



**TO WEALTH.**

**TO HEALTH.**

AND MORE OF EACH.



## Your guide to the APG-Rewards 401(k) Plan





# Brighten Your Outlook®

Welcome to the APG-Rewards 401(k) Plan. Adams Publishing Group has partnered with Transamerica who has more than 75 years of experience in retirement services, and is dedicated to helping you from the day you start saving to the day you retire—and every day after that. This guide provides tools and information to develop your retirement savings strategy quickly and easily.

## What you should know

**You have a valuable benefit.** Retirement might seem like a subject for another day, but your company provided retirement plan is an important benefit you shouldn't overlook. Your plan offers a powerful way to enhance your long-term financial well-being—by investing in yourself. It helps you brighten *Your Retirement Outlook®* (our barometer of your progress toward retirement readiness) to handle what could be the biggest expense of your life.

**You'll get some powerful planning tools.** On your **plan website**, **[transamerica.com/portal/home](https://transamerica.com/portal/home)**, you'll find what you need to make smart decisions, from our interactive tools to our automated investment services. The Transamerica app lets you put your plan in your pocket. And no matter how you access your account, you'll always know Your Retirement Outlook with a personalized "weather icon" (rainy, cloudy, partly sunny, or sunny) that makes it easy to see if your strategy has you on course toward your retirement income goal—or if you need to take action.

**We're here to help.** From easy-to-understand education to customer service, we'll be with you every step of the way to and throughout retirement, and with our affordable *Managed Advice®* service, you can get personalized advice on how much to save, how to invest, and when to retire! For help with your account, call a *Managed Advice* retirement advisor toll-free at **844-622-2133**.

## What you should do

**Your account will be created.** Enrollment is automatic, so there are no forms to complete. You will be automatically enrolled in the plan after you become eligible or 30 days after your date of hire, whichever is later. Unless you make an alternative election (or affirmatively opt-out), 3% of your pay will be deducted from your paycheck each pay period on a pretax basis and contributed to your account automatically.

**Set up your online access.** Follow the instructions to create a username and password, then follow the enrollment path to choose contributions, investments, and more, or **call our toll-free number** (follow the prompts to access and secure your account using your voice).

**Determine your 401(k) Elective contribution rate.** Contributing 3% is a good start. However, experts agree that most people will need to contribute at *least* 10% of pay to meet their income needs throughout retirement. Think about contributing at least enough to take advantage of your employer's full matching contribution. The tools on your plan website can help you decide how much to save.

**Make sure you're saving enough.** If your target seems out of reach, our annual **auto-increase** service can help you get there gradually. Get started by signing in to your account; from the Manage menu, select "Contributions" then elect "auto-increase." Participants should evaluate their ability to continue the auto-increase service in the event of a prolonged market decline, unexpected expenses, or an unforeseeable emergency.

If you'll be at least age 50 this year, you may be able to make extra **"catch-up"** contributions above the regular IRS limit.

**Determine your investing style.** Your plan enables you to diversify and rebalance your investments by making a single decision—or you can build your own portfolio by choosing among a wide range of carefully screened investment options.

**Complete your retirement profile** in our **OnTrack®** tool for a comprehensive view of *Your Retirement Outlook®* and specific ways you may be able to improve it. To get started, sign in to your account and click "Update" on your Account Overview page or "OnTrack" in the Resource Center menu.

**Name your beneficiaries.** This simple but important step ensures your account assets will go where you choose in the event of your death. Look for "Beneficiaries" in your account Home menu on your plan website.

**You've been automatically set up to receive e-documents.** To help you save time, reduce clutter, and go green, you'll receive automatic email alerts when your account-related materials are available online.

**Consider consolidating.** If you have retirement accounts with other financial providers or in IRAs, you may **roll over**, or transfer, any portion of your balances to your plan account at any time. This could make planning easier, simplify your finances, and offer other benefits. Just make sure to review transfer fees other providers may impose, and consider whether a move would change features or benefits that may be important to you. For step-by-step guidance, email us at **consolidate@transamerica.com** or call **800-275-8714**.

*Employer-sponsored retirement plans may have features that you may find beneficial such as access to institutional funds, fiduciary selected investments, and other ERISA protections not afforded other investors. In deciding whether to do a rollover from a retirement plan, be sure to consider whether the asset transfer changes any features or benefits that may be important to you. Review the fees and expenses you pay, including any charges associated with transferring your account, to see if rolling over into an IRA or consolidating your accounts could help reduce your costs.*

The material in this retirement plan guide was prepared for general distribution. It is being provided for informational purposes only and should not be viewed as an investment recommendation. If you need advice regarding your particular investment needs, contact your financial professional.

# Plan highlights for the APG-Rewards 401(k) Plan

*These highlights represent only an overview of plan provisions. For full details, including any conditions or restrictions, please refer to the Summary Plan Description (SPD) available from your benefits office.*

## Your contributions

### 401(k) Elective

#### Roth 401(k)

##### Eligibility

**Age:** 18

**Plan entry date:** As soon as administratively feasible following the date you met the eligibility requirements.

##### Automatic enrollment

Once you're eligible, unless you choose otherwise you will be automatically enrolled in this plan with contributions deducted from your pay before taxes at 3%, and your contributions will be allocated to the plan's "default" investment chosen by your plan sponsor. This will start as soon as administratively feasible after your plan entry date or 30 days after your date of hire, whichever is later. Also, *unless you change your contributions*, your savings rate will increase automatically each year until it reaches the rate shown below.

**Starting contribution rate:** 3%

**Annual increase:** 1%

**Increase will occur:** on a date determined by your employer

**Increases will stop when contributions reach:** 6%

##### Contribution limits

Your traditional contributions are deducted from your paycheck before taxes each pay period. The IRS limits how much you can contribute each year; the current IRS annual limit is \$19,500. If you are (or will be) at least age 50 during the current calendar year, you can make additional "catch-up" contributions (\$6,500) above the regular IRS annual limit for the year. Please note these limits are indexed annually by the IRS.

You can contribute from 1% up to 75% of your pay, subject to the maximum amount permitted by law.

However, if you're classified as a "highly compensated employee" (HCE), your contributions are limited to 15% of your compensation.

- You may elect to increase, decrease, or stop your contributions at any time. Changes will go into effect as soon as administratively feasible.
- Also, your plan offers the auto-increase service, which lets you schedule automatic annual increases to your contribution rate by an amount you choose. (You can sign up, make changes, or cancel online.)

### 401(k) Elective contribution or Roth Contributions?

You may save with traditional before tax dollars, after-tax Roth dollars, or a combination of both, up to the overall limits noted previously. In general, which to choose depends on whether you think you'll be in a higher or lower federal tax bracket when you withdraw your money than you are now. The Roth calculator on your plan website can help you determine which may be right for you.



### Vesting

Vesting refers to your "ownership" of your account—the portion to which you are entitled to. You are always 100% vested in your own contributions plus any earnings on them (including any rollover or transfer contributions you have made).

## Adams Publishing Group contributions

### Matching contribution

#### Discretionary Employer Match

##### Eligibility

**Age:** 18

**Service:** One year

**Plan entry date:** As soon as administratively feasible following the date you met the eligibility requirements.

To complete a year of service you must be employed for the 12-month period beginning on your date of hire.

##### Contribution Amount

Adams Publishing Group may make a discretionary matching contribution on your behalf.

### Vesting

The Discretionary Employer Match contributions are subject to the following vesting schedule:

Years of Service	Vesting %
Less than 1	0%
1	0%
2	20%
3	40%
4	60%
5	80%
6 or more	100%

For vesting purposes, the plan defines a year of service using elapsed time. You will receive credit for a year of service regardless of how many hours you work in an employment year.

### Non-Matching Contribution

#### Employer

##### Eligibility

**Age:** 18

**Service:** One year

**Plan entry date:** As soon as administratively feasible following the date you met the eligibility requirements.

To complete a year of service you must be employed for the 12-month period beginning on your date of hire.

##### Contribution Amount

Whether or not you contribute to your account, Adams Publishing Group may make discretionary, "non-elective" contributions to your account on a tax-deferred basis.





## Vesting

The Employer contributions are subject to the following vesting schedule:

Years of Service	Vesting %
Less than 1	0%
1	0%
2	20%
3	40%
4	60%
5	80%
6 or more	100%

For vesting purposes, the plan defines a year of service using elapsed time. You will receive credit for a year of service regardless of how many hours you work in an employment year.

## Additional plan details

**Note:** You may *not* participate in the plan if you are:

- Independent contractors
- Covered under a collective bargaining agreement that does not provide for participation in the plan
- A nonresident alien
- A leased employee
- Employed by a member of the employer's controlled group that does not adopt the plan

## Investment choices

You decide how your account will be invested among the available choices.

For detailed, up-to-date information on the investment options in your plan, including possible trading restrictions, please visit [transamerica.com/portal/home](https://transamerica.com/portal/home).

Adams Publishing Group has chosen a default investment option, also known as a Qualified Default Investment Alternative (QDIA), which was selected for you in accordance with section 404(c)(5) of ERISA and other legal regulations. Even though you did not make an affirmative investment election, the plan fiduciary is not liable for any losses that result from investing your assets in the QDIA. This relief from liability applies whether or not the plan is intended to be a 404(c) plan. Unless you choose otherwise, your account will be invested in the QDIA, Vanguard Institutional Target Retirement Series series, which is a group of single target date funds; one will be chosen based on your assumed retirement age of 65.

The way contributions are invested in your account is referred to as your "investment allocation." You may change your allocation at any time.

In addition, you may transfer existing balances among your investment choices at any time (transfers may be subject to certain restrictions).

**Target Date Funds:** *These options generally invest in a mix of stocks, bonds, cash equivalents, and potentially other asset classes, either directly or via underlying investments, and may be subject to all of the risks of these asset classes. The allocations become more conservative over time: the percentage of assets allocated to stocks will decrease while the percentage allocated to bonds will increase as the target date approaches. The higher the allocation is to stocks, the greater the risk. The principal value of the investment option is never guaranteed, including at and after the target date.*





## Loans

You may borrow from your account based on the following provisions (as a general rule, loans should be taken from retirement savings only as a last resort):

**Minimum loan amount:** \$1,000

You are only allowed 50% of your vested balance for a loan amount, this amount must be equal or greater than the loan minimum.

**Maximum loan amount:** the lesser amount of 50% of your vested account balance or \$50,000 reduced by the highest outstanding loan balance in the past year.

**Interest rate:** Prime interest rate plus 1%

**Loan term:** General loan: 1 - 5 Years

Home loan: 6 - 10 Years

**Outstanding loans allowed:** 1

## Withdrawals and distributions

### In service

You may withdraw your vested balance while employed if you:

- Are at least age 59½
- Have certain contributions which allow in-service withdrawals at any time
- Experience financial hardship as defined in your Summary Plan Description

### After service

You may take distributions of vested funds from your account if you:

- Retire at the plan's normal retirement age of 59½
- Terminate employment
- Become disabled

In addition, upon your death, your designated beneficiaries will receive any vested amount remaining in your account.

Generally you must take a required minimum distribution (RMD) from the plan by April 1 of the year following the year you turn age 72.

## Expenses and fees

Your costs to participate in the plan may include:

- General plan administrative fees for ongoing services such as recordkeeping, website management, and communication services.
- Investment expenses for operating and management expenses charged by the investment providers.
- Service fees on individual transactions initiated by you such as loans, certain withdrawals, overnight payments, etc.
- Also, in some cases your account may receive plan service credits if revenue we receive from fund companies toward plan administration is greater than the annual administrative fee.

For details on administrative fees and credits (if applicable), please see "Important Information Regarding your Plan" at the end of this guide or on the "Fund and Fee Information" in the Review menu of your plan website. Except for investment expenses, which are deducted from the investments you hold and reflected in your investment returns, actual fees and credits will appear on your quarterly account statements.



## 404(c) Notice

Your plan is intended to comply with ERISA section 404(c) and final regulation 2550.404c-1 of the Internal Revenue Code. This means you have the flexibility (and responsibility) to choose among the investment options provided under the plan in a way that best meets your objectives. In general, by providing you with this ability and a variety of investment choices, neither your plan sponsor nor Transamerica is liable for any losses that occur as a direct result of investing in the available options as directed by you or your beneficiary.

In addition to the information in this guide, you can obtain, upon request:

- Prospectuses, summary prospectuses, or similar documents relating to each investment option.
- Financial statements or reports or similar materials relating to each investment option.
- Information regarding the value of shares or units in the investment options as well as the date of valuation. (Please see your account statement.)
- A list of the assets comprising the portfolio of each investment option which will constitute "plan assets" under Reg. 2510.3-101, and the value of each such asset.

For any of the above, please contact:

John McGraw  
Chief Financial Officer  
Adams Publishing Group, LLC  
4095 Coon Rapids Blvd  
Coon Rapids, MN 55433  
Phone: 763-712-2403

**Important: The projections or other information generated by the engine regarding the likelihood of various investment outcomes are hypothetical, do not reflect actual investment results, and are not guarantees of future results. Results derived from the tool may vary with each use and over time.** Please visit [transamerica.com/portal/home](https://transamerica.com/portal/home) for details on the criteria and methodology used, the tool's limitations and key assumptions, and other important information.

*You should evaluate your ability to continue the auto-increase service in the event of a prolonged market decline, unexpected expenses, or an unforeseeable emergency. Matching contributions are subject to plan vesting requirements. Descriptions of plan features and benefits are subject to the plan document, which will govern in the event of any inconsistencies.*

*Securities offered by Transamerica Investors Securities Corporation (TISC), 440 Mamaroneck Avenue, Harrison, NY 10528. Adams Publishing Group has selected Transamerica Retirement Solutions as your retirement plan provider, but there are no other affiliations between Adams Publishing Group and Transamerica or its affiliate, TISC.*



# Your income goal

**Most of your retirement income will come from you.** Social Security covers only about 33%\* of the average retiree's income. For 2019, the typical Social Security benefit was around \$1,470 a month, or slightly over \$17,600 a year. And while some people will receive pension benefits from current or former employer(s), most of your retirement income will likely come from your own savings and investments. This makes it critical that you do as much as you can now to save for your future.

\* "Social Security Fact Sheet," Social Security Administration, 2019

## How much is enough?

A common rule of thumb is that you'll need to replace 80% of your final working salary to maintain your living standard in retirement—though you could need more or may be able to get by on less. To get there, many financial experts recommend that you steer 10% to 15% of your pay toward retirement. However, everyone's situation is different. The **Retirement Outlook Estimator<sup>SM</sup>** tool (in the Resource Center of your plan website) can help you personalize your goal. What's more, if you use the *Managed Advice®* service on the website, you'll see a recommended savings rate and retirement age for your situation, and for even more personalized support, you can get one-on-one access to our retirement planning experts.

Getting your contribution rate to where it should be can seem like a difficult leap from where you stand. So, consider using our auto-increase scheduler to raise your plan contributions gradually — once a year by an amount that's easy to handle, on a date that's easy to remember (say, 2% on your birthday). Thanks to compounding (the earnings on your earnings), even small, regular increases can make a big difference over time. In fact, the sooner you start saving, the less you may have to save to reach your goal.

CONTRIBUTE MORE



# Your investment strategy

If you are automatically enrolled you will be assigned to a "default" investment option for all contributions: Vanguard Institutional Target Retirement Series. To make a different choice, read on!

## Asset allocation and diversification

Spreading your risk among different types of investment options is important for building a nest egg that will meet your needs throughout retirement. This way, temporary downturns in one type of investment may not affect your whole retirement savings account. To do so, you should familiarize yourself with two key concepts:

- **Asset allocation**, an overall strategy for dividing your investments across the major asset classes (stocks/equities, bonds/fixed income, and cash equivalents); and
- **Diversification**, or dividing your investments within those classes (for example, among domestic and foreign stocks, shares of large and small companies, bonds of different qualities and terms).

*Asset allocation and diversification do not assure or guarantee better performance, cannot eliminate the risk of investment losses, and do not protect against an overall declining market.*

Your strategy should depend upon two factors:

- Your **time horizon** (how long you have until you'll need the money); and
- Your **risk tolerance** (how well you tend to handle the market's ups and downs).

In general, the longer your time horizon and higher your risk tolerance, the more you may want to focus on stocks, which have outperformed other types of investments over time periods of 20 years or more.



# Your plan offers two ways to diversify your investments:

## 1) Make a single decision

### **PortfolioXpress®**

Transamerica's automatic asset allocation and rebalancing service uses the "core" funds in your plan and the retirement year and risk preference you choose to present you with a diversified investment mix for today and a "glide path" of adjustments for tomorrow. The service automatically:

- Rebalances your entire account (if needed) and allocates contributions to reflect your mix.
- Rebalances your portfolio each quarter to maintain your mix.
- Adjusts your mix to become more conservative over time.

To sign up (you can turn off the service at any time):

1. Sign in to your account on your plan website.
2. Click PortfolioXpress in the Manage menu.
3. Click button to turn service "On."
4. Review/update your expected "Retire Year."
5. Review/update your "Risk Preference."
6. Click "Submit."

### **Target Date funds**

Each fund targets its investment mix to a specific year. The fund's manager chooses and rebalances its holdings based on your time horizon: the farther away from the target date, the more the fund will focus on more aggressive stock investments; as the target date approaches, the managers gradually shift their focus toward more conservative bond investments on a schedule called a "glide path." Each fund is designed as a total investment solution, meant for 100% of your account.

If you are automatically enrolled you will be assigned to the fund whose target is closest to the year in which you will turn 65, but you can choose a different fund if you wish. For example, to seek higher long-term gains with higher risk, you might consider a fund whose target is five years later than yours.

(See below for general guidelines; full fund profiles are on your plan website.)

Vanguard Institutional Target Retirement Income	Vanguard Institutional Target Retirement 2040
Vanguard Institutional Target Retirement 2015	Vanguard Institutional Target Retirement 2045
Vanguard Institutional Target Retirement 2020	Vanguard Institutional Target Retirement 2050
Vanguard Institutional Target Retirement 2025	Vanguard Institutional Target Retirement 2055
Vanguard Institutional Target Retirement 2030	Vanguard Institutional Target Retirement 2060
Vanguard Institutional Target Retirement 2035	Vanguard Institutional Target Retirement 2065

DIVERSIFY



**Target Date Funds:** *These options generally invest in a mix of stocks, bonds, cash equivalents, and potentially other asset classes, either directly or via underlying investments, and may be subject to all of the risks of these asset classes. The allocations become more conservative over time: the percentage of assets allocated to stocks will decrease while the percentage allocated to bonds will increase as the target date approaches. The higher the allocation is to stocks, the greater the risk. The principal value of the investment option is never guaranteed, including at and after the target date.*

### **Managed Advice®**

Dinner plans, weekend plans, vacation plans. We spend so much time planning our daily lives that retirement planning can get lost in the shuffle.

That's why Transamerica offers a personalized retirement and investment service that works on your schedule, on your terms—and stays on point even when you can't devote much attention to your retirement savings.

*Managed Advice* is designed to take a lot of the guesswork out of planning for the future. After all, there's an element of confidence in knowing someone is on hand to help create a strategy and stand by you as you plan and save for retirement.

### **ON YOUR SIDE**

Between your work schedule and personal schedule, it's tough to be "on" all the time. With *Managed Advice*, you don't have to be. It offers automated investment services and provides access to financial professionals when you need help from a real human being.

### **ON THE MARK**

- We work with Morningstar®, one of the industry's most respected investment experts, to provide portfolios customized to your unique situation.
- One-on-one access to a professional advisor within the Transamerica Advice Center.
- Quarterly rebalancing, reallocation, and diversification to ensure your investments remain suited to match your retirement goals.
- Personalized reviews to measure how you're doing along the way to retirement.
- Holistic recommendations to achieve retirement income goals, including how much to save and when to retire.
- Mobile and online access to manage your account anytime, anywhere.
- Fees that are up to two-thirds less than what you typically may pay an independent advisor.

*Source: InvestmentNews Research, 2016 Financial Performance Study*

### **ON TO THE NEXT GREAT ADVENTURE**

After decades of saving for retirement, it's important to have a smart spending plan. Our advisors can help you create a strategy to navigate Social Security and draw a paycheck in retirement. *Managed Advice* is there to provide assistance with the transition to life after work.

### **ON TARGET**

With a proven investment partner, competitive fees, and personalized service, *Managed Advice* combines the benefits of technology with human expertise. It's a valuable service designed to help you live better today and worry less about tomorrow.

### **Take advantage of Managed Advice®**

If you haven't set up your account on your plan website, go to [transamerica.com/portal/home](https://transamerica.com/portal/home), click "New user?" and follow the instructions to create a username and password. Choose your savings rate and investing strategy (*Managed Advice*). Then click "Accept & Continue" and complete your *Managed Advice* profile.



If you've already set up your account online, sign in, go to the Manage menu, click *Managed Advice*, and follow the instructions to get complete your *Managed Advice* profile.

Need help? Call a *Managed Advice* retirement advisor toll-free at 844-622-2133.

*Currently the monthly fee is no more than \$0.29 (\$3.50 annually) for every \$1,000 in your account. Fees charged by the underlying funds in which you invest will still apply. You can cancel anytime without penalty. See more about **Managed Advice** in the Important Disclosure section that follows.*

## 2) Build your own portfolio

You can build your own portfolio by choosing among the "core" funds in your plan. Your plan offers a wide range of choices that enable you to diversify among various asset classes and investment styles. (Full fund profiles are available on your plan website.)

Once you determine the investment mix that is right for you, your plan's auto-rebalance service can help you maintain your mix automatically (sign up on your plan website). To create your portfolio, go to the Manage menu in your online account to update "Future Allocations" (where to invest new contributions) as well as "Current Allocations" (transfer/exchange existing balances).

Asset Class	Investment Option	Ticker	Investment Style & Risk
<b>Bonds</b>			
Short Bonds/Stable/MMkt	Reliance Trust/New York Life Anchor Account Class 0	NA	Stable Value
Interm./Long-Term Bonds	Metropolitan West Total Return Bond Plan	MWTSX	Intermediate-Term Bonds
	Northern Trust Aggregate Bond Index NL Tier Four	N/A	Intermediate-Term Bonds
<b>Stocks</b>			
Large-Cap Stocks	MFS Value R6	MEIKX	Large-Cap Value Stocks
	Northern Trust S&P 500 Index NL Tier Four	N/A	Large-Cap Blend Stocks
	Harbor Capital Appreciation Retirement	HNACX	Large-Cap Growth Stocks
Small/Mid-Cap Stocks	JPMorgan Mid Cap Value R6	JMVYX	Mid-Cap Value Stocks
	Northern Trust Extended Market Index NL Tier Four	N/A	Mid-Cap Blend Stocks
	MassMutual Select Mid Cap Growth I	MEFZX	Mid-Cap Growth Stocks
	Goldman Sachs Small Cap Value R6	GSSUX	Small-Cap Blend Stocks
	Loomis Sayles Small Cap Growth N	LSSNX	Small-Cap Growth Stocks
International Stocks	American Funds Europacific Growth R6	RERGX	World/Foreign Stocks
	Northern Trust ACWI ex-US IMI Index NL Tier Four	N/A	World/Foreign Stocks
<b>Multi-Asset/Other</b>			
Multi-Asset/Other	Schwab Personal Choice Retirement Account	N/A	N/A
	Vanguard Institutional Target Retirement Income	VITRX	Target Date





Asset Class	Investment Option	Ticker	Investment Style & Risk
	Vanguard Institutional Target Retirement 2015	VITVX	Target Date
	Vanguard Institutional Target Retirement 2020	VITWX	Target Date
	Vanguard Institutional Target Retirement 2025	VRIVX	Target Date
	Vanguard Institutional Target Retirement 2030	VTTWX	Target Date
	Vanguard Institutional Target Retirement 2035	VITFX	Target Date
	Vanguard Institutional Target Retirement 2040	VIRSX	Target Date
	Vanguard Institutional Target Retirement 2045	VITLX	Target Date
	Vanguard Institutional Target Retirement 2050	VTRLX	Target Date
	Vanguard Institutional Target Retirement 2055	VIVLX	Target Date
	Vanguard Institutional Target Retirement 2060	VILVX	Target Date
	Vanguard Institutional Target Retirement 2065	VSXFX	Target Date

**For more information on any registered fund, please call 800-755-5801 for a free summary prospectus (if available) and/or prospectus. You should consider the objectives, risks, charges, and expenses of an investment carefully before investing. The summary prospectus and prospectus contain this and other information. Read them carefully before you invest.**

**Please see important disclosures to the investment options that follow.**

#### **Schwab Personal Choice Retirement Account® (PCRA)**

This self-directed account gives you access to additional investment options including over 8,500 mutual funds and over 640 fund families that are not offered through your retirement program. There is a \$50 annual fee for each plan account for which you select PCRA.





## Important Disclosures

**Stable Value:** *An investment that seeks to preserve principal, and provide consistent returns and liquidity. Stable value investment choices seek capital preservation, but they do carry potential risks. Stable value investment choices may be comprised of or may invest in annuity or investment contracts issued by life insurance companies, banks, and other financial institutions. Stable value investment choices are subject to the risk that the insurance company or other financial institution will fail to meet its commitments, and are also subject to general bond market risks, including interest rate risk and credit risk.*

**Intermediate-Term Bonds:** *Debt securities issued by governments, corporations, and others, typically with durations of 3.5 to 6 years. The value of bonds changes in response to changes in economic conditions, interest rates, and the creditworthiness of individual issuers. Bonds can lose value as interest rates rise, and an investor can lose principal.*

**Large-Cap Value Stocks:** *An investment category that mostly comprises stocks of large companies that are believed to be priced below what they are really worth. Stocks have historically offered the potential for greater long-term returns, but also entail greater short-term risks than other investments. Value stocks may be subject to special risks that have caused the stocks to be out of favor and undervalued in the opinion of the portfolio managers who invest in them.*

**Large-Cap Blend Stocks:** *An investment category that mostly comprises both value and growth stocks of large companies. Stocks have historically offered the potential for greater long-term returns, but also entail greater short-term risks than other investments. Blend strategies are subject to both growth and value risks.*

**Large-Cap Growth Stocks:** *An investment category that mostly comprises stocks of large companies whose earnings are expected to grow more quickly than the market average. Stocks have historically offered the potential for greater long-term returns, but also entail greater short-term risks than other investments. Most growth investments offer higher potential capital appreciation but usually at above-average risk. Growth stocks can perform differently than other types of stocks and the market as a whole and can be more volatile than other types of stocks.*

**Mid-Cap Value Stocks:** *An investment category that mostly comprises stocks of mid-size companies that are believed to be priced below what they are really worth. Stocks have historically offered the potential for greater long-term returns, but also entail greater short-term risks than other investment choices. Mid-cap stocks may be more vulnerable to market downturns, and their prices could be more volatile than those of larger companies. Value stocks may be subject to special risks that have caused the stocks to be out of favor and undervalued in the opinion of the portfolio managers who invest in them.*

**Mid-Cap Blend Stocks:** *An investment category that mostly comprises a blend of value and growth stocks of mid-size companies. Stocks have historically offered the potential for greater long-term returns, but also entail greater short-term risks than other investment choices. Mid-cap shares may be more vulnerable to market downturns, and their prices could be more volatile, than those of larger companies. Blend strategies are subject to both growth and value risks.*

**Mid-Cap Growth Stocks:** *An investment category that mostly comprises stocks of mid-size companies whose earnings are expected to rise faster than the market average. Stocks have historically offered the potential for greater long-term returns, but also entail greater short-term risks than other investment choices. Mid-cap stocks may be more vulnerable to market downturns, and their prices could be more volatile than those of larger companies. Most growth investments offer higher potential capital appreciation but usually at above-average risk. Growth stocks can perform differently than other types of stocks and the market as a whole and can be more volatile than other types of stocks.*



**Small-Cap Blend Stocks:** An investment category that mostly comprises a blend of both value and growth stocks of small companies. Stocks of small companies involve additional risks, including a higher risk of failure, and are not as well established as large, blue-chip companies. Historically, small-company stocks have experienced greater price volatility than the overall market. Blend strategies are subject to both growth and value risks.

**Small-Cap Growth Stocks:** An investment category that mostly comprises stocks of small companies whose earnings are expected to rise faster than the market average. Small-company stocks involve additional risks, including a higher risk of failure, and are not as well established as large, blue-chip companies. Historically, small-company stocks have experienced greater price volatility than the overall market average. Growth stocks can perform differently than other types of stocks and the market as a whole and can be more volatile than other types of stocks.

**World/Foreign Stocks:** This investment category focuses on stocks of companies primarily (world, a.k.a. global) or exclusively (foreign, a.k.a. international) outside the United States and involves special additional risks. These risks include, but are not limited to, currency risk, political risk, and risk associated with varying accounting standards. Investing in emerging, or developing, markets may accentuate these risks.

**Target Date Funds:** These options generally invest in a mix of stocks, bonds, cash equivalents, and potentially other asset classes, either directly or via underlying investments, and may be subject to all of the risks of these asset classes. The allocations become more conservative over time: the percentage of assets allocated to stocks will decrease while the percentage allocated to bonds will increase as the target date approaches. The higher the allocation is to stocks, the greater the risk. The principal value of the investment option is never guaranteed, including at and after the target date.

**PortfolioXpress®:** Transamerica's automated allocation and rebalancing service uses your plan's "core" investment options to offer a broadly diversified portfolio (the attached chart illustrates how your mix automatically becomes more conservative over time). PortfolioXpress® is a registered service mark of Transamerica Retirement Solutions Corporation (Transamerica). The service presents a series of asset allocation models based on a designated retirement year. You are solely responsible for selecting the retirement year and risk preference. In implementing the service, you agree to each of the asset allocation mixes and automated rebalancing transactions that will take place over time within the account. If you do not designate a retirement year, your plan will set your target retirement year as the year in which you attain age 65 and your risk preference as "moderate". You can change your target retirement year, or turn PortfolioXpress® off, at any time. You will bear the fees of the underlying funds in which your account is invested. You can cancel anytime without penalty. Retirement date portfolios are subject to the same risks as the underlying asset classes in which they invest. The higher the portfolio's allocation to stocks, the greater the risk. The principal value of the portfolio is not guaranteed at any time, including at and after the target date.



**Managed Advice:** Managed Advice® provides a participant with an asset allocation mix of funds available within the plan. The asset allocation mix will be automatically rebalanced and reallocated, managing risk and return as participants' settings and goals change over time. Additional fees and terms and conditions apply to the Managed Advice® service. Managed Advice® portfolios are subject to the same risks as the underlying asset classes in which they invest. The higher the portfolio's allocation to stocks the greater the risk. Managed Advice® utilizes models, algorithms and/or calculations ("Models"), which have inherent risks. Models may incorrectly forecast future behavior or produce unexpected results resulting in losses. The success of using Models depends on numerous factors, including the validity, accuracy and completeness of the Model's development, implementation and maintenance, the Model's assumptions, factors, algorithms and methodologies, and the accuracy and reliability of the supplied historical or other data. If incorrect data is entered into even a well-founded Model, the resulting information will be incorrect. Investments selected with the use of Models may perform differently than expected as a result of the design of the Model, inputs into the Model, or other factors. The principal value of the portfolio is never guaranteed. Investment return and principal value will fluctuate with market conditions, and participants may lose money.

The Managed Advice® service is offered through Transamerica Retirement Advisors, LLC (TRA), an SEC registered investment advisor. Transamerica Retirement Solutions and TRA are affiliated companies. Morningstar Investment Management Associates, LLC®, a wholly-owned subsidiary of Morningstar, is an SEC-registered investment advisor that serves as an independent financial expert and provides the underlying investment advice and portfolio management methodology for the Managed Advice® service. Morningstar is not affiliated with any Transamerica companies. Please see the Managed Advice® agreement for more information on the terms and conditions that apply. Currently the monthly fee is no more than \$0.29 (\$3.50 annually) for every \$1,000 in your account.

**Schwab Personal Choice Retirement Account® (PCRA)** is not a fund but rather a self-directed brokerage account maintained at Charles Schwab & Co. Inc. You must individually apply for PCRA and are solely responsible for your fund selections made under the PCRA. Commissions and transaction fees may apply to fund trades placed outside of the Schwab Mutual Fund OneSource® program or trades on other investment vehicles available through Schwab. An annual fee of \$50 will be applied by Transamerica if you invest in the Schwab PCRA. Securities purchased through the PCRA are available through Charles Schwab & Co. Inc. (member SIPC). Charles Schwab & Co. Inc. is not affiliated with Transamerica.

You should evaluate your ability to continue the auto-increase service in the event of a prolonged market decline, unexpected expenses, or an unforeseeable emergency.

Matching contributions are subject to plan vesting requirements.

Descriptions of plan features and benefits are subject to the plan document, which will govern in the event of any inconsistencies.

Fees charged by the underlying funds in which you invest will still apply. You can cancel anytime without penalty. Managed account portfolios are subject to the same risks as the underlying asset classes in which they invest. The higher the portfolio's allocation to stocks, the greater the risk. The principal value of the portfolio is never guaranteed. Form ADV and the Managed Advice Agreement provide important information about the service.

*Transamerica Investors Securities Corporation (TISC), 440 Mamaroneck Avenue, Harrison, NY, 10528, distributes securities products. Any mutual fund offered under the plan is distributed by that particular fund's associated fund family and its affiliated broker-dealer or other broker-dealers with effective selling agreements such as TISC. Bank collective trusts funds, if offered under the plan, are not insured by the FDIC, the Federal Reserve Bank or any other government agency and are not registered with the Securities and Exchange Commission. Group annuity contracts, if offered under the plan, are made available through the applicable insurance company. Any guarantee of principal and/or interest under a group annuity contract is subject to the claims-paying ability of the applicable insurer. Certain investment options made available under the plan may be offered through affiliates of Transamerica Retirement Solutions and TISC. These may include: (1) the Transamerica Funds (registered mutual funds distributed by Transamerica Capital Inc. (TCI) and advised by Transamerica Asset Management, Inc. (TAM)); (2) the Transamerica Retirement Solutions Collective Trust, a collective trust fund of Massachusetts Fidelity Trust Company (MFTC) (includes the Stable Pooled Fund); (3) group annuity contracts issued by Transamerica Financial Life Insurance Company (TFLIC), 440 Mamaroneck Avenue, Harrison, NY 10528 (includes the Stable Fund, the Fixed Fund, the Guaranteed Pooled Fund, and SecurePath for Life®); and (4) group annuity contracts issued by Transamerica Life Insurance Company (TLIC), 6400 C Street SW, Cedar Rapids, IA 52499 (includes SecurePath for Life®). Adams Publishing Group has selected Transamerica as your retirement plan provider, but there are no other affiliations between Adams Publishing Group and Transamerica, TISC, TCI, TAM, MFTC, TFLIC, or TLIC.*







# APG-Rewards 401(k) Plan

QK63003 00001

## Initial Notice of Eligible Automatic Contribution Arrangement (EACA) and Automatic Investment of Contributions under the Plan

To help you fund your retirement, unless you choose otherwise, Adams Publishing Group will enroll you in the APG-Rewards 401(k) Plan ("Plan"). Please see below for details and answers to common questions. For additional information, you can contact your plan service provider, Transamerica, by visiting your participant website at [transamerica.com/portal/home](https://transamerica.com/portal/home) or calling **800-755-5801**.

### **Q. Does the plan's automatic enrollment feature apply to me?**

If you have not already made an election by contacting your plan service provider, you will be automatically enrolled in the plan as soon as administratively feasible following your plan entry date or 30 days after your date of hire, whichever is later. This means 3% of your eligible compensation will be deducted from your paychecks before taxes and allocated to the plan's qualified default investment alternative (QDIA), Vanguard Institutional Target Retirement Series series, based on your assumed retirement age of 65. Also, if you choose not to contribute to your account, Adams Publishing Group may still make contributions on your behalf as long as you remain eligible for the plan, but you will be ineligible for additional matching contributions (detailed later in the notice).

You may change your contribution amount and/or your investments, or opt out of the plan entirely, by contacting your plan service provider.

If you wish, you may designate some or all of your contributions as "Roth" after-tax. Roth after-tax and traditional pretax contributions offer different tax treatment. Roth contributions are subject to current federal income tax, however, any Roth related earnings will be tax-free for qualified distributions if you hold the account at least five years and are age 59½ or over at the time you take a distribution.

### **Q. What if I do nothing?**

If you do not make an election by your plan entry date, each pay period, 3% of your eligible compensation will be contributed to your account. This will start as soon as administratively feasible after your plan entry date or 30 days after your date of hire, whichever is later. Also, your contribution level will increase by 1% each year (unless you choose a different level), until it reaches 6% of your eligible compensation. These increases will occur each year on a date determined by your employer.

Your pre-tax contributions are taken out of your compensation and are not subject to federal income tax at that time (as well as most states, check your own state's tax rules). Instead, they are contributed to your plan account and may grow over time with earnings. Your account will be subject to federal income tax and state tax (check your own state's tax rules) only when withdrawn.

You are in charge of how much you contribute, within annual limits set by the Internal Revenue Service. This limit may be annually adjusted by the IRS. The IRS limits how much you can contribute each year; the current IRS annual limit is \$19,500. If you are (or will be) at least age 50 during the current calendar year, you can make additional "catch-up" contributions (\$6,500) above the regular IRS annual limit for the year. Please note these limits are indexed annually by the IRS.

You can contribute from 1% up to 75% of your pay, subject to the maximum amount permitted by law. However, if you're classified as a "highly compensated employee" (HCE), your contributions are limited to 15% of your compensation. If you are eligible to receive an employer contribution, the maximum amount of employee compensation that can be considered in calculating employer contributions to the plan is \$290,000 for 2021.

You may contribute with traditional pre-tax dollars, after-tax "Roth" dollars, or a combination of both, up to the overall limits noted above.

If you do not make an election in time to stop your automatic contributions, you may withdraw them within 90 days of the first date they were taken from your compensation. Please note that if you withdraw your automatic contributions, the amount you withdraw will be adjusted for any gain or loss, and subject to federal income tax (but not an extra 10% IRS penalty typically applied to early withdrawals). Also, you will lose any matching amounts that would have applied to your contributions and Adams Publishing Group will treat you as having chosen to make no further contributions. However, you can always choose to continue or restart your contributions by contacting your plan service provider.

*Note: Your employer has designated your plan as an Eligible Automatic Contribution Arrangement (EACA) under the Internal Revenue Code and the Employee Retirement Income Security Act of 1974 (ERISA), which supersedes any state laws governing employee payroll deductions. This means that if you do not choose a contribution amount (even if zero), your employer may deduct a specified portion of your compensation and contribute it to your account automatically without your prior written consent. For more details, please refer to your Summary Plan Description ("SPD") and any Summary of Material Modifications ("SMM") to that document. You can get additional copies of either document from your employer.*

## **Q. How will my plan account be invested?**

You have the right to direct the investments within your plan account. The way contributions are invested in your account is referred to as your "investment allocation."

You can elect or change how your contributions and existing assets are invested as well as obtain information on the other investment alternatives available under the plan by contacting your plan service provider. Any such election or change by you, whether by making a transfer, or submitting a new investment allocation, will be considered an affirmative investment election.

Adams Publishing Group has chosen a default investment option, also known as a Qualified Default Investment Alternative (QDIA), which was selected for you in accordance with section 404(c)(5) of ERISA and other legal regulations. Even though you did not make an affirmative investment election, the plan fiduciary is not liable for any losses that result from investing your assets in the QDIA. This relief from liability applies whether or not the plan is intended to be a 404(c) plan. You have the right to transfer your investment in the default investment alternative to any other available investment alternative under the plan by contacting your plan service provider. Unless you choose otherwise, your account will be invested in the QDIA, Vanguard Institutional Target Retirement Series series, which is a group of single target date funds; one will be chosen based on your assumed retirement age of 65.

<b>Fund Family Name</b>	<b>Year in Which You Turn 65</b>
Vanguard Institutional Target Retirement Income	2012 or earlier
Vanguard Institutional Target Retirement 2015	from 2013 to 2017
Vanguard Institutional Target Retirement 2020	from 2018 to 2022
Vanguard Institutional Target Retirement 2025	from 2023 to 2027
Vanguard Institutional Target Retirement 2030	from 2028 to 2032
Vanguard Institutional Target Retirement 2035	from 2033 to 2037
Vanguard Institutional Target Retirement 2040	from 2038 to 2042
Vanguard Institutional Target Retirement 2045	from 2043 to 2047
Vanguard Institutional Target Retirement 2050	from 2048 to 2052
Vanguard Institutional Target Retirement 2055	from 2053 to 2057
Vanguard Institutional Target Retirement 2060	from 2058 to 2062
Vanguard Institutional Target Retirement 2065	2063 or later

**Target Date Funds:** *These options generally invest in a mix of stocks, bonds, cash equivalents, and potentially other asset classes, either directly or via underlying investments, and may be subject to all of the risks of these asset classes. The allocations become more conservative over time: the percentage of assets allocated to stocks will decrease while the percentage allocated to bonds will increase as the target date approaches. The higher the allocation is to stocks, the greater the risk. The principal value of the investment option is never guaranteed, including at and after the target date.*

More information about the plan default investment and individual fund profiles are available on your plan website at [transamerica.com/portal/home](https://transamerica.com/portal/home).

### **Q. When will my plan account be vested?**

Vesting refers to your "ownership" of your account—the portion to which you are entitled to. You are always 100% vested in your own contributions plus any earnings on them (including any rollover or transfer contributions you have made).

The Discretionary Employer Match contributions are subject to the following vesting schedule:

<b>Years of Service</b>	<b>Vesting %</b>
Less than 1	0%
1	0%
2	20%
3	40%
4	60%
5	80%
6 or more	100%

The Employer contributions are subject to the following vesting schedule:

<b>Years of Service</b>	<b>Vesting %</b>
Less than 1	0%
1	0%
2	20%
3	40%
4	60%
5	80%
6 or more	100%

For vesting purposes, the plan defines a year of service using elapsed time. You will receive credit for a year of service regardless of how many hours you work in an employment year.

## **Q. What amounts may Adams Publishing Group contribute to my account?**

### **Discretionary Employer Match**

Adams Publishing Group may make a discretionary matching contribution on your behalf.

### **Employer**

Adams Publishing Group may make discretionary, "non-elective" contributions to your account on a tax-deferred basis.

For more information about plan provisions, please access your Summary Plan Description at [transamerica.com/portal/home](http://transamerica.com/portal/home).

**For more information on any registered fund, please call 800-755-5801 for a free summary prospectus (if available) and/or prospectus. You should consider the objectives, risks, charges and expenses of an investment carefully before investing. The summary prospectus and prospectus contain this and other information. Read them carefully before you invest.**

*Securities offered by Transamerica Investors Securities Corporation (TISC), 440 Mamaroneck Avenue, Harrison, NY 10528. Adams Publishing Group has selected Transamerica Retirement Solutions (Transamerica) as your retirement plan provider, but there are no other affiliations between Adams Publishing Group and Transamerica or its affiliate, TISC.*

If you have any questions about how the plan works or your rights and obligations under the plan, please call **800-755-5801**. We can also assist in providing you a copy of your Summary Plan Description.

Si necesita aclaraciones en español, llame al número gratuito de Transamerica **1-800-755-5801**, marca nueve para continuar en su idioma. Después de suministrar su información, inmediatamente diga "Servicio al cliente" y uno de nuestros representantes contestará sus preguntas.

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# APG-Rewards 401(k) Plan

QK63003 00001

## IMPORTANT INFORMATION REGARDING YOUR PLAN

We want you to enjoy the many features and benefits of your retirement plan. We also want to make sure you understand your plan and investment fees. The enclosed report details the types and amounts of fees that may apply to your account, depending on which features and investments you choose.

The report is organized into multiple sections:

- **General Plan Information** offers an overview of your plan.
- **Potential General Administrative Fees and Expenses** may be charged against everyone's account in the plan to cover the day-to-day costs of operating the plan.
- **Potential Individual Fees and Expenses** are associated with certain plan features or services and apply only to participants who use the particular features or services.
- **Investment Information** details each of the options available in your plan. This section features up to three tables, depending on what your plan offers. This may include investments with variable rates of return, such as mutual funds or those with fixed or stated rates of return, such as some stable value funds. Details include:
  - **Historical performance** for each variable option and its "benchmark," typically a broad market index used for comparison.
  - **Expenses**, including fund operating costs which are automatically deducted from your investment returns. (The specific expenses that apply to you will depend on how your account is invested.)

You may receive this information electronically by signing up for *e-documents* at [transamerica.com/portal/home](https://transamerica.com/portal/home). To help you save time, reduce clutter, and go green, you'll receive automatic email alerts when your account-related materials are available online.

Visit [transamerica.com/portal/home](https://transamerica.com/portal/home) to access the report and other related materials, including a glossary of terms. To access the participant fee disclosure document, visit [transamerica.com/portal/home](https://transamerica.com/portal/home), and select "Fund Info" from the Funds and Fee Information heading. If you are not enrolled in the plan, enter the account number from the upper left-hand corner of this document and click "Submit." If you are already enrolled, enter your customer ID and password and click "Sign in."

In addition, your quarterly statement will show the specific fees that have been applied to your account (except any fund expenses netted directly from your investment returns) during the statement period.

If you have any questions, please sign in to your account at [transamerica.com/portal/home](https://transamerica.com/portal/home) and click on Help, or call us at **1-800-755-5801**.

**Si necesita aclaraciones en español, llame al número gratuito de Transamerica 1-800-755-5801** marca nueve para continuar en su idioma. Después de suministrar su información, inmediatamente diga "Servicio al cliente" y con mucho gusto uno de nuestros representantes contestará sus preguntas.

# APG-Rewards 401(k) Plan

QK63003 00001

## IMPORTANT INFORMATION REGARDING YOUR PLAN

Disclosure Chart as of June 26, 2021

Your plan offers a convenient way to save for retirement and provides unique features and benefits not available elsewhere. You have the opportunity to make the plan work harder for you by committing early to disciplined savings, taking full advantage of the tools and services available, maintaining a long-term investment strategy, and understanding the plan, including investment options and fees. This document is required to be sent to you to help you understand your retirement plan and will be updated annually and when certain types of changes are made. Although you should review this important information, no action is required on your part.

### General Plan Information

How to Direct Your Investments	You decide how your account will be invested among the available investment options by calling 800-755-5801 or going to <a href="https://transamerica.com/portal/home">transamerica.com/portal/home</a> .
Transfer and/or Investment Allocation Restrictions	There are no transfer restrictions imposed by the Plan. Please see Table 1 for transfer restrictions that may be imposed by the investment options.  You may change your investment allocation at any time. No plan level allocation restrictions apply.
Voting, tender and similar rights and restrictions on such rights	<u>Mutual Funds</u> —The Plan Sponsor shall have the right to exercise voting and tender rights attributable to mutual funds offered under the Plan. <u>Self Directed Brokerage Accounts</u> —Plan participants shall have the right to exercise voting and tender rights attributable to securities held in an outside brokerage window offered under the Plan.
List of Investment Alternatives	For the listing of the Plan's investment alternatives, please see the attached Comparative Investment Chart. Your plan also offers PortfolioXpress. PortfolioXpress is a service that provides an investment mix of the designated investment alternatives offered under your plan based on the target retirement year you select. Your account is rebalanced to become more conservative as you approach your target retirement year.
Investment Manager for Managed Advice	Your plan offers the <i>Managed Advice</i> ® service. The service provides you with an asset allocation mix of funds available within your plan. <i>Managed Advice</i> rebalances and reallocates your account over time as your circumstances change. Transamerica Retirement Advisors, LLC serves as the investment manager for the <i>Managed Advice</i> service. Additional terms and conditions apply to the service, and more detailed information, including Form ADV of the investment manager, is available at <a href="https://transamerica.com/portal/home">transamerica.com/portal/home</a> by signing in to your account and selecting Managed Advice in the Manage section. In offering the <i>Managed Advice</i> service, Transamerica Retirement Advisors, LLC relies on the investment methodology developed by Morningstar Investment Management LLC as an independent financial expert.
Personal Choice Retirement Account (PCRA) Description	To supplement the investment funds offered under your plan, you may choose to open a Schwab Personal Choice Retirement Account® (PCRA). This is a self-directed brokerage account that allows you to direct the investment of your account in investment options other than those offered under the plan. By establishing a PCRA, you assume responsibility for controlling your investments. For more information on establishing and maintaining a PCRA, please call Transamerica at 800-755-5801.



## Potential General Administrative Fees and Expenses

Administrative Fee — Per Account	<p>When applicable, other general administrative fees for plan services (e.g., legal, accounting, auditing, recordkeeping) may from time to time be deducted as a fixed dollar amount from your account.</p> <p>The actual amount deducted from your account, as well as a description of the services to which the fees relate will be reported on your quarterly benefit statements.</p>
Administrative Fee — Pro Rata	<p>The plan incurs general administrative fees for ongoing plan administrative services (e.g., recordkeeping) of up to 0.38% annually of assets held in the plan investment options. These fees are applied pro rata across some or all investment options held in your account. However, the administrative fees allocable to an investment option may be paid, in whole or in part, from revenue (e.g., 12b-1 fees, administrative fees) that Transamerica Retirement Solutions or its affiliates receive based upon the plan's investment options. Consequently, if revenue is received related to an investment option, you will pay less than 0.38% as administrative fees on your assets held in that investment option depending upon the amount of revenue received. (It is not possible to accurately determine in advance the amount of revenue that an investment option will generate or when it will change.) If the revenue from an investment option is not adequate to cover the administrative fees allocable to that investment option, the shortfall will be deducted from your account based on your assets held in that investment option. If the revenue from an investment option exceeds the administrative fees allocable to that investment option, the excess will be applied as a Plan Service Credit (see Plan Service Credit below) to your account. Please log into your account on-line to view the most current version of the fund and fee information chart.</p> <p>When applicable, general administrative fees other than the charge above (e.g., legal, accounting and auditing), for administrative services, may from time to time be deducted on a pro rata basis across some or all investment options held in your account.</p> <p>The actual amounts deducted from your account, as well as a description of the services to which the fees relate will be reported on your quarterly benefit statements.</p>
Plan Service Credit	<p>The plan service credit represents an expense refund for one or more of the investment funds offered by your plan. When applicable, a plan service credit is added to your account and lowers the effective annual expense ratios of the investment fund(s) for which a plan service credit applies. Any plan service credit will be reported on your quarterly benefit statements.</p>

## Potential Individual Fees and Expenses — applicable only to those using specific features or services

Full Distribution Fee	<p>A fee of \$25.00 that is deducted from your account when you take a full distribution from your account when you terminate employment or retire. The fee is also applicable to the final distribution from a former participant's account who has taken unscheduled systematic withdrawals and for contract exchanges to another service provider. The fee is waived if the distribution is made due to death, disability, the purchase of an annuity through Transamerica, a direct rollover to a Transamerica IRA and any distribution from a beneficiary's account. The amount deducted from your account will be reported on your quarterly benefit statement. The fee and the related service will be identified as a Distribution Processing Fee.</p>
Hardship Withdrawal Fee	<p>A fee of \$25.00 that is deducted from your account when you take a hardship withdrawal from your account. The amount deducted from your account will be reported on your quarterly benefit statement. The fee and the related service will be identified as a Distribution Processing Fee.</p>
In-service Distribution Fee	<p>A fee of \$25.00 that is deducted from your account when you take an in-service distribution from your account and for a contract exchange to another service provider. The fee is waived for direct rollovers to a Transamerica IRA, Required Minimum Distributions and distributions made from a beneficiary's account. The amount deducted from your account will be reported on your quarterly benefit statement. The fee and the related service will be identified as a Distribution Processing Fee.</p>
Loan Maintenance Fee	<p>You may borrow from the Plan, using your account as security (conditions and restrictions may apply). A quarterly loan maintenance fee of \$6.25 is deducted from your account, except in the Plan quarter in which the loan is issued and paid off, when you take a loan from the Plan. The amount deducted from your account will be reported on your quarterly benefit statement. The fee and the related service will be identified as a Loan Maintenance Fee.</p>

## Potential Individual Fees and Expenses — applicable only to those using specific features or services (continued)

Loan Set-up Fee	You may borrow from the Plan using your account as security (conditions and restrictions may apply). A set-up fee of \$75.00 will be deducted from your account. The amount deducted from your account, as well as a description of the services to which the fee relates, will be reported on your quarterly benefit statement. The fee and the related service will be identified as a Loan Set-up Fee.
<i>Managed Advice</i> Fee	An annual fee applies with respect to the <i>Managed Advice</i> service. The annual fee is 0.35% of your account balance invested under the <i>Managed Advice</i> service and is paid to Transamerica Retirement Advisors, LLC. The amount deducted from your account, as well as a description of the services to which the fee relates, will be reported on your quarterly benefit statement. The fee and the related service will be identified as a <i>Managed Advice</i> Fee.
Manual Processing Fee	A fee of \$50.00 will be deducted from your account in the event you request a distribution using a form when the distribution could have been requested online or over the phone. Distribution requests submitted online or conducted over the phone with the Contact Center will not incur an additional fee. The amount deducted from your account will be reported on your quarterly benefit statement. The fee and related service will be identified as a Manual Processing Fee. This fee is effective October 1, 2021.
Overnight Check Fee	A fee of up to \$50.00 will be deducted from your account in the event you request a check be sent overnight to you. The amount deducted from your account, as well as a description of the services to which the fee relates, will be reported on your quarterly benefit statement. The fee and the related service will be identified as a Overnight Check Fee.
Personal Choice Retirement Account (PCRA) Fee	An annual fee of \$50.00 will be withdrawn from your Transamerica account and will appear on your Transamerica statement when you choose to open a Schwab PCRA. This fee is expressed as a fixed dollar amount.  You may trade many funds with no loads and no transaction fees through Schwab's Mutual Fund OneSource® service. Certain funds in Schwab's Mutual Fund Marketplace are available with no transaction fees, but have 12b-1 fees in excess of .25% and therefore cannot be called "OneSource" funds. Commissions and transaction fees may apply to fund trades placed outside of Mutual Fund OneSource or trades on other investment vehicles available through Schwab. To learn about any fees associated with the purchase or sale of a particular investment before making a purchase or sell through your PCRA, access your account online at <a href="http://www.schwab.com">www.schwab.com</a> or contact the Schwab PCRA Call Center at 888-393-PCRA(7272). Schwab fees will appear on your separate PCRA statement directly from Schwab.
QDRO Fee	A fee of up to \$250.00 will be deducted from your account when your account is divided as a result of a Qualified Domestic Relations Order ("QDRO"). The amount deducted from your account will be reported on your quarterly benefit statement as a QDRO Fee.
Returned Check — Insufficient Funds	A fee of up to \$50.00 will be deducted from your account in the event a check is returned for insufficient funds. The amount deducted from your account, as well as a description of the services to which the fee relates, will be reported on your quarterly benefit statement. The fee and the related service will be identified as a Returned Check - Insufficient Funds Fee.
Terminated Participant Fee	A quarterly fee of \$2.50 will be deducted from your account in the event you have a termination date on record within your account and have elected to leave funds on account or take a partial cash distribution. The amount deducted from your account will be reported on your quarterly benefit statement and will be identified as Administration Fee. This fee is effective September 30, 2021.
Shareholder Type Fees	For applicable redemption fees, please see the Investment Information section. Changes in these fees are announced separately. The amount deducted from your account, as well as a description of the services to which the fee relates, will be reported on your quarterly benefit statement.

## Investment Information

This information is provided to help you compare the investment options under your plan. You may obtain, free of charge, a paper copy of your fee disclosure notice and other investment information posted at [transamerica.com/portal/home](https://transamerica.com/portal/home), by contacting Transamerica at 800-755-5801 or by writing to Transamerica Retirement Solutions, 6400 C Street SW, Mail Drop 0001, Cedar Rapids, IA 52499, Attention: Fee Disclosure. The information available includes each investment option's issuer, objectives, goals, principal strategies, principal risks, holdings, turnover rate, value and updated performance and expense information; as well as a glossary of terms, information about calculating benefits, available distribution options and (where appropriate) prospectuses and annual reports.

The following table focuses on investment options that have variable rates of return, and shows fee and expense information, as well as investment performance for each investment option and that of the appropriate benchmark, or index. If your plan offers balanced, asset allocation or target retirement funds, which are comprised of a mix of stock and bond investments, you will see two broad-based benchmarks, a stock index and a bond index. Because they are made through a retirement plan, your investments in these funds are not subject to front-end or back-end loads, which are a form of sales commission charged at the time of purchase or sale. Please note the following:

- The investment performance of each investment option is shown net of (or after) fees, while the benchmark or index investment performance is reported on a gross (before fees) basis. If the option has less than a ten year history, the investment performance of both the investment option and the index are shown since inception, with the inception date shown after the investment option name. Returns of less than one year are not annualized. Performance prior to the inception date of the share class (if any) is based on returns of an older share class, which have been adjusted for expenses.
- Total Annual Operating Expenses of an investment option are the expenses you pay each year, which reduce the rate of return you earn. In some cases, a fund may waive or reimburse certain expenses. If a fund has waived expenses in the past year, you will see a different gross (G) (before waivers) and net (N) (after waivers) expense ratio. So while an investor could have been charged as much as the gross expense rate in the past year, they will only have paid the net expense rate because of the waivers. Fund specific operating expense details are available at [transamerica.com/portal/home](https://transamerica.com/portal/home).
- Shareholder-type fees, if any, are in addition to Total Annual Operating Expenses. Fees and expenses are only one of many factors to consider when you decide to invest in an investment option.
- You may also want to think about whether an investment in a particular option, along with your other investments, will help you achieve your financial goals.
- The performance data quoted represents past performance. Past performance does not guarantee how the investment option will perform in the future. Your investment in these options will fluctuate and you could lose money. Current performance may be lower or higher than the performance data quoted.
- The cumulative effect of fees and expenses can substantially reduce the growth of your retirement savings. Visit the Department of Labor's website for information on understanding your retirement plan fees at <https://www.dol.gov/agencies/ebsa/about-ebsa/our-activities/resource-center/publications/understanding-your-retirement-plan-fees>.

## Comparative Investment Chart - Table 1 Variable Options

Name of Option (Inception Mo/Yr) Index(es)	Type of Option	Total Annual Operating Expenses G: Gross; N: Net		Average Annual Total Return as of 12/31/2020		
		As %	Per \$1000	1Yr.	5Yr.	10yr. or Since Inception

## Bonds

Reliance Trust/New York Life Anchor Account Class 0 (03/13)	Stable Value	0.47% G 0.47% N	\$4.70 G \$4.70 N	2.14%	2.01%	1.88%
	Index: BofA ML 91 day T bill Index			0.67%	1.20%	0.79%
	Shareholder-Type Fees / Comments: Please note that money transferred out of the Reliance Trust/New York Life Anchor Account Class 0 cannot be transferred to a competing option for a period of 90 days. Amounts transferred out of the Reliance Trust/New York Life Anchor Account Class 0 can be transferred back at any time.					
Metropolitan West Total Return Bond Plan (03/97)	Intermediate-Term Bonds	0.38% G 0.38% N	\$3.80 G \$3.80 N	9.18%	4.89%	4.73%
	Index: Bloomberg Barclays Aggregate Bond Index			7.51%	4.44%	3.84%
Northern Trust Aggregate Bond Index NL Tier Four (10/17)	Intermediate-Term Bonds	0.03% G 0.03% N	\$0.26 G \$0.26 N	7.44%	N/A	5.00%
	Index: Bloomberg Barclays Aggregate Bond Index			7.51%	N/A	5.05%

## Stocks

<b>MFS Value R6 (01/96)</b>  <i>Index: Russell® 1000 Value Index</i>	Large-Cap Value Stocks	0.47% G 0.47% N	\$4.70 G \$4.70 N	4.03%	10.47%	11.13%
				2.80%	9.74%	10.50%
<b>Northern Trust S&amp;P 500 Index NL Tier Four (08/17)</b>  <i>Index: S&amp;P 500 Index</i>	Large-Cap Blend Stocks	0.01% G 0.01% N	\$0.13 G \$0.13 N	18.41%	N/A	15.18%
				18.40%	N/A	15.19%
<b>Harbor Capital Appreciation Retirement (12/87)</b>  <i>Index: Russell® 1000 Growth Index</i>	Large-Cap Growth Stocks	0.64% G 0.59% N	\$6.40 G \$5.90 N	54.56%	22.53%	18.37%
				38.49%	21.00%	17.21%
<b>JPMorgan Mid Cap Value R6 (11/97)</b>  <i>Index: Russell® MidCap Index</i>  <b>Shareholder-Type Fees / Comments:</b> If you exchange out of this fund, you will not be permitted to exchange back into the same fund within 30 calendar days.	Mid-Cap Value Stocks	0.74% G 0.73% N	\$7.40 G \$7.30 N	0.43%	7.93%	10.37%
				17.10%	13.40%	12.41%
<b>Northern Trust Extended Market Index NL Tier Four (09/17)</b>  <i>Index: DJ US Completion Total Stock Market Index</i>	Mid-Cap Blend Stocks	0.04% G 0.04% N	\$0.40 G \$0.40 N	31.93%	N/A	15.55%
				32.16%	N/A	15.62%
<b>MassMutual Select Mid Cap Growth I (05/00)</b>  <i>Index: Russell® Mid Cap Growth Index</i>	Mid-Cap Growth Stocks	0.71% G 0.71% N	\$7.10 G \$7.10 N	26.20%	16.44%	14.69%
				35.59%	18.66%	15.04%

## Comparative Investment Chart - Table 1 Variable Options (continued)

Name of Option (Inception Mo/Yr) Index(es)	Type of Option	Total Annual Operating Expenses G: Gross; N: Net		Average Annual Total Return as of 12/31/2020		
		As %	Per \$1000	1Yr.	5Yr.	10yr. or Since Inception

## Stocks

<b>Goldman Sachs Small Cap Value R6 (10/92)</b>	Small-Cap Blend Stocks	0.98% G 0.95% N	\$9.80 G \$9.50 N	2.05%	8.65%	9.42%
<i>Index: Russell® 2000 Index</i>				19.96%	13.26%	11.20%
<b>Loomis Sayles Small Cap Growth N (12/96)</b>	Small-Cap Growth Stocks	0.82% G 0.82% N	\$8.20 G \$8.20 N	34.27%	18.13%	14.75%
<i>Index: Russell® 2000 Growth Index</i>				34.63%	16.36%	13.48%
<b>American Funds Europacific Growth R6 (05/09)</b>	World/Foreign Stocks	0.46% G 0.46% N	\$4.60 G \$4.60 N	25.27%	12.47%	8.14%
<i>Index: MSCI All-Country World Ex-US Index</i>				11.13%	9.44%	5.40%
<b>Northern Trust ACWI ex-US IMI Index NL Tier Four (12/18)</b>	World/Foreign Stocks	0.07% G 0.07% N	\$0.72 G \$0.72 N	11.53%	N/A	16.52%
<i>Index: MSCI All-Country World Ex-US Index</i>				11.13%	N/A	16.49%

## Multi-Asset/Other

<b>Vanguard Institutional Target Retirement Income (06/15)</b>	Target Date	0.09% G 0.09% N	\$0.90 G \$0.90 N	10.18%	6.92%	6.01%
<i>Index: Bloomberg Barclays Aggregate Bond Index</i>				7.51%	4.44%	4.25%
<i>Index: S&amp;P 500 Index</i>				18.40%	15.22%	13.35%
<b>Shareholder-Type Fees / Comments:</b> If you exchange out of this fund, you will not be permitted to exchange back into the same fund within 30 calendar days.						
<b>Vanguard Institutional Target Retirement 2015 (06/15)</b>	Target Date	0.09% G 0.09% N	\$0.90 G \$0.90 N	10.42%	7.85%	6.58%
<i>Index: Bloomberg Barclays Aggregate Bond Index</i>				7.51%	4.44%	4.25%
<i>Index: S&amp;P 500 Index</i>				18.40%	15.22%	13.35%
<b>Shareholder-Type Fees / Comments:</b> If you exchange out of this fund, you will not be permitted to exchange back into the same fund within 30 calendar days.						
<b>Vanguard Institutional Target Retirement 2020 (06/15)</b>	Target Date	0.09% G 0.09% N	\$0.90 G \$0.90 N	12.09%	9.07%	7.54%
<i>Index: Bloomberg Barclays Aggregate Bond Index</i>				7.51%	4.44%	4.25%
<i>Index: S&amp;P 500 Index</i>				18.40%	15.22%	13.35%
<b>Shareholder-Type Fees / Comments:</b> If you exchange out of this fund, you will not be permitted to exchange back into the same fund within 30 calendar days.						

## Comparative Investment Chart - Table 1 Variable Options (continued)

Name of Option (Inception Mo/Yr) Index(es)	Type of Option	Total Annual Operating Expenses G: Gross; N: Net		Average Annual Total Return as of 12/31/2020		
		As %	Per \$1000	1Yr.	5Yr.	10yr. or Since Inception

## Multi-Asset/Other

<b>Vanguard Institutional Target Retirement 2025 (06/15)</b>	Target Date	0.09% G 0.09% N	\$0.90 G \$0.90 N	13.34%	9.94%	8.20%
<i>Index: Bloomberg Barclays Aggregate Bond Index</i>				7.51%	4.44%	4.25%
<i>Index: S&amp;P 500 Index</i>				18.40%	15.22%	13.35%
<b>Shareholder-Type Fees / Comments:</b> If you exchange out of this fund, you will not be permitted to exchange back into the same fund within 30 calendar days.						
<b>Vanguard Institutional Target Retirement 2030 (06/15)</b>	Target Date	0.09% G 0.09% N	\$0.90 G \$0.90 N	14.10%	10.57%	8.62%
<i>Index: Bloomberg Barclays Aggregate Bond Index</i>				7.51%	4.44%	4.25%
<i>Index: S&amp;P 500 Index</i>				18.40%	15.22%	13.35%
<b>Shareholder-Type Fees / Comments:</b> If you exchange out of this fund, you will not be permitted to exchange back into the same fund within 30 calendar days.						
<b>Vanguard Institutional Target Retirement 2035 (06/15)</b>	Target Date	0.09% G 0.09% N	\$0.90 G \$0.90 N	14.80%	11.16%	9.03%
<i>Index: Bloomberg Barclays Aggregate Bond Index</i>				7.51%	4.44%	4.25%
<i>Index: S&amp;P 500 Index</i>				18.40%	15.22%	13.35%
<b>Shareholder-Type Fees / Comments:</b> If you exchange out of this fund, you will not be permitted to exchange back into the same fund within 30 calendar days.						
<b>Vanguard Institutional Target Retirement 2040 (06/15)</b>	Target Date	0.09% G 0.09% N	\$0.90 G \$0.90 N	15.44%	11.74%	9.40%
<i>Index: Bloomberg Barclays Aggregate Bond Index</i>				7.51%	4.44%	4.25%
<i>Index: S&amp;P 500 Index</i>				18.40%	15.22%	13.35%
<b>Shareholder-Type Fees / Comments:</b> If you exchange out of this fund, you will not be permitted to exchange back into the same fund within 30 calendar days.						
<b>Vanguard Institutional Target Retirement 2045 (06/15)</b>	Target Date	0.09% G 0.09% N	\$0.90 G \$0.90 N	16.17%	12.12%	9.74%
<i>Index: Bloomberg Barclays Aggregate Bond Index</i>				7.51%	4.44%	4.25%
<i>Index: S&amp;P 500 Index</i>				18.40%	15.22%	13.35%
<b>Shareholder-Type Fees / Comments:</b> If you exchange out of this fund, you will not be permitted to exchange back into the same fund within 30 calendar days.						



### Comparative Investment Chart - Table 1 Variable Options (continued)

Name of Option (Inception Mo/Yr) Index(es)	Type of Option	Total Annual Operating Expenses G: Gross; N: Net		Average Annual Total Return as of 12/31/2020		
		As %	Per \$1000	1Yr.	5Yr.	10yr. or Since Inception

### Multi-Asset/Other

<b>Vanguard Institutional Target Retirement 2050 (06/15)</b>	Target Date	0.09% G 0.09% N	\$0.90 G \$0.90 N	16.33%	12.14%	9.76%
<i>Index: Bloomberg Barclays Aggregate Bond Index</i>				7.51%	4.44%	4.25%
<i>Index: S&amp;P 500 Index</i>				18.40%	15.22%	13.35%
<b>Shareholder-Type Fees / Comments:</b> If you exchange out of this fund, you will not be permitted to exchange back into the same fund within 30 calendar days.						
<b>Vanguard Institutional Target Retirement 2055 (06/15)</b>	Target Date	0.09% G 0.09% N	\$0.90 G \$0.90 N	16.36%	12.16%	9.77%
<i>Index: Bloomberg Barclays Aggregate Bond Index</i>				7.51%	4.44%	4.25%
<i>Index: S&amp;P 500 Index</i>				18.40%	15.22%	13.35%
<b>Shareholder-Type Fees / Comments:</b> If you exchange out of this fund, you will not be permitted to exchange back into the same fund within 30 calendar days.						
<b>Vanguard Institutional Target Retirement 2060 (06/15)</b>	Target Date	0.09% G 0.09% N	\$0.90 G \$0.90 N	16.40%	12.16%	9.77%
<i>Index: Bloomberg Barclays Aggregate Bond Index</i>				7.51%	4.44%	4.25%
<i>Index: S&amp;P 500 Index</i>				18.40%	15.22%	13.35%
<b>Shareholder-Type Fees / Comments:</b> If you exchange out of this fund, you will not be permitted to exchange back into the same fund within 30 calendar days.						
<b>Vanguard Institutional Target Retirement 2065 (07/17)</b>	Target Date	0.09% G 0.09% N	\$0.90 G \$0.90 N	16.18%	N/A	11.66%
<i>Index: Bloomberg Barclays Aggregate Bond Index</i>				7.51%	N/A	4.93%
<i>Index: S&amp;P 500 Index</i>				18.40%	N/A	15.54%
<b>Shareholder-Type Fees / Comments:</b> If you exchange out of this fund, you will not be permitted to exchange back into the same fund within 30 calendar days.						

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**APG-Rewards 401(k) Plan  
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**IMPORTANT INFORMATION ABOUT ACCESSING YOUR QUARTERLY ACCOUNT STATEMENTS  
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**July 2, 2021**

Some exciting news! We're switching to electronic transmission of your quarterly account statements. This is part of our effort to add security to the handling of your private information and give you faster access to your information, not to mention helping reduce our carbon footprint. This gives you added flexibility to check your account when it's convenient for you!

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We will no longer send you quarterly account statements in the mail. Instead, you'll receive an email whenever your new account statements are available online. This notification will have a link to your plan website where you can log in and view the statement. In the meantime, please take a moment to verify that your preferred email is saved to your plan profile. That way, you'll receive these email notifications as soon as future documents are available. You may be thinking, "That's all well and good, but can I opt out of eDelivery? I prefer getting paper statements in the mail." Unfortunately, not for this type of statement. But, it's super easy to view and download (or print) your plan account statements to keep with your records.

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