

A photograph of a sunlit forest. Sunbeams stream through the dense canopy of green trees, creating a bright, hazy atmosphere. The ground is covered in lush green undergrowth.

SATURNA TRUST COMPANY

401(k)

EMPLOYER INFORMATION



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***Our clients' interests
always come first.***



W elcome to Saturna Trust Company

Saturna Trust Company's 401(k) plan is comprehensive, manageable, and highly affordable – benefiting both employers (plan sponsors) and employees (plan participants).

Employers can adopt a complete 401(k) plan based on modern technology that features IRS-compliant plan documents, employee-directed accounts, online account management, low costs, summary reports, and online education materials. Employers utilize Saturna Trust Company to provide plan design consulting, including investment menu, data processing, discrimination and compliance testing, forms preparation, and extensive operational assistance – all at a simple-to-understand, affordable price.

Employees benefit from daily asset valuation and fund transactions, online statements with vesting and loan balances, online investment education, online account maintenance forms, and the ability to update their personal data anytime. Optional features include plan loans, Roth accounts, special "hardship" withdrawals, and brokerage windows.

401(k) plans are powerful employment incentives and a major part of America's retirement savings. But for a plan to be successful, it has to operate easily and at low cost for the employer and for the employees. For some companies, the cost and complexity of operating a 401(k) plan seems prohibitive. For others, terminating a plan after years of high fees, poor investment performance, and hassles is an easy decision.

There is a better alternative:

Saturna Trust's 401(k) plan – providing real value for your money.

Saturna strives to not only offer the best investment opportunities, but to match those sound investments with low costs and superior customer service.

The Saturna Advantage

Establish your 401(k) with Saturna Trust Company and take advantage of:

A Full-Service Arrangement

The Saturna Trust Company 401(k) plan is a full-service arrangement. Our plans save our clients on costs associated with non-integrated service providers because Saturna's professional staff handles everything from recordkeeping to investment management to marketing and education. Full-service arrangements eliminate the need for employers to deal with and monitor multiple service providers. This eases the employer's burden to consider potential conflicts of interest that may arise when using multiple providers.

By maintaining in-house operations, Saturna keeps your plan costs low and affordable. Our transparent fee structure enables employers to focus on their employees' retirement funds instead of wrestling with complex fee schedules from multiple vendors.

A Simple, Affordable Price

Saturna recognizes its responsibilities to the plans it services and endeavors to keep plan expenses low.

Employers (plan sponsors) are charged an annual recordkeeping fee of \$2,760.

Employees (plan participants) are not charged when investments are held in Saturna Capital's mutual funds. Investments held in unaffiliated assets are charged an asset-based quarterly fee.

Please see page 10 for more details about fees.

Solo 401(k)

A Solo 401(k) may be appropriate for sole proprietors (and their spouses) who have no common-law employees. Saturna waives the \$500 annual fee on Solo 401(k) plans exceeding \$250,000.

Contribution limits with a Solo 401(k) are the same as with traditional 401(k) plans and any associated tax benefits would be the same (see page 7 for more details).

With a Solo 401(k), you'll get access to the same tools and services as traditional 401(k) plans at a competitive price.

Assistance Operating Your 401(k) Plan

Once employers have established a company 401(k) plan, they assume certain responsibilities. Saturna helps with the functions of establishing and operating your 401(k) plan, including:

- Participation
- Contributions
- Vesting
- Nondiscrimination
- Investing 401(k) monies
- Disclosing plan information to employees
- Reporting to plan trustee and government agencies

A Wide Range of Investment Choices

We offer 401(k) plans a selection of Saturna Capital low-cost mutual funds, as well as an extensive menu of unaffiliated mutual funds with a variety of investment objectives, through our open architecture platform. Employers make their own investment decisions, and by investing in more than one fund, employees can tailor their 401(k) accounts to reflect their own risk and return objectives. In addition, plans are permitted to open self-directed brokerage accounts and buy common stocks, bonds, and other IRS-permitted securities of their choosing.

Personalized Service

At Saturna, we help make investing for retirement easy. Plan information is available online 24/7 to employees and their employers. Employees may also call Saturna's toll-free phone number during business hours for consultations, inquiries, or transactions.

We provide each client with a customized online portal to oversee many aspects of their plan. See page 8 for more details about our online features.

Unlike many organizations, Saturna's employees are not compensated for product sales, eliminating a common conflict of interest.

Full Fee Disclosure

Saturna understands the importance of fully disclosing all fees associated with servicing a 401(k) plan. The simple fee schedule for the Saturna Trust Company 401(k) plan is provided on page 10.

If you ever have questions about your plan's fees, please contact us.

Transparency, Accountability

Saturna Trust Company hires an independent, third-party auditor to annually examine its financial statements, providing you with confidence in our financial operations.

AICPA SOC Certification

An SSAE 16 SOC 1 Type 2 certification validates that an organization has completed a rigorous independent audit of its controls, objectives, and activities within information technology, corporate procedure, and other related service areas. A successful audit completion indicates that a service organization has sufficient controls in place to support its customers. SSAE 16 is a standard developed by the American Institute of Certified Public Accountants (AICPA) for service organizations. SSAE 16 extends and replaces the previous SAS 70 standard incorporating international controls based on the ISAE 3402 standard.



Plan Services

Saturna is there every step of the way: from implementation to annual continuing education meetings. We provide professional guidance for plan design, document preparation, plan setup, company census, employee enrollment, and continuing education. All services listed below are included in your Saturna 401(k) plan.

Services	Benefits
Implementation	
<input type="checkbox"/> Prototype plan / standardized adoption agreement	✓ Pre-approved by the Internal Revenue Service
<input type="checkbox"/> Assistance with customizing plan investment menu	✓ Helps you create a plan that is right for your company and your employees
<input type="checkbox"/> Trust agreement	✓ Simple, yet flexible to meet your plan needs
<input type="checkbox"/> Summary plan description	✓ Informs employees about the plan
<input type="checkbox"/> Enrollment meeting	✓ Helps educate your staff about all aspects of the plan
Administration and Recordkeeping	
<input type="checkbox"/> Processing of contributions, distributions, loans, hardship withdrawals, vesting, and investment selections	✓ Simplifies plan management
<input type="checkbox"/> Daily valuation of plan assets	✓ Know the current value of your assets, 24/7
<input type="checkbox"/> Annual non-discrimination and compliance testing	✓ Helps ensure the qualified status of your plan
<input type="checkbox"/> Preparation of Forms 1099-R and 5500	✓ Makes tax reporting easier
Flexible Investment options	
<input type="checkbox"/> Affiliated low-cost Saturna mutual funds	✓ Three families of funds with several investment objectives to meet your investing goals
<input type="checkbox"/> Open fund menu platform permits a wide selection of no-commission fund shares	✓ Allows customizable plan menus with a wide range of investment options
<input type="checkbox"/> Self-directed brokerage accounts	✓ Allows access to stocks, bonds, and additional mutual funds
Employee Online Tools, Education, and Support	
<input type="checkbox"/> Online statements and account management	✓ Know how your account is doing, 24/7
<input type="checkbox"/> Traditional plus Roth 401(k) options	✓ Flexibility to maximize your savings
<input type="checkbox"/> Online tools for investment selection	✓ Select investments that meet your needs
<input type="checkbox"/> Dedicated toll-free phone and e-mail support	✓ Customer care for you
Employer Support	
<input type="checkbox"/> Online reporting, plan summary, and transaction details	✓ Bird's eye view of your plan, 24/7
<input type="checkbox"/> Signature-ready Form 5500 for IRS reporting ¹	✓ Saves you time with key document preparation
<input type="checkbox"/> Dedicated Client Relationship Manager	✓ Ensures your current and future needs are met

¹ Solo 401(k) Plans with less than \$250,000 in plan assets are not required to submit Form 5500.

General Plan Guidelines

Plan Eligibility

Generally, any business may have a 401(k) plan. In establishing a plan, the employer sets the eligibility requirements. For example, employees under the age of 21 or who have not accrued one year of service may be excluded.

Tax Advantages

As an employer, you normally can deduct contributions you make on behalf of your employees from your business expenses.

Any eligible employees may elect to defer part of their salary and direct that money into 401(k) accounts. Because these contributions are deferred before certain taxes are withheld, they actually reduce contributing employees' taxable income. Any earnings within the account enjoy tax-deferred growth until withdrawn.

Employees can also elect to defer part of their salary into a Roth 401(k) account. Roth 401(k) account contributions do not reduce an employee's taxable income; however, qualified distributions (including earnings) are tax-free.

Contribution Flexibility

- **Employee contributions** – Eligible employees can elect to defer up to 100% of their compensation up to a maximum of \$23,000 for 2024 and \$23,500 for 2025. Employees age 50 and older can make additional catch-up contributions up to \$7,500 for 2024 and 2025. Starting 2025, employees aged 60 to 63 can make enhanced catch-up contributions up to \$11,250
- **Employer contributions**¹ – Employers may contribute, on behalf of each eligible employee, up to 25% of their compensation or \$69,000 (less employee contributions) for 2024, and \$70,000 for 2025, whichever is less.
- **Total contributions** – Total (aggregate) contributions for each employee cannot exceed \$69,000 (plus applicable catch-up contributions) for 2024, and \$70,000 for 2025.

401(k) Contribution Limits	2024	2025
Eligible Employee Contributions	\$23,000	\$23,500
Catch-up Contributions (age 50 and older)	\$7,500	\$7,500
Enhanced Catch-up Contributions (ages 60 to 63 only)	n/a	\$11,250
Employer Contributions	Variable <i>(employee contributions affect the amount an employer can contribute)</i>	Variable <i>(employee contributions affect the amount an employer can contribute)</i>
Total aggregate contribution limits (employee + employer)	\$69,000 <i>(\$76,500 including catch-up contributions)</i>	\$70,000 <i>(\$77,500 including catch-up contributions)</i>

¹ Employer contributions are tax-deductible up to this level. Amounts contributed in excess, while allowed, are not tax-deductible.

Establishment Deadlines

Employers who want to establish a 401(k) plan must do so by the last day of the plan year (usually the calendar year), which requires in-good-order paperwork to be received by October 31.

Safe-harbor plans must be established by October 1.

Other Key Advantages

- Allows for profit-sharing contributions
- Vesting schedule applies to employer contributions
- Certain penalty-free withdrawals
- Loans, special "hardship" withdrawals, brokerage accounts, and Roth contributions are available options

Solo 401(k) Spotlight:

Employer contributions to a Solo 401(k) are tax-deductible, plus salary deferrals are deductible, benefiting both your business and you!

Your Plan's Dedicated Website

The Saturna Trust web platform gives **employers** the tools to access their 401(k) plan whenever and wherever they need to. Services available include:

- Summary view of all invested employee contributions
- View quarterly statements
- Access to educational materials
- View investment information on funds available in your plan
- Upload contribution information directly
- View detailed transaction history
- Contact plan administrator at Saturna directly
- Loan and distribution transaction approval
- Participant online enrollment
- Securely upload files directly to Saturna
- Update employee information

Date	Division	Amount	Status
04/30/2018	Default	\$93,945.90	Settled
06/30/2018	Default	\$188,987.00	Pending
06/15/2018	Default	\$4,921.43	Settled
06/15/2018	Default	\$34,065.38	Settled
06/11/2018	Default	\$4,963.67	Settled

The Saturna Trust web platform allows **employees** the flexibility and control needed to guide them to retirement. Employees can access their accounts online to:

- View account balances with vesting and detailed transaction history
- View and/or change investment elections and contribution rate
- View quarterly statements
- View investment information on funds available in your plan
- Access retirement planning calculators and educational material
- Change their personal data (including contact info, usernames, and passwords)
- Transfer previously invested funds to other investments available in your plan
- Loan and distribution requests

Saturna provides the tools to keep tabs on your plan anytime, anywhere.

Open Fund Menu

Saturna Trust Company is a member of the NSCC and DTCC¹ which means fewer middlemen facilitating your trades. Seeking to obtain the best long-term returns for participants and limit potential conflicts of interest, only fund shares without commissions or other payments (such as 12b-1 fees) are eligible for Saturna Trust 401(k) plans. Available fund companies include:

- 1919
- Amana
- American Century
- Appleseed
- Ave Maria
- BlackRock
- Brown
- Calamos
- Calvert
- Epiphany
- Eagle
- Fidelity
- Franklin Templeton
- Gabelli
- Green Century
- Janus
- Morley
- Nuveen
- Parnassus
- PaxWorld
- Portfolio 21
- Saturna Sustainable
- Sextant
- T. Rowe Price
- Timothy Plan
- Trillium
- Vanguard

We provide benchmarking reports to help you compare and map various mutual funds. We can work directly with advisors to make sure we are providing the plan that fits your business.

Investing involves risk, including the risk that you could lose money. Please consult the required prospectus of any mutual fund you may consider for important information including investment objectives, strategies, risks, expenses, and performance.

Plan Option: Self-Directed Brokerage Accounts

Employers may choose the option of allowing Self-Directed Brokerage Accounts with our wholly-owned subsidiary, Saturna Brokerage Services.

Saturna Brokerage Services, Inc.

Saturna Brokerage Services (SBS) is a securities brokerage founded in 1986. SBS serves both knowledgeable investors and professionally managed private accounts. It is limited to executing customers' buy and sell orders at a simple, low commission. All Saturna Brokerage employees are salaried employees of Saturna Capital and are not compensated for the sale of securities.

Self-Directed Brokerage Accounts

Trades in Self-Directed Brokerage Accounts are subject to the commission schedule detailed in the Guide to Saturna Brokerage brochure. Commissions are paid to Saturna Brokerage Services. Brokerage account owners seeking the protection of insured deposits may opt to enroll in the Dreyfus Insured Deposit Program.

¹ NSCC is the National Securities Clearing Corporation, DTCC is the Depository Trust and Clearing Corporation

Saturna Trust 401(k) Fee Schedule

Employer (Plan Sponsor) Fee

Employers (plan sponsors) are charged an annual fee based on assets.

Assets	Base Fee
< \$250k	\$2,760
> \$250k	\$1,760

Participant Fees

Employees (plan participants) are charged a percentage of any investments in non-Saturna assets.

Assets	Non-Saturna Asset Fee
< \$499k	0.60%
\$500k-\$749k	0.46%
\$750k-\$999k	0.38%
\$1MM-\$2.49MM	0.30%
\$2.5MM-\$4.99MM	0.20%
\$5MM-\$9.99MM	0.18%
\$10MM-\$14.99MM	0.15%
\$15MM-\$19.99MM	0.13%
\$20MM+	Custom

Solo 401(k):

Solo 401(k)s follow the same asset-based fee schedule, with a reduced annual fee of \$500 when plan assets are below \$250,000. The annual fee is then waived when plan assets surpass \$250,000.

Enrollment fee	None
Affiliated mutual fund trading fees	None
Plan menu fund trading	None
Mutual fund expenses	Please see a Fund's summary prospectus for details.
Loan initiation fee (if allowed)	\$60
Quarterly loan fee (if allowed) ¹	\$15
Plan departure	\$60

¹ A quarterly loan fee of \$15 (\$60 annually) is charged only to those participants who have an outstanding loan, if loans are allowed by the plan.

Non-Saturna Employer Costs

Fidelity Bond

A Fidelity Bond (sometimes called a Surety Bond) is a form of insurance that is designed to protect the assets of an employee benefit plan against acts of dishonesty or fraud committed by individuals associated with the plan. An employer that offers an employee benefit plan generally purchases this protection, covering its employees involved with ERISA plans. This is not a product that Saturna offers currently, but we can assist you in finding a provider if needed.

Large Plan Audit

Generally, a plan must be audited when it has more than 100 participants with a balance on the first day of the plan year (120 if the plan has not been previously audited, 100 every year after).

Typically, audits must be completed within seven months after the plan year ends. For example, if you have a calendar year-end plan (December 31), audits must be completed by July 31 of the following year.

Step By Step: Setting Up Your Company 401(k)

- ❑ 1. Work with a Saturna retirement plan specialist to choose your desired plan options.
We prepare your Basic Plan Document and Adoption Agreement based on your directions.
- ❑ 2. Review and sign the **Basic Plan Document** and **Adoption Agreement**.
*Together, the Basic Plan Document and your Adoption Agreement form your **401(k) Plan Document**; they detail the provisions of the Plan and how it should operate.*
- ❑ 3. Review and sign the **Recordkeeping Agreement**.
This is the document that details the recordkeeping and administrative services Saturna will perform.
- ❑ 4. Review and sign the **Trust Agreement**.
The Trust Agreement details that the assets in the Plan will be held in trust.
- ❑ 5. Host an enrollment meeting for your employees at which Saturna representatives will help explain what a 401(k) plan is, the plan's operations, and provide investment education. Participants can then go online and enroll.
- ❑ 6. Determine the funding method and operations for contribution processing.

Have questions or need help?

Email: 401k@saturna.com
Local: 360-650-6963
Toll-free: 833-STC-401K (833-782-4015)

In Summary...

Saturna's Unique 401(k) Features

At Saturna, we specialize in providing high-value services at a low cost. We incorporate innovative features into the products we offer so that our clients know they have made the right choice. Some innovative features of our 401(k) plans are:

- An integrated platform that combines many different aspects of operating a 401(k) plan, all under one roof – saving our clients time and money.
- Low expenses and no hidden fees. Our primary interest and financial incentive is in growing the retirement assets of our clients.
- Access to thousands of investment opportunities through our open fund menu.
- Personalized service, including an advanced web portal that allows transparent, unrestricted access to accounts at any time.

Initial Actions

Here are four basic actions necessary to have a tax-advantaged 401(k) plan – Saturna will help you with each of these:

- Adopt a written plan
- Arrange a trust fund for the plan's assets
- Develop a recordkeeping system
- Provide plan information to employees



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Saturna Trust Company is a wholly-owned subsidiary of Saturna Capital Corporation, investment adviser and administrator to the Amana, Sextant, and Saturna Sustainable fund families.

833-STC-401K (833-782-4015)

For automated assistance, including mutual fund prices:

888-732-6262