

PROTOTYPE QUALIFIED RETIREMENT PLAN FEES

PenChecks Trust Company of America is the trustee and document sponsor.

Annual Plan Fees	401(k) Plan	Profit Sharing Plan	Money Purchase Plan
Trust and custodial services fee	\$800 plus 12 bps	\$800 plus 12 bps	\$800 plus 12 bps
Document sponsorship fee	\$480	\$480	\$480
Payroll processing fee (flat rate)			
Payrolls submitted via the web with ACH payment	\$0	\$0	\$0
Paper payrolls submitted and/or a check payment	\$500	\$0	\$0
Participant Fees			
Distribution fee (one-time distributions)	\$35	\$35	\$35
Recurring benefit payment fee (per payment)	\$10	\$10	\$10
Special handling fee (wire or ACH)	\$20	\$20	\$20
Annual participant fee	\$20	\$20	\$20

Explanation of fees

PenChecks Trust Company of America Fees

Trust and custodial services fee

This is an annual fee of \$800 plus 12 basis points (bps) payable quarterly as \$200 plus 3 bps calculated on plan assets. Fees are deducted at the participant level on a pro-rata basis. An annual cap of \$5,000 is applied to all Trust and Custodial Services fees.

Document sponsorship fee

This is an annual fee of \$480, payable quarterly as \$120 calculated on plan assets. Fees are deducted at the participant level on a pro-rata basis.

Recurring benefit payment fee

A \$10 fee is deducted from participant accounts for the processing of each recurring payment.

Distribution processing fee

A \$35 fee is deducted from the participant's distribution amount for the processing of a one-time distribution payment.

Special handling fee

A \$20 fee is deducted from the participant's distribution amount for the processing of all distribution payments requiring special handling, such as wire or Automated Clearing House (ACH) payment.

Columbia Management Investment Services Corp. Fees

401(k) payroll processing fee

If 401(k) payroll contributions are not submitted via the web and/or if payment is not received via ACH, the plan will be subject to a \$500 payroll processing fee. This payroll processing fee will be assessed at the participant level on a pro-rata basis annually in December based on submissions for the same calendar year.

Annual participant fee

This is an annual fee of \$20 that is deducted from participant accounts. The annual fee will be assessed at the time of closeout if the participant account is closed during the year.

Roles and responsibilities

To ensure that your Columbia Threadneedle Investments qualified retirement plan is administered properly, it is important to understand the typical roles and responsibilities associated with each party. Because qualified retirement plans are very complex, many employers also retain the services of ERISA counsel, financial accountants, financial advisors and other pension professionals to assist in the operation of the plan.

Employer

The employer performs a number of functions in addition to adopting and amending the plan. The employer is considered a fiduciary under ERISA when performing the following functions:

- Selecting the Columbia funds available for investment and monitoring their performance
- Appointing and monitoring the performance of investment managers, if applicable
- Appointing trustees to hold non-Columbia Threadneedle Investments plan investments and loans, if applicable

Plan administrator

The employer is considered the plan administrator under the provisions of the Columbia Threadneedle Investments qualified retirement plan document, unless the employer chooses to designate another individual in the adoption agreement. The plan administrator is also considered a fiduciary and is ultimately responsible for the operations and compliance of the plan within ERISA and other applicable tax laws. The duties include, but are not limited to:

- Determining eligibility of employees
- Providing timely Summary Plan Descriptions (SPD) to all eligible participants
- Authorizing distributions from the plan
- Tracking vesting percentages for each participant and allocating forfeitures as needed
- Tracking outstanding loan balances and monitoring repayments
- Filing the appropriate IRS Form 5500 annually
- Ensuring the all necessary disclosure and reporting responsibilities of the plan have been properly met
- Forwarding contributions in a timely manner as defined by the Department of Labor guidelines
- Monitoring and reporting investments
- Interpreting the plan document
- Maintaining all records necessary for the plan, including participant account and subaccount balances, participant demographic information, contributions to the plan, distributions from the plan, outstanding loan amounts and loan repayment schedules, investments at participant levels and participant valuations

Plan trustee

PenChecks Trust Company of America is the trustee of Columbia fund investments under Columbia Threadneedle Investments qualified retirement plans. The trustee has no discretionary authority with respect to the management of the plan or its assets. If your plan has assets other than Columbia fund investments, or if your plan permits loans, you must appoint a separate trustee to hold those assets. The trustee's duties are spelled out in the trust agreement that forms part of the Columbia Threadneedle Investments qualified retirement plan and include, but are not limited to:

- Receiving plan contributions and allocating assets to appropriate investments as directed by the plan administrator
- Submitting withholding to the IRS
- Generating IRS Form 1099-R to report distributions from the plan

Plan sponsor

PenChecks Trust Company of America is the prototype plan sponsor of the Columbia Threadneedle Investments qualified retirement plan document. In their capacity as prototype plan sponsor, PenChecks will provide necessary amendment paperwork to the employer to maintain the qualified status of the plan. The employer is ultimately responsible for ensuring that plan amendments are adopted in a timely manner.

Service provider

Columbia Management Investment Services Corp. (CMIS) is the transfer agent for the Columbia funds and performs the following services:

- Producing and distributing statements to accurately reflect plan and account activity as processed by Columbia Management Investment Services Corp.
- Providing telephone support for participants, employers, plan administrators and financial advisors

Note: CMIS provides services that may be characterized as recordkeeping under Department of Labor regulations but does not provide accounting, auditing, actuarial, appraisal, banking, consulting, custodial, insurance, investment advisory, legal, brokerage, third-party administration or valuation services.