

**Plan** Total H/R 401(k) Profit Sharing Plan  
(the "Plan")

Notice Date January 1, 2019

**Annual Notice Regarding Default Investments**

As a participant in the Plan, you have the right to decide how your account, including any deferrals and any company contributions to the Plan, is invested. Because you have not given us complete or accurate investment directions, or if applicable, did not return an opt out form even if you have previously made an affirmative investment election, we have invested your retirement money for you. Here's how it works:

1. If you do not provide complete and accurate investment directions, your deferrals will continue to be automatically invested in the Plan's qualified default investment alternative.
2. The qualified default investment alternative we've selected is an account managed by Stadion Money Management, LLC, (Stadion) which the U.S. Department of Labor describes as a "qualified default investment alternative" or "QDIA". Additional information about the managed account program is included in the attached "Stadion Participant Flyer". If your date of birth was not previously provided by your employer, contributions will continue to be invested in the Capital Preservation portfolio until the missing information is received. Upon receipt of the missing information, your assets and future investment allocations will be transferred to the age-appropriate portfolio.
3. You do not have to leave your money in the Stadion account. You can move your money at any time to any of the other investment alternatives offered by the Plan, and there are no transfer restrictions, fees or expenses if you elect to move your money within the first 90 days after it is invested in the QDIA. After such time period, your transfer from the QDIA will be subject to the same restrictions, fees and expenses as are applicable to other participants who affirmatively elect to invest in the QDIA. Information about these restrictions, fees and expenses are described in the attached "Stadion Participant Flyer", which is a part of this Notice.

If the Plan includes the Guaranteed Account in the investment option lineup, transfers out of the Guaranteed Account that result in the sale of underlying bond investments at a loss will be subject to a Market Value Adjustment ("MVA") under certain market conditions. The MVA protects the value of the remaining participants invested in the Guaranteed Account from principal losses. The Lincoln Director<sup>SM</sup> group annuity contract has a provision to determine the size of the MVA for transfers that exceed 20% of the participant's Guaranteed Account value in a 12 month period. Factors that determine if a MVA applies include the current and 5 year average of corporate bond prices. For more information on how the MVA is determined please contact Lincoln Financial Group at (800) 510-4015.

If your account was invested in the Guaranteed Account prior to the QDIA Effective Date, only the portion of the Guaranteed Account not subject to a MVA was liquidated during the initial 90-day period. After the initial 90-day period, any assets remaining in the Guaranteed Account, which could be subject to the MVA, will be managed by Stadion according to a methodology based on the following factors: percentage cost of the MVA incurred as total of the Guaranteed Account value, participant age and risk objective, and

market conditions. As such, you may incur a MVA at Stadion's discretion. For details on this methodology, please contact Stadion.

4. You can move your money to other investment alternatives via the Lincoln Financial Group secure account access and maintenance Web site at LincolnFinancial.com or by calling the Customer Contact Center at (800) 510-4015. If you access your account via the Lincoln Financial Group Web site, you will be asked to rebalance your investment allocation and reset your investment elections for future contributions. You can obtain additional information about changing investments and other investment alternatives in the Plan or about this Notice by contacting your plan administrator.
5. Attached is the "Stadion Participant Flyer" that describes the investment objectives, risk and return characteristics and fees and expenses of Stadion managed account services.
6. Attached is the "QDIA Terms of Agreement for Lincoln Director<sup>SM</sup> Plan Participants" that governs the management of your account so long as it is invested in Stadion's managed account service.

Lincoln Director<sup>SM</sup> group variable annuity (contract form 19476 and state variations) is issued by The Lincoln National Life Insurance Company, Fort Wayne, IN, and distributed by Lincoln Financial Distributors, Inc., a broker-dealer. **The Lincoln National Life Insurance Company does not solicit business in the state of New York, nor is it authorized to do so. Contractual obligations are subject to the claims-paying ability of The Lincoln National Life Insurance Company.**

Contracts sold in New York (contract form 19476NY-A 7/04) are issued by Lincoln Life & Annuity Company of New York, Syracuse, NY, and distributed by Lincoln Financial Distributors, Inc., a broker-dealer. **Contractual obligations are subject to the claims-paying ability of Lincoln Life & Annuity Company of New York.**

Product and features subject to state availability. Limitations and exclusions may apply.

Lincoln Financial Group is the marketing name for Lincoln National Corporation and its affiliates. Affiliates are separately responsible for their own financial and contractual obligations.

Stadion Money Management, LLC, an independent registered investment advisor providing investment advice and account management services, is neither an affiliate nor a member of the Lincoln Financial Group. Participants are responsible for their own due diligence and can obtain information from their plan sponsor and Stadion Money Management, LLC.

## Smart investing made easy.

When it comes to managing your retirement account, you don't have to do it alone.

For many people, the only time they think about their retirement plan is at enrollment or when they open their statements. Most don't want to be a financial analyst on top of all of their other responsibilities—nor should they be!

That's where we come in. We're Stadion, and we're here to help.

### Who is Stadion?

- Over 20 years experience actively managing assets with an emphasis on minimizing risks
- Fifth largest provider of 401(k) managed accounts<sup>1</sup>

### What if I need more help?

In addition to our money management services, Stadion retirement specialists are available to discuss your options, free of charge.

- By phone: 800.222.7636
- By email: [support@stadionmoney.com](mailto:support@stadionmoney.com)

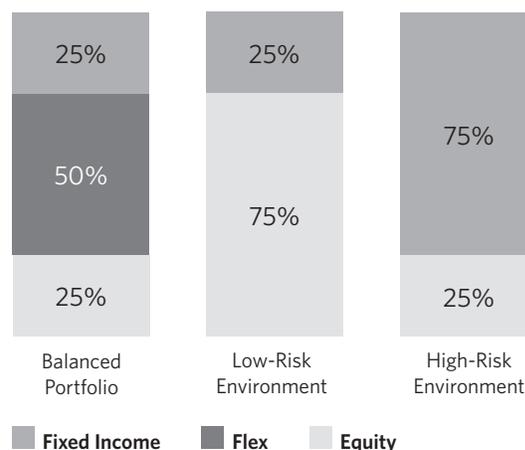
### How does it work?

Your employer has already selected Stadion as your Qualified Default Investment Alternative (QDIA), so there's nothing more you need to do. Here's how Stadion does it:

- Our money managers will make the investment decisions on your behalf and actively manage your account based on market conditions
- Based on your age, we place you into one of the portfolios on the following page
- As you move closer to retirement, we'll automatically move your account into increasingly conservative portfolios

For example, let's take a closer look at our Balanced Portfolio for ages 60-64. Stadion uses a proprietary model to assess market risk levels. Each portfolio includes a 'Flex' portion that Stadion can move entirely into equities to capture gains in low-risk conditions. Alternatively, the

'Flex' portion can be moved entirely into cash and cash equivalents in high-risk environments in an attempt to avoid losses as much as possible.



However, if you don't want to use our services, you can opt out at any time by making your own investment decisions.

### How much does it cost?

Your first 30 days of management by Stadion are free. After that, if you choose to manage your account yourself, simply make your own investment selections at any time, and you will be removed from our service and responsible for your account from that point forward. If you remain in the program, an annual fee of 0.55% will be deducted from your account to pay for our professional management. For example, if your balance is \$1,000, the annual cost would equal \$5.50.

### Want to find out more?

Feel free to contact us with questions or comments at (800) 222-7636 or [support@stadionmoney.com](mailto:support@stadionmoney.com).

**Welcome to Stadion Money Management and the start of smart investing made easy!**

<sup>1</sup>Cerulli, 9/30/17

Effective 2018

Managed Account Portfolio Components	Maximum Growth	Growth	Moderate Growth	Balanced	Conservative	Capital Preservation
<p>■ Core Fixed Income This portion always remains invested in fixed income positions. Currently, this portion is invested in both the <b>Stadion Managed Portfolio</b> and the <b>Managed Principal Protection Portfolio</b>.</p> <p>■ Flex We invest this portion in the <b>Stadion Managed Portfolio</b> in equity investments, fixed income investments, or cash and other stable value positions depending on the current market conditions. Additionally, the Flex composition varies depending on which objective account you are in.</p> <p>■ Core Equity This portion always remains invested in equity positions within the <b>Stadion Managed Portfolio</b>.</p>						
Portfolio Objective	<p><b>For Ages: 35 and younger</b></p> <p>The most aggressive portfolio designed for investors who seek long-term capital growth and have a higher tolerance for risk. This portfolio has the highest exposure to equity.</p>	<p><b>For Ages: 36 - 49</b></p> <p>For investors who seek long-term capital growth and have a high tolerance for risk. This portfolio has the second highest exposure to equity.</p>	<p><b>For Ages: 50 - 59</b></p> <p>For investors who seek a moderate rate of growth consistent with a lower risk tolerance. This portfolio seeks to offer a moderate return while protecting a portion of the portfolio during periods of market decline.</p>	<p><b>For Ages: 60 - 64</b></p> <p>For investors with a shorter time horizon to retirement yet still have the desire for some growth. Its primary objective is to balance a desire for return with safety measures.</p>	<p><b>For Ages: 65 - 69</b></p> <p>For investors in need of their retirement assets now or in just a few years. This allocation is designed for stability with an approach to minimize exposure to high risk investments without fully limiting the opportunity for growth.</p>	<p><b>For Ages: 70 and older</b></p> <p>Utilizes income and other stable value investments to minimize exposure to market risk. However, it also has a small portion that is always invested in equities.</p>
Fees <sup>1</sup>	Percentage Expense Ratio	Percentage Expense Ratio	Percentage Expense Ratio	Percentage Expense Ratio	Percentage Expense Ratio	Percentage Expense Ratio
Managed Principal Protection Portfolio <sup>2</sup>	<b>10%</b> <b>N/A</b>	<b>10%</b> <b>N/A</b>	<b>15%</b> <b>N/A</b>	<b>20%</b> <b>N/A</b>	<b>25%</b> <b>N/A</b>	<b>30%</b> <b>N/A</b>
Stadion Managed Portfolio <sup>3,4</sup>	<b>90%</b> <b>0.68</b>	<b>90%</b> <b>0.69</b>	<b>85%</b> <b>0.70</b>	<b>80%</b> <b>0.70</b>	<b>75%</b> <b>0.72</b>	<b>70%</b> <b>0.73</b>
Acquired Fund Fees	0.07	0.08	0.09	0.09	0.11	0.12
Lincoln Investment Management Fee	0.61	0.61	0.61	0.61	0.61	0.61
Weighted Average Expense	<b>0.61</b>	<b>0.62</b>	<b>0.60</b>	<b>0.56</b>	<b>0.54</b>	<b>0.51</b>
Managed Account Expense	<b>0.55</b>	<b>0.55</b>	<b>0.55</b>	<b>0.55</b>	<b>0.55</b>	<b>0.55</b>
TOTAL FEE	<b>1.16</b>	<b>1.17</b>	<b>1.15</b>	<b>1.11</b>	<b>1.09</b>	<b>1.06</b>

<sup>1</sup>Subject to change.

<sup>2</sup>Unlike the other separate accounts, Managed Principal Protection Portfolio does not have a stated expense ratio but is included in the weighted average expense.

<sup>3</sup>The Total Expense Ratio for the Stadion Managed Portfolio equals the Lincoln Investment Management Fee combined with the Acquired Fund Fees. Since the Stadion Managed Portfolios use a fund of funds structure there will be acquired fund fees and expenses that are incurred indirectly by each of the Stadion Managed Portfolios as a result of its investments in the underlying exchange-traded funds.

<sup>4</sup>You will be invested in the appropriate Stadion Managed Portfolio: Maximum Growth, Growth, Moderate Growth, Balanced, Conservative or Capital Preservation.

If you have assets invested in the Guaranteed Account at the time Stadion account management services commence, Stadion will manage your entire account balance, including the Guaranteed Account, resulting in a different portfolio allocation and weighted average expense than listed above until your account is fully aligned with the appropriate age-based portfolio. Stadion will manage the Guaranteed Account according to a methodology based on the following factors: percentage cost of any Market Value Adjustment ("MVA") incurred as a total of the Guaranteed Account value, participant age and risk objective, and market conditions. As such, you may incur a MVA at Stadion's discretion. For details on this methodology please contact a Stadion representative. In addition, transfers out of the Guaranteed Account that result in the sale of underlying bond investments at a loss will be subject to a MVA under certain market conditions. The MVA protects the value of the remaining participants invested in the Guaranteed Account from principal losses. The Lincoln Director<sup>SM</sup> group annuity contract has a provision to determine the size of the MVA for transfers that exceed 20% of the participant's Guaranteed Account value in a 12 month period. Factors that determine if a MVA applies include the current and 5 year average of corporate bond prices. For more information on how the MVA is determined please contact Lincoln Financial Group at 800-510-4015.

Lincoln Director<sup>SM</sup> a group variable annuity contract, is issued on variations of contract form 19476 and state variations and amendment forms AR-450A and AR-451A by The Lincoln National Life Insurance Company, Fort Wayne, IN, and distributed by Lincoln Financial Distributors, Inc., Radnor, PA, a broker-dealer. **Contractual obligations are subject to the claims-paying ability of The Lincoln National Life Insurance Company.**

Contracts sold in New York are issued on variations of contract form 19476NY and amendment forms AR-450A and AR-451A by Lincoln Life & Annuity Company of New York, Syracuse, NY. **Contractual obligations are subject to the claims-paying ability of Lincoln Life & Annuity Company of New York.**

Products and features subject to state availability. Limitations and exclusions may apply.

Lincoln Financial Group is the marketing name for Lincoln National Corporation and its affiliates. Affiliates are separately responsible for their own financial and contractual obligations.

Stadion Money Management, LLC, an independent registered investment advisor providing investment advice and account management services, is neither an affiliate nor a member of the Lincoln Financial Group. Participants are responsible for their own due diligence and can obtain information from their plan sponsor and Stadion Money Management, LLC. Past performance is no guarantee of future results. Investments are subject to risk, and any of Stadion's investment strategies may lose money. The allocated percentages are approximate and may change based on market conditions.