

401(k) COVID-19 DISTRIBUTION OPTIONS

1. Will I be able to take a distribution from my 401(k)?

In general, you can take a distribution when you terminate from the Company, retire, reach age 59½ or become permanently disabled as defined by the Plan. You may also be able to take a hardship distribution if you have a financial emergency. In addition, the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) allows “qualified” participants the ability to take qualified coronavirus-related withdrawals (QCDs).

Coronavirus-related distributions are distributions up to \$100,000 per individual (this includes all distributions from all employer plans and IRAs) made in 2020 to individuals affected by the coronavirus. Coronavirus-related distributions can be repaid within three years to the 401(k) Plan and such repayments will be treated as rollover contributions to the 401(k) Plan. The IRS has waived the 10% early distribution penalty tax for coronavirus-related distributions from the 401(k) Plan for individuals under age 59-1/2.

2. Who is qualified to receive a QCD?

A “qualified” individual is someone who:

- experiences adverse financial consequences as a result of (i) being quarantined, furloughed or laid off or having work hours reduced due to COVID-19, (ii) being unable to work due to lack of child care due to COVID-19, and (iii) other factors as determined by the Secretary of the Treasury; or
- is diagnosed with COVID-19 by a test approved by the Centers for Disease Control and Prevention; or
- has a spouse or dependent diagnosed with COVID-19 by a test approved by the Centers for Disease Control and Prevention.

3. What is the maximum amount I can withdraw for a QCD?

Beginning January 1 through December 31, 2020, participants who qualify for a coronavirus-related distribution can take the lesser of 100% of their vested account balance or \$100,000 (from all qualified Plans combined) during 2020.

4. What are the tax consequences for QCDs?

The CARES Act provides three types of tax relief with regards to coronavirus-related distributions:

- Waiver of the 10% early withdrawal penalty for those under the age of 59-1/2;
- Waiver of the 20% mandatory federal tax withholding requirement at the time of distribution; and
- Federal income tax on the distribution (QCD) can be paid over a three-year period

5. Can I repay the QCD back to my 401(k) Plan?

Yes, participants can elect to repay the amount withdrawn to an eligible retirement plan within three years. Repayments will not be subject to the annual retirement plan contribution limits and will instead be treated as rollovers into the plan.

6. Will I be able to change or stop my 401(k) Elections?

Yes, you can change or stop your 401(k) elections for both base salary and bonus at any time either through the Fidelity website www.netbenefits.com or by calling Fidelity at (800) 835-5097.

7. How do I find out more about QCDs or request a QCD from my 401(k) Plan?

To request a QCD distribution or learn more, call Fidelity directly at (800) 835-5097.

8. If I currently have an outstanding loan with the 401(k) Plan, can I defer my loan payments?

The CARES Act includes a provision for loan deferment, but the regulations are unclear in this area. We will continue to update these FAQs once we have more information and further regulatory guidance is provided.

DSSP COVID-19 DISTRIBUTION OPTIONS

1. Does the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) apply to the Robert Half Deferred Salary Plan (DSSP)?

No, the CARES Act only applies to the 401(k) Plan, not the DSSP.

2. What are my options for getting a distribution from my DSSP?

In addition to any date-specific distributions you may have elected during your DSSP annual enrollments, you may be permitted to receive distributions from the DSSP upon an unforeseeable financial emergency. This type of financial emergency is strictly defined by the IRS (generally, an extreme financial hardship resulting from a severe illness or injury, a loss of your primary residence due to casualty, or other similar extraordinary and unforeseeable circumstances arising as a result of events beyond your control). Your withdrawal must be approved by Robert Half and will be limited to the amount necessary to meet your unforeseeable financial need. Whether you have experienced an unforeseeable emergency depends on the specific facts and circumstances. Not all hardships created by the COVID-19 crisis will qualify.

3. Will I be able to change or stop my current DSSP elections?

In general, the IRS does not allow any changes to your current annual deferral elections once they are made. However, if you qualify for an unforeseeable emergency distribution as mentioned above, your deferrals will cease for the remainder of the current plan year.

4. Who can I contact if I have more questions?

You can contact the Savings Plans department at savings.plans@roberthalf.com.

Robert Half reserves the right to amend or terminate any or all of your employee benefit plans in any way and at any time.