

All regular and part-time employees working for BMO Harris Bank N.A., or other eligible U.S. Bank of Montreal affiliates, are immediately eligible to participate in the 401(k) Savings Plan as soon as administratively possible after your date of hire. Participation is voluntary, and you may enroll or change your contribution election at any time by entering your election online or by calling ACCESSBenefits. Once you enroll or submit a contribution rate change, it typically takes from one to two pay periods before your new election becomes effective.

Choose one of the following account access options depending on where and how you are accessing your account:

1. ACCESSBenefits Online via Workday

1. Open [Workday](#)
2. Navigate to the **Pay** application
3. Under **External Links**, click **401(k)**

2. ACCESSBenefits Online

You can access your account online from any internet enabled device (computer, phone, or tablet). You need your login credentials to access your account using this link:

<https://www.lifeatworkportal.com/accessbenefits.html>

3. Speak with an ACCESSBenefits Customer Service Representative

Customer Service Representatives are available to assist you Monday through Friday from 9 a.m. to 9 p.m. Eastern Time, except holidays. Please call **ACCESSBenefits at 1-800-738-2323**.

You may contribute to the Plan on a before-tax and/or Roth after-tax basis from 1% to 25% of your eligible pay; and if you will be at least age 50 by the end of the current calendar year you may contribute an additional 1% to 15% as a 401(k) Catch-Up contribution. For both 2020 and 2021, the IRS limit on your 401(k) before-tax and/or Roth contributions is \$19,500 and your Catch-Up contributions limit is \$6,500 (not including employer contributions).

Your eligible pay is your annual base pay plus overtime, shift differential and any variable pay that is related to your work, up to the annual IRS compensation limit of \$285,000 in 2020, and \$290,000 in 2021.

The Company provides for a “safe harbor” matching contribution formula. The Company matches your 401(k) before-tax and/or Roth after-tax contributions 100% up to the first 5% of annual eligible pay. You're immediately eligible to receive this match, which is 100% vested immediately and deposited into your Plan account each pay period.

The Company also provides a Core contribution equal to 2% of your annual eligible pay. You will receive this contribution even if you do not make any personal contributions to your 401(k) savings account. Core contributions are tax-deferred, consistent with before-tax contributions. You are 100% vested in these Core contributions after you have completed three years of BMO service. Being vested means you are eligible to receive these Core contributions when you leave BMO.

Generally, you may withdraw amounts held in your Plan account upon termination of employment or death. In addition, you may withdraw amounts attributable to your before-tax and/or Roth after-tax contributions from the Plan while you are still employed under the following circumstances:

- You have reached age 59½.
- You suffer a hardship (as defined in the Plan).

Safe harbor matching contributions are generally eligible for distribution at the same time as your before-tax and/or Roth after-tax contributions. However, you may not take a withdrawal of your safe harbor matching contributions for a hardship.

The amounts contributed to the Plan on your behalf will be invested in accordance with the Plan's investment procedures. The Plan allows you to direct the investment of your Plan account within the available investment options under the Plan. Any earnings on the investment of your contributions under the Plan will be allocated to your Plan account. To learn more about the Plan's investment procedures, or the available investments under the Plan, contact ACCESSBenefits.

For more information on the safe harbor matching contribution and all other plan features, please refer to the [Summary Plan Description](#) which is available online on www.bmousbenefits.com.