5% match. For our employees with 20 continuously eligible years, you will receive a 6% match.

WDH Match Specifics:

The WDH match will begin appearing in your account on the first paycheck after your 2-year anniversary.

You must be contributing to the 403(b) plan to receive a WDH match. If you are contributing less than WDH would contribute on your behalf at any time once you are eligible for the match, WDH will only match you up to the amount you are contributing to the plan.

If you are allocating less than your WDH matching contribution, but later choose to increase your payroll deduction, WDH will also automatically increase your match.

The WDH match will be automatically adjusted if your pay rate changes. This change will be reflected on the first pay check that this adjustment is reflected. If you change your status to part-time, on-call or per diem, the WDH match will automatically cease.

You are entirely vested in the WDH match once you begin receiving contributions from WDH. If you choose to leave the organization, you will receive all monies WDH has contributed on your behalf.

When can I begin contributing?

WDH employees may choose to contribute to the 403(b) plan at any time. Deductions will begin the first pay date that is administratively possible after you complete the specified paperwork.

How much can I contribute?

You will determine the percentage of your pay you wish to contribute bi-weekly.

The maximum amount employees may contribute is $18,000 for 2016. Employees who will reach the age of 50 may also contribute an additional catch-up contribution of $6,000 per year.

Employee contributions will be calculated using your base pay as well as your overtime and any differentials you receive.

Can I change/stop the amount I am contributing?

Yes, you may change the amount you are contributing. If you wish to stop your contribution, you may also do this at any time. Your changes will be made on the next pay check administratively possible.

Investment Options

Wentworth-Douglass utilizes MetLife as their 403(b) provider. The retirement plan offers a wide variety of investment choices to meet your individual retirement objectives. Your MetLife representative will discuss the opportunities with you.

If at any point, you would like to change the funds in which your money is invested in, your MetLife representative will assist you in completing the appropriate paperwork.

MetLife’s Wentworth-Douglass office hours are:

<table>
<thead>
<tr>
<th>Representative</th>
<th>Days</th>
<th>Walk-ins</th>
<th>Appointments on-site</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chad Liston</td>
<td>Tuesday &amp; Thursday</td>
<td>9 a.m. to 12 p.m.</td>
<td>9 a.m. to 4 p.m.</td>
</tr>
<tr>
<td>Teena Carlson</td>
<td>Wednesday &amp; Friday</td>
<td>9 a.m. to 12 p.m.</td>
<td>9 a.m. to 4 p.m.</td>
</tr>
</tbody>
</table>

Rollovers

You may roll qualified plans into WDH’s 403(b) plan. Your representative will provide you with further detail and help you initiate the rollover.

Loans

Another way to access 403(b) money early is to take out a loan. Loans are permitted from your 403(b) plan. WDH employees are eligible to withdraw up to 50% of the available funds in your account.

Loan Specifics:

The minimum loan amount is $1,000.00; this means you must have at least $2,000.00 in your account to be eligible to apply for the loan.

You may only have one outstanding loan at one time.

Loans must be repaid within five (5) years. The only exception is if the loan is taken for the purchase of a primary residence. These loans must be repaid within fifteen (15) years.

MetLife will determine loan repayment and interest rate specifics.

If you are interested in this option, please contact your plan representative for further details.

What circumstances qualify for hardship withdrawal?

This provision permits employees to withdraw funds for purposes of withdrawal. These funds are not required to be paid back, however they are available in limited circumstances. The employee must currently be employed by WDH and may only take hardship for the reasons listed below:

- To purchase a primary residence.
- To prevent eviction or foreclosure from your home.
- To pay for unreimbursed medical expenses.
- To pay for college tuition for the employee or an eligible dependent provided the tuition is due within the next 12 months.

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WDH utilization:

For more information, please contact your representative at 603-850-1054 or kcarlson1@metlife.com.

603-850-1054 or kcarlson1@metlife.com Tuesday & Thursday 9 a.m. to 12 p.m. 9 a.m. to 4 p.m.

Chad Liston
207-850-1054 or cliston@baystatefinancial.com

Tuesday & Thursday 9 a.m. to 12 p.m. 9 a.m. to 4 p.m.
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<tr>
<td>Trina Carlson</td>
<td>Wednesday &amp; Friday</td>
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**How to participate in a 403(b):**

- [Go to the WDH 403(b) website](#) to complete the enrollment process.
- **Step 1:** Complete the [Participant Application Form](#)
- **Step 2:** Fill out the [Investment Election Form](#)
- **Step 3:** If you are interested in a loan, complete the [Loan Request Form](#)
- **Step 4:** If you are interested in a hardship withdrawal, complete the [Hardship Withdrawal Form](#)

**Contact Information:**

- Chad Liston: 207-850-1054 or cliston@baystatefinancial.com
- Trina Carlson: 603-854-4098 or tcarlson1@metlife.com

**Loan Specifics:**

- **Minimum Loan Amount:** $1,000.00
- **Maximum Loan Amount:** Up to 50% of available funds
- **Loan Repayment Period:** 5 years
- **Interest Rate:** Determined by MetLife

**Hardship Withdrawal Specifics:**

- **Reasons for Withdrawal:**
  - To purchase a primary residence
  - To prevent eviction or foreclosure
  - To pay for unreimbursed medical expenses
  - To pay for college tuition

**Rollover Specifics:**

- **Rollover Eligibility:** Employees must have at least $2,000.00 in their 403(b) account
- **Rollover Process:** Contact your MetLife representative for further details
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