



Principal Life Insurance Company  
Des Moines, IA 50306-9394

# Plan Summary

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## Am I eligible for UCTIE INTERNATIONAL UNION 401(K) SAVINGS PLAN?

You are eligible to join the plan if you:

- are at least age 18
- have completed 30 day(s) of service with the company

You enter the plan on the first day of the month on or after you meet the eligibility requirements.

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## From where do my contributions come from?

Contributions in general are from total pay from a participating employer based on the applicable collective bargaining agreement, including salary deferral contributions.

Your benefits representative can provide more detailed information.

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## Are there limits to my contributions?

You may choose to contribute up to 100% of your total pay.

Your taxable income is reduced by the amount you contribute pre-tax through salary deferral. This lets you reduce your taxable income. Your total salary deferral in 2019 may not be more than \$19,000.00.

Your maximum contribution percentage and/or dollar amount may also be limited by Internal Revenue Service regulations.

If you are 50 years old or older during the plan year and you have met the annual IRS deferral limit (or the specified plan limit for deferrals), you may contribute a catch-up deferral of up to \$6,000 in 2019. If you qualify and are interested in making catch-up contributions, please contact your plan administrator for details.

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## Can I change my contributions to my employer's retirement plan?

You may stop making salary deferral contributions at any time. You may change your salary deferral amount daily. Changes will be implemented as soon as administratively feasible.

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## Collectively Bargained Contributions

Collectively bargained contributions are generally based on the applicable collective bargaining agreement.

# Plan Summary

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## **I have a retirement account with a previous employer. Can I combine the two?**

You may be allowed to roll over into this plan all or a portion of the retirement funds you have outside this plan. Withdrawals from rollovers may be restricted. Refer to your Summary Plan Description for more details.

To receive additional information, contact your Plan Administrator, visit us at [principal.com](http://principal.com) or call 1-800-547-7754.

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## **When am I vested in the retirement plan funds?**

You are always 100% vested in the contributions **you** choose to defer and in any collectively bargained contributions.

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## **Investment options**

You are able to direct the investment of the retirement account balance by choosing among several investment options.

To make informed investment decisions, you should read the investment material (including prospectuses and offering documents if applicable) available on [principal.com](http://principal.com) or from your plan sponsor.

You may also obtain this information by calling The Principal® at 1-800-547-7754.

You may elect the investment direction of all contributions to the retirement plan. Please see the Summary Plan Description for details.

For detailed information about your investment options, please visit us at [principal.com](http://principal.com) or contact The Principal® at 1-800-547-7754.

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## **How often can I make changes to the investment options in the retirement plan?**

- anytime

Note that when transferring existing balances from one investment option to another, redemption fees or restrictions on transfer frequency may apply. Refer to the redemption fee and transfer restriction policy at [principal.com](http://principal.com) or contact your plan administrator.

Changes can be made through our automated system at 1-800-547-7754 or at [principal.com](http://principal.com).

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## **How can I access my account information?**

You may obtain account information through:

# Plan Summary

- Participant statement (quarterly)
- Call our automated phone system at 1-800-547-7754.
- Visit [principal.com](http://principal.com) to access the account.

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## How are the fees for the retirement plan paid?

Plan administrative expenses reduce the credited investment return.

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## When can I begin receiving benefits from the retirement plan?

Benefits are payable at:

- Retirement (age 65)
- Death
- Disability\*
- Termination of employment

Please refer to the participant notice or Summary Plan Description provided to you by your plan sponsor about withdrawal benefits.

\*You must have ceased employment to receive this benefit.

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## Financial hardship

You may withdraw all or part of your salary deferral contributions if you can prove financial hardship and are unable to meet your financial needs another way. If allowed to withdraw salary deferral contributions, withdrawal will not include earnings. Employer contributions may be available for the hardship withdrawal, please see your Summary Plan Description for more details.

The plan defines hardship as an "immediate and heavy financial need" along with establishing the allowable reasons to receive such a withdrawal. Please see your Summary Plan Description for more details regarding hardship withdrawals.

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## Other Information

Your salary deferral contributions are included in the wages used to determine your Social Security tax.

# Plan Summary

This plan summary includes a brief description of your employer's retirement plan features. While this plan summary outlines many of the major provisions of your employer's retirement plan, this summary does not provide you with every plan detail. The legal plan document, which governs this plan, provides full details. If there are any discrepancies between this plan summary and the legal plan document, the legal plan document will govern.

From time to time, your employer may elect to amend the retirement plan provisions. This plan summary may be updated to reflect proposed amendments to the plan document provisions. Until a plan amendment is adopted, however, the legal plan document will govern. Contact your plan sponsor if you would like more details regarding applicable retirement plan provisions.

Most withdrawals/distributions are subject to taxation and required withholding. Check with your financial/tax advisor on how this may affect you.

The Principal® is required by the IRS to withhold 20% of the portion of a distribution that is eligible for rollover if it is not directly rolled over to another eligible retirement plan, including an IRA, or used to purchase an annuity to be paid over a minimum period of the lesser of 10 years or the participant's life expectancy. This withholding will offset a portion of federal income taxes you owe on the distribution.

The retirement account may be affected differently by individual state taxation rules. Contact your tax advisor with questions.

If you have questions about the retirement plan call 1-800-547-7754 Monday through Friday, 7 a.m. - 9 p.m. (Central time), to speak to a retirement specialist at The Principal®.

**To learn more about The Principal®, visit [principal.com](http://principal.com).**

Insurance products and plan administrative services are provided by Principal Life Insurance Company, a member of the Principal Financial Group® (The Principal®), Des Moines, IA 50392.



Principal Life Insurance Company  
Des Moines, IA 50306-9394

My personal information (please print with black ink)

<b>Name</b>			<b>Phone number</b>		<b>Email address</b>	
_____	_____	_____	_____	_____	_____	
Last	First	MI	<input type="radio"/> Home	<input type="radio"/> Mobile		
<b>Address</b>						
_____	_____	_____	_____	_____	_____	
Street	City	State	Zip	Country		
<b>Social Security number</b>		<b>Date of birth</b>		<b>Gender</b>		
_____	_____	____/____/____	<input type="radio"/> Male	<input type="radio"/> Female		
				<input type="radio"/> Single <input type="radio"/> Married		
<b>Expected retirement age</b>		<b>Original date of employment</b>		<b>NOTE:</b> The email address you submit will be used for services provided by Principal Group®, unless otherwise elected. We will not provide your email to third parties. For more information, see your privacy policy at principal.com.		
_____	_____	____/____/____				
If you were rehired, complete these dates:		<b>Date of termination</b>		<b>Date of rehire</b>		
		____/____/____		____/____/____		

Rollover funds

**Yes!** Help me roll over retirement savings from a previous employer's retirement plan. Call Principal at 1-800-547-7754, Monday - Friday, 7a.m. - 9 p.m. CT.

Complete if you would like to consolidate retirement savings.

Please  **call** or  **email** me to discuss my options. My estimated rollover balance is \$ \_\_\_\_\_.

Complete all 3 Steps **1** **2** **3** to enroll in the retirement savings plan, or to make changes to your contribution percentage.

**1** My contributions<sup>A</sup>

Enroll me! (pick one)

I elect to contribute \_\_\_\_\_% (0% to 100%) or \$\_\_\_\_\_ of my current and future pay per pay period. This will also apply for my current and future bonus pay unless I indicate a different percentage here \_\_\_\_\_% (0% to 100%) or dollar amount here \$\_\_\_\_\_.

I am already enrolled, but I want to change my contribution to \_\_\_\_\_% (0% to 100%) or \$\_\_\_\_\_ of my current and future pay per pay period as pre-tax contributions. This will also apply to my current and future bonus pay as pre-tax contributions unless I indicate a different percentage here \_\_\_\_\_% (0% to 100%) or dollar amount here \$\_\_\_\_\_.

### My contributions

I choose **not to contribute** to the retirement plan at this time.

#### Annual Increase

(optional, but may help you stay on track)

In addition to electing to contribute a portion of my current and future pay per pay period, I would also like to automatically increase my contribution amount each year. I may opt out or change the annual increase at any time.

**Increase** my pre-tax salary deferral contribution by \_\_\_\_\_% or \$\_\_\_\_\_ each year for the next \_\_\_\_\_ years **or** until my contribution totals \_\_\_\_\_% or \$\_\_\_\_\_.

This increase will be initiated each \_\_\_\_\_ (month/day) or the next date allowed by the plan.

Please also apply the annual increase to my salary deferral contribution election(s) for current and future bonuses.

^ Elective deferral contributions are limited to the lesser of the plan or IRS Limit for the current calendar year.

## 2 My investment choices

Please elect **One of the two choices** by checking the box(es) and completing the applicable information for your choice.

(If you are already enrolled and want to make changes to how future contributions are directed, visit principal.com or call 1-800-547-7754.)

### Choice A: Quick Option — Principal LifeTime Hybrid CITs

I elect a **Quick Option — Principal LifeTime Hybrid CITs**

I understand contributions will be directed to the plan’s Qualified Default Investment Alternative; one of the Principal LifeTime Hybrid CITs based on the plan’s normal retirement date.<sup>1</sup> I have read the plan’s QDIA notice and enclosed investment information related to this investment. **I do not want to make another investment election at this time, and this will be treated as my investment option direction.**

**Still need help?** Log into your account at principal.com for more investment options available to you through your employers retirement plan.

(Please refer to the Investment Option Summary for more information.)

> If you’ve completed this section, move ahead to **My signature!** **3**

<sup>1</sup> Principal LifeTime Hybrid CITs are available as another way to use an asset allocation strategy that may be right for you. There are other investment options available under the retirement plan, and you should review them all. Reviewing all investment options can help you decide whether you wish to design your own mix of investment options. Please note that your contribution will be directed to the plan’s QDIA - Principal LifeTime Hybrid CITs based on a particular target date or retirement date. If you would rather choose your own mix of investment options, you may do so by completing the Build My Own Portfolio section of this form or visiting principal.com.

**Choice B: Build my own portfolio**

I elect the following investment options (enter percentages below.)  
 (Please refer to the Investment Option Summary for more information.)

**New contributions**

**Short-Term Fixed Income**

Fixed Income Guaranteed Option \_\_\_\_\_%

**Fixed Income**

**Fidelity Management & Research**

Fidelity Advisor High Income Advantage A Fund \_\_\_\_\_%

**Loomis Sayles & Company**

Loomis Sayles Investment Grade Bond A Fund \_\_\_\_\_%

**PIMCO**

PIMCO Income R Fund \_\_\_\_\_%

**Spectrum**

Preferred Securities R4 Fund \_\_\_\_\_%

**Templeton Asset Management**

Templeton Global Bond R Fund \_\_\_\_\_%

**Balanced/Asset Allocation**

**Capital Research and Mgmt Co**

American Funds American Balanced R3 Fund \_\_\_\_\_%

**Franklin Advisers, Inc**

Franklin Income R Fund \_\_\_\_\_%

**Invesco**

Invesco Equity and Income R Fund \_\_\_\_\_%

**Multiple Sub-Advisors**

Principal LifeTime Hybrid Income CIT \_\_\_\_\_%

Principal LifeTime Hybrid 2010 CIT \_\_\_\_\_%

Principal LifeTime Hybrid 2015 CIT \_\_\_\_\_%

Principal LifeTime Hybrid 2020 CIT \_\_\_\_\_%

Principal LifeTime Hybrid 2025 CIT \_\_\_\_\_%

Principal LifeTime Hybrid 2030 CIT \_\_\_\_\_%

Principal LifeTime Hybrid 2035 CIT \_\_\_\_\_%

Principal LifeTime Hybrid 2040 CIT \_\_\_\_\_%

Principal LifeTime Hybrid 2045 CIT \_\_\_\_\_%

Principal LifeTime Hybrid 2050 CIT \_\_\_\_\_%

Principal LifeTime Hybrid 2055 CIT \_\_\_\_\_%

Principal LifeTime Hybrid 2060 CIT \_\_\_\_\_%

Principal LifeTime Hybrid 2065 CIT \_\_\_\_\_%

**Large U.S. Equity**

**AB LP**

AB Relative Value A Fund \_\_\_\_\_%

**Capital Research and Mgmt Co**

American Funds Fundamental Investors R3 Fund \_\_\_\_\_%

**Principal Global Investors**

LargeCap S&P 500 Index R4 Fund \_\_\_\_\_%

My investment choices

	New contributions
<b>T. Rowe Price Associates, Inc.</b>	
T. Rowe Price Blue Chip Growth R Fund	_____ %
<b>Small/Mid U.S. Equity</b>	
<b>Allianz Global Inv Fund Mgmt</b>	
AllianzGI NFJ Mid-Cap Value A Fund	_____ %
<b>Eaton Vance Management</b>	
Eaton Vance Atlanta Capital SMID-Cap R Fund	_____ %
<b>Federated Investment Mgmt.</b>	
Federated Kaufmann Small Cap A Fund	_____ %
<b>Franklin Advisers, Inc</b>	
Franklin Small Cap Value R Fund	_____ %
<b>Principal Global Investors</b>	
MidCap S&P 400 Index R4 Fund	_____ %
SmallCap S&P 600 Index R4 Fund	_____ %
<b>Principal Real Estate Inv</b>	
Real Estate Securities R4 Fund	_____ %
<b>International Equity</b>	
<b>Capital Research and Mgmt Co</b>	
American Funds New Perspective R3 Fund	_____ %
American Funds New World R3 Fund	_____ %
<b>MFS Investment Management</b>	
MFS International Value R2 Fund	_____ %
<b>OppenheimerFunds, Inc.</b>	
Oppenheimer International Growth R Fund	_____ %
<b>Principal Global Investors</b>	
International Equity Index R4 Fund	_____ %
<b>TOTAL of all lines:</b>	<b>100 %</b>

Your investment election will be effective when it is received in the Corporate Center of Principal by the close of market. Forms received after the close of market will be processed on the next open market date. If no investment election is received, or contributions are received prior to your investment election, contributions will be directed according to the plan's default investment alternative(s): Principal LifeTime Hybrid CIT based on your current age and the plan's normal retirement date.

Please log in to principal.com for more details.

If you've completed this section, move ahead to **My signature!** 3



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**3** My signature

**Please sign**, then give this completed form to your benefits representative.

This agreement applies to amounts earned until changed by me in writing. I understand my plan sponsor may reduce my contributions only when required to meet certain plan limits. I will review all statements regularly and report any discrepancy to Principal immediately.

**Signature**

X

**Date**

/ /

Be sure you have completed all **3 steps** **1** **2** **3**

**Return** your completed form to your Benefits Representative.

## Important Information

The subject matter in this communication is educational only and provided with the understanding that Principal® is not rendering legal, accounting, or tax advice. You should consult with appropriate counsel or other advisors on all matters pertaining to legal, tax, or accounting obligations and requirements.

Your plan sponsor has chosen to make available to you all of the investment options listed on this enrollment form.

Insurance products and plan administrative services are provided through Principal Life Insurance Co., a member of the Principal Financial Group®, Des Moines, IA 50392. Certain investment options and contract riders may not be available in all states or U.S. commonwealths.

- <sup>1</sup> For your convenience, Principal LifeTime Hybrid Collective Investment Fund (CIT) formerly Principal Trust<sup>SM</sup> Target Date Funds are available as another way to use an asset allocation strategy that may be right for you. There are other investment options available under the retirement plan, and you should review them all. Reviewing all investment options can help you decide whether you wish to design your own mix of investment options. Please note that your contribution will be directed to the Principal LifeTime Hybrid CIT based on a particular target date or retirement date. If you would rather choose your own mix of investment options, you may do so by completing the Build My Own Portfolio section of this form or visiting [principal.com](http://principal.com).

Information in this enrollment form should not be construed as investment advice.

This enrollment form content is current as of the production date noted below. If there are any discrepancies between this information and the legal plan document, the legal plan document will govern. If the production date is older than three months or has passed a quarter end, you should contact your plan sponsor or log in to [principal.com](http://principal.com) for current retirement plan and investment option information including a prospectus if applicable. The member companies of the Principal Financial Group® prohibit the manipulation of this enrollment form content. If your plan sponsor elects to provide this enrollment form electronically, Principal® is not responsible for any unauthorized changes.

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## Know your options:

# What to do with your retirement savings<sup>1</sup>

It's important to understand the options for the savings you have in your former employer's retirement plan. If you are eligible to take your money out (this is known as a distribution), there are typically four possible options.

There are advantages and drawbacks for each option. You should consider the differences in investment options, fees and expenses, tax implications, services and penalty-free withdrawals.

This summary can help you identify some important considerations.<sup>2</sup> There may be other factors to consider due to your specific needs and situation. You may wish to consult with your tax or legal advisor.

### Retirement Savings Options

- Roll savings into an Individual Retirement Account (IRA)
- Keep savings in your former employer's retirement plan (if allowed)
- Roll savings to your new employer's retirement plan
- Cash out savings and close the account

(May use a combination of these options)

## Retirement Savings Options

### Roll savings into an IRA

#### Advantages

- Maintains tax-deferred status of savings
- Continue to make contributions and save for retirement
- Combine other qualified plans or IRA savings into one account
- Offers greater control as it's your account and you make the decisions
- Offers broad range of investment options to fit needs as they change over time
- Protected from bankruptcy
- May have the services of a financial professional to help with investing and retirement planning
- Flexibility when setting up periodic or unscheduled withdrawals
- May help with planning and managing required minimum distributions at age 70½

#### Drawbacks

- Investment expenses and account fees may be higher than those of employer plans
- No fiduciary required to prudently monitor the cost and quality of the investment options
- IRS penalty-free withdrawals generally not allowed until age 59½
- Loans not allowed. Can only access money by taking a taxable distribution
- Limited protection from creditors
- In-kind transfers of company stock to an IRA will result in appreciated value being taxed as ordinary income at withdrawal from the IRA

**It's important to know the types and range of investments and fees of an IRA.**

### Keep savings in your former employer's plan (if allowed)

#### Advantages

- Maintains tax-deferred status of savings
- Keeps current investment choices
- Preserves any guaranteed interest rate
- Keeps ownership of company stock in the account where it may have certain tax benefits at withdrawal
- Fees in employer plan may be lower than similar individual accounts
- Plan fiduciary required to prudently monitor the cost and quality of the investments options

#### Drawbacks

- Changes made to the plan by your former employer will impact you (i.e., plan investments, fees, services, plan providers, plan termination)
- Investment choices limited to those offered through your former employer's retirement plan
- Subjects you to limitations of the plan, including income distribution provisions when you retire
- Account may be assessed fees for plan administration or other reasons

[Continued on next page](#)

## Keep savings in your former employer's plan (continued)

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### Advantages

- IRS penalty-free withdrawals if you're at least 55 years old in the year you left your job
- Protected from creditors and bankruptcy
- Plan may provide access to planning tools, educational resources and phone helpline

### Drawbacks

- Access to personalized investment advice or advice that takes into account your other assets or particular needs may not be available through the retirement plan
- No new contributions allowed

Check with your former employer's plan administrator to confirm plan details and requirements.

## Roll savings to your new employer's plan – This is an option if you are joining a company that offers a retirement plan.

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### Advantages

- Maintains tax-deferred status of savings
- Continue to make contributions and save for retirement
- Combine other qualified plans or IRA savings into one account
- Fees in employer plan may be lower than similar individual accounts
- Plan fiduciary required to prudently monitor the cost and quality of the investments options
- IRS penalty-free withdrawals if you're at least 55 years old in the year you leave your new job\*
- Protected from creditors and bankruptcy
- Plan may provide access to planning tools, educational resources and phone helpline
- Loan provisions may allow borrowing from the rolled over money
- No required minimum distribution at age 70½ from a current employer's plan is required, unless you are a 5% or more owner of the company

### Drawbacks

- Changes made to the plan by your employer will impact you (i.e., plan investments, fees, services, plan providers, plan termination)
- Investment choices limited to those the plan offers
- Subjects you to limitations of the plan, including income distribution provisions when you retire
- Account may be assessed fees for plan administration or other reasons
- Access to personalized investment advice or advice that takes into account your other assets or particular needs may not be available through the retirement plan
- Plan may offer fewer or more expensive investment options than your former employer's plan
- May be more restrictive on withdrawals while employed
- Roll-ins may not be allowed or an eligibility period may need to be satisfied
- In-kind transfers of company stock will result in appreciated value being taxed as ordinary income at withdrawal from the retirement plan

Check with your former employer's plan administrator to confirm plan details and requirements.

## Cash out savings and close the account

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### Advantages

- Immediate access to cash
- May see significant tax advantage for company stock that has substantially appreciated
- If after-tax contributions were made, could take these amounts tax-free (though you will be required to pay tax on the earnings of these contributions)

### Drawbacks

- At distribution, 20% withheld on the taxable account balance for pre-payment of federal income taxes
- State taxes and a 10% early distribution penalty may also apply on taxable account balance
- May move you to a higher tax bracket
- Forfeits future tax-deferred growth potential
- Not protected from creditors or bankruptcy

If this money is no longer set aside for retirement, will you have the savings you need when you want to retire or can no longer work?

\*In-service withdrawals may be allowed while you are still working for the company sponsoring the retirement plan. Check with the plan administrator for details and requirements.

<sup>1</sup> These considerations were prepared for pre-tax 401(k) accounts. Some – but not all – of these considerations may also apply to other types of plans and/or accounts (e.g., Roth after-tax accounts). You may wish to consult a tax advisor if you participate in a different type of plan or hold a different type of account.

<sup>2</sup> These descriptions are for general educational purposes and should not be construed as advice or recommendations. This is not tax or legal advice and you may wish to consult with your tax or legal advisors on these issues.

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Principal Life Insurance Company  
Des Moines, IA 50306-9394

CTD01314

**Instructions:** Complete all steps listed and sign this form to roll over funds from a previous employer's plan or Individual Retirement Account (IRA) into the current retirement plan with services by Principal®.

1. Personal Information (please print with black ink)

<b>Name</b>			<b>Date of Birth</b>	<b>Social Security Number</b>
			/ /	- -
_____	_____	_____	_____	_____
Last	First	MI		

**Mailing Address**

_____	_____	_____	_____	_____
Street	Apt	City	State	Zip Code

_____	_____	_____
Date of Hire	Phone Number	Email Address
/ /	- -	

The email address you provide will be used for services provided by the Principal Financial Group®. For more information, see the privacy policy at principal.com.

2. Tell us about your rollover funds

Do you know if the funds are **pre-tax** or **after-tax** contributions? (check one)

- Yes.** Please provide more details (check all that apply).
  - Pre-tax.** Approximate account value \$ \_\_\_\_\_
  - After-tax.** What kind of after-tax contributions are the funds? (check all that apply)
    - 1.) Roth**
      - Roth deferral amount (excluding any earnings/losses) \$ \_\_\_\_\_
      - Earnings on Roth deferral \$ \_\_\_\_\_
      - Tax year of the first Roth deferral \_\_\_\_\_
    - Was any part of the Roth account originally a pre-tax contribution?**
      - No**
      - Yes,** I've completed a in-plan Roth conversion of pre-tax contribution to a Roth account. \$ \_\_\_\_\_
        - Tax year of completion \_\_\_\_\_
    - 2.) Other after-tax contributions** (not Roth)
      - Other after-tax contribution amount (excluding any earnings/losses) \$ \_\_\_\_\_
  - No. Not sure?** That's ok. We'll work with you to get this information from the financial institution currently holding the funds.

### 3. Confirm rollover

**By signing this form, I agree that...**

This form is designed to be a quick way to direct the investment of eligible rollover funds. If I do not have an investment election on file or wish to make an alternative allocation, I will select investment options by logging in to principal.com or calling 1-800-547-7754.

If I don't make a different investment election prior to my rollover funds being received by Principal®, my funds will be invested based on my current investment election. If I do not have a current investment election on file my funds will directed to the plan's investment default alternative(s): Principal Lifetime Hybrid CIT based on your current age and the plan's normal retirement date.

I certify that this rollover contains no funds from a hardship withdrawal, no excess contribution amounts, and no funds subject to a required minimum distribution.

I certify that no part of this rollover is part of an inherited IRA, simple IRA, SIMPLE IRA within 2 years of the first contribution, or Roth IRA.

I certify that, if the funds are coming from a former employer's plan, I have verified that the plan is a plan qualified under Internal Revenue Code 401(a) or (b) or 457 (b).

I understand that Principal will rely on the information I have provided on this form and/or information from the current financial institution regarding the deposit breakdown between pre-tax and after-tax (including any Roth contributions).

You have options other than rolling the retirement account from your former employer's retirement plan to your new employer's plan. Fees, investment options, services and plan features vary between retirement plans.

By rolling over funds to this account, I agree that I have received and reviewed information about the plan's investment options so that I may make an informed investment decision. Information about the plan's investment options is available in the *Investment Option Summary* included in the enrollment booklet and online at principal.com.

You must roll over qualified funds within 60 days of distribution to avoid tax penalties. If it has been more than 60 days, I agree that I am self-certifying this rollover because I am eligible for a waiver of that period per the guidelines provided by the IRS, and will be submitting a copy of my self-certification to Principal.

**My Signature**

**Date**

X \_\_\_\_\_ / /

\*You may roll over a distribution from a traditional IRA to a plan qualified under the Internal Revenue Code §401(a) or (b), an annuity, or a Governmental 457(b) plan to the extent that the distribution would be taxable if not rolled over. After-tax contributions in an IRA (including non-deductible contributions to a traditional IRA) may not be rolled over to one of these plans. Amounts rolled into a Governmental 457(b) plan other than another Governmental 457(b) plan are subject to an early withdrawal tax.

You may roll over a Roth account only into a plan that allows Roth contributions. Please check your *Summary Plan Description* or plan document before rolling over Roth accounts to make sure Roth contributions are available.

### 4. Plan sponsor authorization

The plan sponsor or trustee has authorized Principal Life Insurance Company to accept rollover contributions per a signed agreement.

### 5. Request the funds and contribution details

You need to request the funds from the current financial institution holding them. You'll need to provide them some instructions regarding how they provide the funds to us and the breakdown of how they should be directed based on your pre-tax and after-tax contributions (see below). We'll rely on this information and/or the information you've provided on this form when directing the funds here at Principal.

**Or we can help you do it.** If you'd like some help contacting the current financial institution, call us at 1-800-547-7754 for more information.

Contract/Plan ID Number 4-61039

**Checks must be made payable to:**

Principal Trust Company  
FBO: <Your Name>  
Contract/Plan ID Number 4-61039

Deposit breakdown between pre-tax  
and after-tax contributions

**Checks must be mailed to:**

Principal Financial Group  
P.O. Box 9394  
Des Moines, IA 50306-9394

**Wire transfer instructions:**

ABA Number: 121000248  
Account Number: 0837354943  
FBO: <Your Name>  
Contract/Plan ID Number 4-61039

Deposit breakdown between pre-tax  
and after-tax contributions

## 6. Send completed form and rollover funds

If we don't receive this form within 15 business days of receiving the rollover funds, the rollover funds will be returned.

**Check enclosed**

**Mailing address for completed form and check:**

Principal Financial Group  
P.O. Box 9394  
Des Moines, IA 50306-9394

**Prior financial institution will send check/wire funds**

**Fax** this completed and signed form to the number  
below so we know your rollover funds are on the way:

**1-866-704-3481**

**For residents of Florida:** Any person who knowingly and with intent to injure, defraud, or deceive any insurer files a statement of claim or an application containing any false, incomplete, or misleading information is guilty of a felony of the third degree.

Investment options are subject to investment risk. Shares or unit values will fluctuate, and investments, when redeemed, may be worth more or less than their original cost.

If funds are rolled into the plan prior to the participant attaining eligibility, this form is only valid if the participant receives the plan's *Investment Options Summary* and 404 notice prior to executing.

This workbook content is current as of the production date noted below. If there are any discrepancies between this information and the legal plan document, the legal plan document will govern. If the production date is older than three months, you should contact your plan sponsor or log in to principal.com for current retirement plan and investment option information. The member companies of the Principal Financial Group® prohibit the manipulation of this workbook content. If your plan sponsor elects to provide this workbook electronically, Principal® is not responsible for any unauthorized changes.

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Retirement plan beneficiary designation without QPSA requirement

Contract/Plan ID Number: 4-61039  
CTD01304

You may designate your beneficiary either online at principal.com or by completing the below form.

5) Return the beneficiary form to Principal Life Insurance Company and keep a copy for your records.

Follow these steps to name your beneficiary(ies): 1) Complete the Personal Information section. 2) Select one of the beneficiary choices (Choice A, Choice B, or Choice C). See Page 3 for more detailed instructions and examples. 3) Name your beneficiary(ies) on Page 2. 4) Sign the form at the bottom of Page 2.

**Note:** Only use this form if the plan does not allow Life Annuities or is a Governmental 457 Plan.

My personal information (please print with black ink)

<b>Name</b>			<b>Phone number</b>		<b>Social Security number</b>	
_____	_____	_____	_____	_____	_____	_____
Last	First	MI	-	-	-	-
<b>Address</b>					<b>Email address</b>	
_____	_____	_____	_____	_____	_____	
Street	City	State	Zip			

My beneficiary choices (pick one)

- Choice A: Single participant** (includes widowed, divorced or legally separated)  
I am not married and designate the individual(s) named on Page 2 of this form to receive death benefits from the plan. I understand if I marry, this designation is void one year after my marriage (some plans specify a shorter period).
- Choice B: Married with spouse as sole beneficiary** (spouse's signature is not required)  
I am married and designate my spouse named on Page 2 of this form to receive all death benefits from the plan/contract.
- Choice C: Married with spouse not as sole primary beneficiary** [Spouse's signature REQUIRED]

**Spouse's Signature** (must be witnessed by plan representative or notary public) \_\_\_\_\_ **Date** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**The spouse appeared before me and signed the consent on:** \_\_\_\_\_ **Plan Representative or Notary Public Signature** \_\_\_\_\_ **Date** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

(Check if applicable) I certify that my spouse cannot be located to sign this consent. I will notify the plan sponsor if my spouse is located. **Note:** If your spouse cannot be located, check this box and have it witnessed by the plan representative. It must be established to the satisfaction of the plan representative that your spouse cannot be located.

I certify that spousal consent cannot be obtained because spouse cannot be located.

**Plan Representative Signature** \_\_\_\_\_ **Date** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

# Beneficiary form

Contract/Plan ID Number: 4-61039

## Naming my beneficiary(ies)

Before completing, please read the instructions, examples and Qualified Preretirement Survivor Annuity notice information on this form. You may name one or more primary and/or contingent beneficiaries. If you need more space to name beneficiaries or name a Trust, Testamentary Trust, or minor children (custodian for minors), please attach a separate list that you have signed and dated. **Note:** Unless otherwise provided, if two or more beneficiaries are named, the proceeds shall be paid to the named beneficiaries, or to the survivor or survivors, in equal shares.

<b>Name</b> [primary beneficiary(ies)]	<b>Date of birth</b>	<b>Relationship</b>	<b>Social Security number</b>	<b>Percent</b>
_____	____ / ____ / ____	_____	_____	_____

<b>Address</b>	<b>City</b>	<b>State</b>	<b>ZIP</b>
_____	_____	_____	_____

<b>Name</b> [primary beneficiary(ies)]	<b>Date of birth</b>	<b>Relationship</b>	<b>Social Security number</b>	<b>Percent</b>
_____	____ / ____ / ____	_____	_____	_____

<b>Address</b>	<b>City</b>	<b>State</b>	<b>ZIP</b>
_____	_____	_____	_____

### If primary beneficiary(ies) is not living, pay death benefits to:

In most circumstances, your contingent beneficiary(ies) will only receive a death benefit if the primary beneficiary predeceases you and the death benefit has not been paid in full.

<b>Name</b> [contingent beneficiary(ies)]	<b>Date of birth</b>	<b>Relationship</b>	<b>Social Security number</b>	<b>Percent</b>
_____	____ / ____ / ____	_____	_____	_____

<b>Address</b>	<b>City</b>	<b>State</b>	<b>ZIP</b>
_____	_____	_____	_____

<b>Name</b> [contingent beneficiary(ies)]	<b>Date of birth</b>	<b>Relationship</b>	<b>Social Security number</b>	<b>Percent</b>
_____	____ / ____ / ____	_____	_____	_____

<b>Address</b>	<b>City</b>	<b>State</b>	<b>ZIP</b>
_____	_____	_____	_____

## Name change

<b>Change my name from:</b>	<b>Change my name to:</b>	<b>Date</b>
_____	_____	____ / ____ / ____

**Reason:**  Married  Divorce  Other - provide reason: \_\_\_\_\_

## My signature

This designation revokes all prior designations made under the retirement plan.

<b>My signature</b> (required)	<b>Date</b>
X _____	____ / ____ / ____

**Under penalties of perjury,** I certify by my signature that all of the information on this beneficiary designation form is true, current and complete.

Instructions

Read carefully before completing this form. To be sure death benefits are paid as you wish, follow these guidelines:

**Use choice A** If you are not married.

**Use choice B** If you are married and want all death benefits from the plan paid to your spouse. Your spouse does not have to sign the form.

**Use choice C** If you are married and want death benefits paid to someone other than your spouse, in addition to your spouse, or to a trust or estate. Your spouse must sign the spouse's consent on this form. This signature must be witnessed by a plan representative or notary public.

**You may name one or more contingent beneficiaries.** If you need more space to name beneficiaries or name a Trust, Testamentary Trust, or minor children (custodian for minors), please attach a separate list that you have signed and dated.

**Be sure you sign and date the form.** Keep a copy of this form for your records. If you do not date the form, the designation will become effective the day it's received by your plan sponsor or Principal Life Insurance Company depending upon plan provisions.

If your marital status changes, review your beneficiary designation to be sure it meets these requirements. If your name changes, complete the Name Change section of this form.

Examples of naming beneficiaries

Be sure to use given names such as "Mary M. Doe," not "Mrs. John Doe," and include the address and relationship of the beneficiary or beneficiaries to the participant. If you need more space to name beneficiaries or name a Trust, Testamentary Trust, or minor children (custodian for minors), please attach a separate list that you have signed and dated. The following examples may be helpful to you.

	Name	Relationship	Social Security number	Address	Amount/percent
<b>One primary beneficiary</b>	Mary M. Doe	Sister	###-##-####	XXXXXXXXXXXX	100%
<b>Two primary beneficiaries</b>	Jane J. Doe John J. Doe or to the survivor	Mother Father	###-##-#### ###-##-####	XXXXXXXXXXXX XXXXXXXXXXXX	50% 50%
<b>One primary beneficiary and one contingent</b>	Jane J. Doe if living; otherwise to John J. Doe	Spouse Son	###-##-#### ###-##-####	XXXXXXXXXXXX XXXXXXXXXXXX	100% 100%
<b>Estate</b>	My Estate				100%
<b>Trust</b>	ABC Bank and Trust Co.	Trustee or successor in trust under (trust name) established (date of trust agreement)		XXXXXXXXXXXX	100%
<b>Testamentary trust</b> (Trust established within the participant's will)	John J. Doe/ Trust created by the Last Will and ABC Bank Testament of the participant			XXXXXXXXXXXX	100%
<b>Children &amp; grandchildren</b> (if beneficiary is a minor, use sample wording shown below)	John J. Doe Jane J. Doe William J. Doe  If any of my children predecease me, the surviving children of any such child shall receive in the share their parent would have received, if living. If no child of a deceased child survives, the share of that child of mine shall go to the survivor or survivors of my children, equally.	Son Daughter Son	###-##-#### ###-##-#### ###-##-####	XXXXXXXXXXXX XXXXXXXXXXXX XXXXXXXXXXXX	33.4% 33.3% 33.3%
<b>Minor Children</b> (custodian for minor)	John J. Doe, son, and Jane J. Doe, daughter, equally, or to the survivor. However, if any proceeds become payable to a beneficiary who is a minor as defined in the Iowa Uniform Transfers to Minors Act(UTMA), such proceeds shall be paid to Frank Doe as custodian for John Doe under the Iowa UTMA, and Frank Doe as custodian for Jane Doe under the Iowa UTMA.				

## Important information for spouse

If your spouse has a vested account in a retirement plan, Federal law requires that you will receive the vested account after your spouse dies.

Your right to your spouse's death benefit provided by federal law cannot be taken away unless you agree. If you agree, your spouse can elect to have all or part of the death benefit paid to someone else. Each person your spouse chooses to receive part of the death benefit is called a "beneficiary". For example if you agree, your spouse can have the death benefit paid to his or her children instead of you.

Your choice must be voluntary. It is your personal decision whether you want to give up your right to your spouse's death benefit. If you do not agree to give up your right to your spouse's death benefit, you should not sign this agreement and you will receive the death benefit after your spouse dies. If you sign this agreement, your spouse can choose the beneficiary who will receive the death benefit without telling you and without getting your agreement. Your spouse can change the beneficiary at any time before the account is paid out. You have the right to agree to allow your spouse to select only a particular beneficiary. If you want to allow your spouse to elect only a particular beneficiary, check the box in Choice C under My Beneficiary Choices section, which will limit the beneficiary choice to the one designated on this form.

You can change your mind with respect to giving up your right to the death benefit until the date your spouse dies. After that date, you cannot change this agreement. If you change your mind, you must notify the plan administrator in writing that you want to revoke the consent you give on this form.

Legal separation or divorce may end your right to the death benefit even if you do not sign this agreement. However, if you become legally separated or divorced, you might be able to get a special court order called a qualified domestic relations order (QDRO) that specifically protects your rights to the death benefit. If you are thinking about separating or getting a divorce, you should get legal advice on your rights to benefits from the plan.

## Spousal agreement and consent

I understand I have a right to all of my spouse's death benefits after my spouse dies. I agree to give up my right to all or a portion of the death benefits and have all or a portion of them paid to someone else as beneficiary. I understand that by signing this agreement, my spouse can choose the beneficiary of the death benefits without telling me and without getting my agreement. I understand that by signing this agreement, my spouse can change the beneficiary of the death benefits unless I limit my spouse's choice to the particular beneficiary by checking the appropriate box on the My Beneficiary Choices section. I understand that by signing this agreement, I may receive less money than I would have received if I had not signed the agreement, and I may receive nothing from the plan after my spouse dies. I understand that I do not have to sign this agreement. I am signing this agreement voluntarily. I understand that if I do not sign this agreement, then I will receive the death benefit after my spouse dies.



## Designate a beneficiary

Thinking about death certainly isn't a fun topic. But it's necessary to make sure your hard-earned savings are distributed according to your wishes should something happen to you prior to retirement. Make sure the money in your account gets transferred to a loved one of your choosing.

Designate a beneficiary at [principal.com/beneficiary](https://principal.com/beneficiary) or request a beneficiary form through your employer.



## Make sense of rollovers

As you change jobs during your career, it's easy to forget about retirement accounts you leave behind and to lose track of how your investments are doing.

Rolling over your retirement savings can help you keep track of your savings in one spot.

Learn how you can rollover your retirement savings at [principal.com/simplify](https://principal.com/simplify).<sup>2</sup>



## Access your account

### > Online access

- Select **Log In** and choose **Personal**.
- Click on the **Create an account** link.
- Enter your first and last name, date of birth and your ID number (this is either your Social Security number or a specific ID provided by your employer) or Zip code.
- Agree to do business electronically and click **Continue**.
- Answer a few personal questions so we can confirm it's really you.
- Create a **unique username**, set a secure **password** and add your email address.
- Select and answer **two security questions** to use if you need to call us.
- You now have access to your online account, and you'll get a confirmation email within a few minutes.
- The first time you log in, you'll need to choose where we send you **verification codes** (text message or email) and how often you want to use them.

Get 24/7 access to your retirement savings account information at [principal.com](https://principal.com) or give us a call at **1-800-547-7754**.

### > Phone access

- Enter your **Social Security number**.
- Listen to the menu and select the option that fits with your request.
- If prompted, enter/establish your **PIN**.

<sup>2</sup> You should consider the differences in investment options and risks, fees and expenses, tax implications, services and penalty-free withdrawals for your various options. There may be other factors to consider due to your specific needs and situation. You may wish to consult your tax advisor or legal counsel.



## Important Information

**Asset allocation** and diversification does not ensure a profit or protect against a loss. **Equity** investment options involve greater risk, including heightened volatility, than fixed-income investment options. **Fixed-income** investments are subject to interest rate risk; as interest rates rise their value will decline. **International and global investing** involves greater risks such as currency fluctuations, political/social instability and differing accounting standards. These risks are magnified in **emerging markets**.

**See Investment Option Summary for additional Important Information.**

The subject matter in this communication is educational only and is not intended to be taken as a recommendation from Principal. You should consult with appropriate counsel or other advisors on all matters pertaining to legal, tax, investment or accounting obligations and requirements. This material was prepared for general distribution and is not directed to a specific individual.

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