

**Notice of Automatic Enrollment**  
**Oasis Outsourcing Holdings, Inc.**



Note: For faster processing, this may be completed online at [www.oasis401kportal.com](http://www.oasis401kportal.com)

Adopted By Oasis Outsourcing Holdings, Inc.

All newly hired employees will be automatically enrolled in the Retirement Plan after satisfying the Plan's entry requirements. This contribution will be invested in the plan's qualified default investment allocation (QDIA), until such time that you as a new participant take charge and self-direct your account by selecting among the various investment options. Oasis Outsourcing Holdings, Inc. is the fiduciary of the plan and manages the default investment portfolios.

**To make a change to your investments or to change your deferral contribution** - You may call the Retirement Service Center at (844) OAS-401k to request an account change form, or go online via [www.oasis401kportal.com](http://www.oasis401kportal.com). You will need to log into your account to make the change. Once you submit an enrollment form, a change form or go online changing your deferral percentage or your investment elections, you will no longer be in the automatic enrollment program and your account will be deemed self-directed.

**NO DISTRIBUTION REQUESTED - Opt out of Automatic Enrollments**

I wish to opt out of the retirement plan with no automatic contributions made on my behalf.

**DISTRIBUTION REQUESTED - Opt out of Automatic Enrollments**

This option is only available for distribution requests issued within a 90-day period commencing from the initial contribution under the auto-enrollment program. After the 90-day period has passed, you will not be able to opt-out of the plan and receive a refund; the plan provisions will then dictate when you can receive a distribution.

Please distribute my employee 401(k) deferral contributions to me. I do not wish to participate in the 401(k) plan at this time.

<b>Participant Name:</b> _____		<b>SSN:</b> _____	
<b>Participant Address: (required for distribution requests):</b>			
_____			
<b>Street</b>	<b>City</b>	<b>State</b>	<b>Zip</b>

**Additional Information regarding your 401(k) auto-enrollment opt out and distribution request:**

Since your contribution will be invested to some degree in the stock market, which fluctuates, your refund may be greater or less than the amount automatically contributed before your executed opt-out form is received. Any administration fees that may have been deducted during the 90 day opt-out period will be returned to you. Employer matching contributions, if any, will be forfeited, regardless of your vesting percentage in your account. The gross distribution is reportable to you as income in the year the distribution is made. Distributions more than \$200 are required to have 20% of the federal taxes withheld. You will receive a 1099R for the gross distribution by January of the following year. Distribution is not eligible for rollover. If you selected to have your 401(k) contributions to be disbursed, please allow 3- 4 weeks for processing. The distribution check will be mailed via the United States Postal Service.

**Worksite Employer Name** \_\_\_\_\_ **Client ID** \_\_\_\_\_

**Employee Signature and Date** \_\_\_\_\_

Please return form ASAP to the Retirement Service Center via fax 866-274-6862 or email at [enrollments@slavic401k.com](mailto:enrollments@slavic401k.com)