



## Frequently asked questions about your plan.

Here are answers to some common questions about the key features, benefits, and rules of your plan. To learn more about your account log in to [netbenefits.com](http://netbenefits.com). To review the principal features of your plan refer to your Summary Plan Description (SPD).

### When can I enroll in the Plan?

You are eligible to participate in the Plan if:

- you complete 3 months of service
- you are at least 21 years old
- and you are not:
  - covered by a collective bargaining agreement
  - a leased employee
  - a nonresident alien who does not receive any U.S. source earned income from your Employer

The Plan does not cover employees who are residents of Puerto Rico.

Once you satisfy these requirements you will become eligible to participate in the Plan on the first day of the following month.

### How do I enroll?

To enroll in the Plan, log on to Fidelity NetBenefits® at [netbenefits.com](http://netbenefits.com), and click on "Register Now". Follow the easy instructions to enroll online. Please refer to the Enroll Today section of this guide found on page #3.

If you do not select an investment mix of your own, your Employer has directed Fidelity to place your contributions and/or loan repayments into a Fidelity Advisor® Freedom Fund® that most closely aligns with your projected retirement date based upon your birth year. If you would prefer to select your own investments, please contact Fidelity by logging onto [www.netbenefits.com](http://www.netbenefits.com) and indicate your elections.

### How much can I contribute?

Through automatic payroll deduction, you may contribute between 1% and 75% of your eligible pay up to the annual IRS dollar limit. You may change your deferral percentage as applicable. Any changes made would take effect on the next Plan entry date (first day of each month)

If you have not exceeded IRS dollar contribution limits and/or Plan percentage limits, you may be able to make an additional deferral contribution to the Plan. With proper notification to your Plan Administrator, you could make an additional deferral contribution up to 100% of a bonus paid to you.

In addition, you can automatically increase your retirement savings plan contributions each year through the Annual Increase Program. You can sign up by logging onto Fidelity NetBenefits at [netbenefits.com](http://netbenefits.com) and clicking on Payroll Deductions or by calling the Retirement Benefits Line at 1-800-294-4015.

### What are the IRS contribution limits?

If you are under age 50, the IRS contribution limit for 2016 is \$18,000.

### What "catch-up" contribution can I make?

If you are age 50 or older, or will reach age 50 during this taxable year and have reached the annual IRS Contribution limit or the Plan's maximum contribution limit for the year, you may make an additional "catch-up" contribution. The maximum annual catch-up contribution is \$6,000. In each subsequent calendar year, catch-up contribution limits will be subject to cost of living adjustments (COLAs) in \$500 increments.

### What is the Roth 401(k) option?

Unlike your traditional, pre-tax 401(k) deferrals, the Roth 401(k) feature allows you to contribute after-tax dollars, but then withdraw tax-free dollars from your account when you retire, provided the distribution is "qualified". A qualified distribution is one that is taken after the five taxable year period beginning January 1 of the year for which your first designated Roth contribution to the plan is made (or to a previous plan, if that amount was subsequently rolled over to the distributing plan) AND you turn age 59 ½, become disabled, or die. If you are eligible to make traditional pretax 401(k) contributions, you can also make Roth 401(k) contributions. Your total contributions to the plan (both Roth 401(k) deferrals and traditional pre-tax contributions) cannot exceed IRS limits, or your plan's limit, if less.

You can obtain additional information regarding Roth 401(k) contributions by accessing the Library on NetBenefits at [netbenefits.com](http://netbenefits.com).

### Does the Company contribute to my account?

The Employer will make matching contributions in an amount equal to 50% up to 3% of your eligible compensation.

To be eligible for matching contributions you are required to:

- make employee deferral contributions

The Employer may make discretionary profit sharing contributions, if any, on your behalf in an amount to be determined by the Board of Directors.

To be eligible for discretionary profit sharing contributions you are required to:

- work a minimum of 1000 hours and be employed by the Employer as of the last day of the Plan Year

### When am I Vested?

The term "vesting" refers to the portion of your account balance that you are entitled to under the plan's rules.

- You are always 100% vested in your:
- employee deferral account(s)
  - rollover account
  - and any earnings thereon.

Employer profit sharing contributions, matching contributions and earnings will be vested in accordance with the following schedule:

Years of Service for Vesting	Percentage
less than 2	0
2	20
3	40
4	60
5	80
6	100

**Can I take a loan from my account?**

Although your plan account is intended for your retirement, you may borrow from your account.

**Can I make withdrawals from my account?**

Withdrawals from the Plan are generally permitted in the event of termination of employment, retirement, disability, or death. Your Plan may allow for additional types of withdrawals. Please refer to your Summary Plan Description for further details. You may also be eligible for a withdrawal in the case of a severe financial hardship as defined by your Plan.

To learn more about and/or to request a withdrawal, log in to Fidelity NetBenefits at [netbenefits.com](http://netbenefits.com) or call the Retirement Benefits Line at 800-294-4015.

**Can I move money from another retirement plan into my account in Venezia Transport Service, Inc. Savings and Protection Plan?**

You may be permitted to roll over assets into this Plan from a previous employer's retirement Plan or an IRA. **Be sure to consider all your available options and the applicable fees and features of each before moving your retirement assets.** Once you have confirmed that your Employer will accept your rollover contribution, follow these easy steps to complete a rollover into the Plan:

- Contact your prior Plan provider to request a rollover distribution
- Rollover check issued should be made payable to Fidelity Investments Institutional Operations Company (FIIOC) for the benefit of (FBO): your name and sent to you
- Complete the rollover contribution form
- Return both the rollover contribution form and the check from your prior Plan to either your current Plan Administrator or directly to Fidelity at the address provided on the form
- The rollover of after-tax employee contributions will not be accepted by the Plan

**How do I access my account?**

You can access your account through NetBenefits. Log in to [netbenefits.com](http://netbenefits.com) and you will have access to your account information and retirement planning tools. You also can call the Retirement Benefits Line at 1-800-294-4015 between 8:30 a.m. and 8:30 p.m. ET on any business day the NYSE is open.

**How do I change my investment options?**

You may request investment changes (exchanges) or redirect future contributions among investment options available to you through Fidelity at [netbenefits.com](http://netbenefits.com) or by calling the Retirements Benefits Line at 1-800-294-4015 any business day the NYSE is open.

**How do I manage my account once I am enrolled in the Plan?**

NetBenefits is the online tool that puts you in the driver's seat in saving for retirement. You can manage your account, track your savings progress and keep moving toward your goals right from your desktop. Log in to [netbenefits.com](http://netbenefits.com) to get started. You can discover a wealth of resources to help you achieve your savings goals.

- Create an online statement
- Go to the NetBenefits® Library to set your financial goals for retirement and create a strategy to get there
- Attend online workshops