

Welcome to your AHRP 403(b) Roth In-Plan Conversion Guide

Help make the most of your retirement savings by taking advantage of the features in the AHRP 403(b) Plan, including the Roth in-plan conversion feature.

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Get to know your contribution options

There are three ways you can contribute to the AHRP 403(b) Plan: pre-tax, Roth and after-tax contributions automatically deducted from your paycheck. Compare the contribution types below—including their tax treatments—for help deciding which contribution type(s) are right for you and your retirement savings goals.

Note: Adventist Health participants must speak with an AHRP Representative at 1-800-730-2477 to discuss your options.

	Pre-tax contributions	Roth contributions	After-tax contributions
Is this contribution type eligible for AHRP matching contributions* in the AHRP 401(a) Plan?	Yes	Yes	No
Will I pay taxes on my contributions when I make them? (In other words, will the contributions deducted from my paycheck count as income, and therefore be subject to taxes at that time?)	No	Yes	Yes
Will I pay taxes on contributions when I withdraw them?	Yes	No	No
Will I pay taxes on investment earnings when I withdraw them?	Yes	No, as long as it is a qualified withdrawal**	Yes

* Refer to the Participating Employers list on the www.AHRP.com home page for match eligibility requirements.

** In general, Roth distributions are federally tax-free and penalty free when withdrawn at least five years from your first Roth contribution (or Roth in-plan conversion) and after you reach age 59 ½, or due to disability or death. Please see [page 3](#) for more information.

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A closer look at Roth: Is it right for you?

While Roth dollars are designed for anyone who likes the idea of tax-free retirement income,* in general, the younger you are when you start making Roth contributions, the more you may benefit.

Questions you may want to consider

- Do you expect to pay higher taxes in the future?

If you think that you will be in a higher tax bracket after you retire, or if you plan to leave a substantial amount of your retirement assets to your heirs, you may want to consider a Roth conversion. This is because you may pay lower taxes now than if you wait until retirement to begin taking taxable withdrawals.

- Can you pay the taxes on the conversion?

This is one of the most critical factors when considering a Roth conversion. You will need to be sure you can pay the current income taxes related to any taxable Roth conversion. A one-time conversion of a current balance already in your account would result in taxes on the taxable portion. However, an automatic conversion of after-tax contributions would result in minimal taxes. Please see page 5 for the difference between the two options.

- Do you want tax flexibility in retirement?

Once you retire, your expenses may vary more year-to-year than they do today. Roth dollars can help you cover your expenses without increasing your taxable income for the year.

- Do you have a long investment timeframe?

The relative benefits of conversion will increase the longer your money remains in the Roth account. Generally, conversion may not make sense if your time horizon is less than five years, as amounts withdrawn may be subject to a 10% penalty.



REMEMBER THE ROTH FIVE-YEAR RULE

In exchange for tax benefits, the IRS limits tax-free Roth withdrawals by requiring a five-year holding period. The five-year “clock” starts from your first Roth contribution (or Roth in-plan conversion). Once the five-year period is met, Roth withdrawals are federally tax-free and penalty free, assuming you're at least age 59½, or due to disability or death.

Before you convert or withdraw your money, talk to your financial or tax advisor, or call the AHRP Retirement Center at 800-730-2477 for one-on-one help.

*A Roth In-Plan Conversion decision needs to be made carefully, and should include a consultation with your tax advisor.

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Understanding Roth in-plan conversions

You're able to convert your eligible pre-tax and after-tax contributions to Roth through a Roth in-plan conversion. This gives you the chance to build potentially tax-free retirement income beyond the pre-tax/Roth IRS contribution limit, and can help you manage your taxes both now and in the future.

- Once contributions are converted to Roth, you may withdraw those converted dollars—including any related earnings—federally tax-free in retirement, as long as your withdrawal is taken at least five years from your first Roth contribution or conversion and after you reach age 59½, or due to disability or death. If your withdrawal doesn't meet these requirements, it will be taxed.
- There's no fee to convert and no limit to how much you can convert. However, if you're converting money that has not been taxed before, you must pay income taxes on your earnings and on any pre-tax contributions you convert to Roth.

How taxes are treated

- If you convert pre-tax contributions, you will owe taxes on your contributions, as well as any investment earnings that were generated before your conversion date. Income taxes are not withheld at the time of conversion.
- If you convert after-tax contributions, you will owe taxes on any investment earnings generated before your conversion date. Income taxes are not withheld at the time of conversion.



FILING YOUR TAXES

At tax time, you will receive a Form 1099-R from Fidelity showing the value of any Roth conversions you made during the previous year. You must report these amounts when you file your taxes and pay any required tax on the investment earnings and, if any, pre-tax contributions.

A Roth in-plan conversion may increase your tax liability for the year of the conversion. You should determine whether you will need to increase your tax withholding during the year to avoid IRS underpayment penalties. Accordingly, before you convert your money, talk to your financial or tax advisor or the AHRP Retirement Center at 800-730-2477 for one-on-one help.

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Electing a Roth in-plan conversion

You have two options for converting eligible contributions to Roth:

1 Enroll in automated conversion of any future after-tax contributions

This service provides a simple way to convert your after-tax contributions to Roth regularly. Every day, Fidelity checks its system for any new contributions made to your after-tax account, including any after-tax contributions made to a self-directed brokerage account. Once new contributions are posted to your account, they are immediately converted to your Roth account. This daily process can reduce your tax liability on each conversion because it eliminates the time the incoming money would be accruing taxable earnings. Once you elect this new service, there is no need for any further action from you unless you wish to discontinue future conversions.

Note: If you already have an after-tax balance, talk with an AHRP representative about your conversion options for this balance before you start automated conversions of any future after-tax contributions.

2 Make one-time conversions of any existing after-tax or pre-tax balances

If the automated service for your future after-tax contributions is not right for you, or if you want to convert your existing eligible after-tax or pre-tax balance, you may request a Roth in-plan conversion at any time. This gives you the flexibility to decide when and how much to convert, and also allows you to convert eligible money in your account not designated as Roth. There is no limit to the amount or number of times you may request a Roth in-plan conversion.



KEEP IN MIND

- Conversions are irreversible.
- Roth conversions are not included in the IRS contribution limits to the 403(b) Plan.
- Any money you convert to Roth will be broken out separately within your account on Fidelity NetBenefits®- it will not be combined with the contributions you make to the plan but will still be part of your overall 403(b) Plan account balance.
- If you decide to convert, consider signing up for automated daily conversions, or making periodic one-time conversions of your new contributions since they will have less time to generate earnings.
- The automated service is only available for after-tax contributions.

To initiate an automated or one-time conversion, you must call the AHRP Retirement Center at 800-730-2477. A representative will help answer questions and set up your conversion.

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AN EXAMPLE: The difference an automated Roth in-plan conversion can make



Meet Susan

Age: 35

Annual eligible compensation: \$80,000

- Susan contributes up to the \$20,500 pre-tax and/or Roth contribution limit each year and is getting the full AHRP 401(a) matching contribution for which she is eligible.
- She chooses to contribute an additional 5% in after-tax contributions each year.
- She receives a hypothetical annual return of 6% each year. (Remember, any earnings on after-tax contributions are taxable.)

Compare the two scenarios below to see how converting her after-tax contributions to Roth in the AHRP 403(b) Plan could mean additional tax savings in the future.

	MAKING AFTER-TAX CONTRIBUTIONS WITHOUT A ROTH IN-PLAN CONVERSION	MAKING AFTER-TAX CONTRIBUTIONS WITH AUTOMATIC ROTH IN-PLAN CONVERSIONS
Annual after-tax contributions	5% of annual eligible earnings	5% of annual eligible earnings
Accumulated balance after 25 years (including earnings)	\$375,531	\$375,531
Taxes on after-tax earnings upon distribution	\$39,373 Since Susan did not convert her after-tax contributions, she will pay taxes on any earnings.	None Since Susan elected automatic daily conversions, her after-tax contributions are converted almost as soon as she makes them so any earnings have the chance to grow tax-free.*

By regularly making Roth in-plan conversions, Susan is able to generate an additional \$39,373 in after-tax retirement savings.

This hypothetical example assumes a 6% annual rate of return, 2.5% salary increases, that no loans or withdrawals are made during the investment period and a tax rate of 25% at distribution. Distributions before age 59½ may also be subject to a 10% penalty. This example is for illustrative purposes only and does not represent the performance of any security. Consider your current and anticipated investment horizon when making an investment decision, as the illustration may not reflect this. The assumed rate of return used in this example is not guaranteed. Investments that have potential for 6% annual rate of return also come with the risk of loss. This example also reflects that taxes on any earnings will be due at the point of conversion to Roth.

*Taxes on any earnings will be due at the point of conversion but can be minimized through automatic daily Roth in-plan conversions.

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Putting it all together to make the most of your contributions

Consider the steps below to help maximize your savings in the AHRP 403(b) Plan.

1. Get the full AHRP 401(a) Matching Contribution

To learn more about the AHRP 401(a) match contributions you're eligible to receive, go to www.AHRP.com. On the homepage click on the Participating Employers section to view match eligibility by Employer.

2. Contribute up to the pre-tax and/or Roth contribution limit

Consider contributing up to the IRS limit for pre-tax and Roth contributions combined. If you are age 50 or older within the calendar year, you are eligible to contribute additional catch-up contributions to Pre-tax and/or Roth. If you are over age 50 and want to take advantage of catch-up contributions, be sure you reach the Pre-tax and/or Roth limit before the total overall limit. Catch-up contributions will only apply once you reach the Pre-tax and/or Roth limit.

3. Make additional after-tax contributions

After you have maximized the pre-tax and/or Roth limit, consider making additional after-tax contributions up to the IRS limit. This total limit includes your AHRP 403(b) Plan contributions (pre-tax, Roth, and after-tax), any AHRP 401(a) basic or match contributions. Visit the Resources section at www.AHRP.com to learn about making after-tax contributions.

4. Convert your eligible contributions to Roth

To make the most out of your after-tax contributions, consider converting your after-tax contributions to Roth dollars to take advantage of Roth's extra tax benefits—withdrawing investment earnings tax-free.** The combination of contributing after-tax dollars and—if you choose—automatically converting to Roth can have the same effect as if you had made a Roth contribution to begin with; however, the amount is not capped by the same IRS limit of \$20,500, therefore allowing for additional tax-advantaged savings.

*Your contributions to the AHRP 403(b) (on a pre-tax, Roth and after-tax basis) and AHRP 401(a) (basic and/or matching contributions) may not exceed the IRS limits. Contribution limits are set by the IRS and may change from year to year.

** In general, Roth distributions are federally tax-free and penalty free when withdrawn at least five years from your first Roth contribution or Roth in-plan conversion and after you reach age 59 ½, or due to disability or death. Please see page 3 for more information.

Contribution type	2022 IRS Limit
Pre-tax contributions + Roth Contributions	\$20,500 (\$27,000 if age 50+) combined pre-tax and Roth contribution limit
After-tax contributions + AHRP contributions (if eligible)	\$40,500 Potential savings opportunity beyond the pre-tax and Roth contribution limit
Total 2022 limit for contributions from you & AHRP combined	\$61,000 (\$67,500 if age 50+)

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Your next steps

1 Evaluate your options: Learn more about the AHRP 403(b) Plan

Talk one-on-one with an AHRP representative for free to:

- Review your personal financial situation
- Help you understand your contribution options
- Explain how Roth in-plan conversions work

Access Tools, Calculators, Videos, and more

Learn more about the AHRP 403(b) Plan contributions and ways to help maximize your savings. Log in at www.AHRP.com and visit the *Resources* page.

2 Take action: Consider taking these next steps

Increase your contributions

- ✓ Maximize your savings up to the pre-tax and/or Roth IRS limit—and if you can save even more—make additional after-tax contributions up to the combined employee/ employer IRS contribution limit.

Log in to NetBenefits® at www.AHRP.com and select *Contribution Amount* from *Quick Links* next to the AHRP 403(b) Plan.

Elect a Roth In-Plan Conversion

Call the AHRP Retirement Center at 800-730-2477 to initiate a Roth in-plan conversion.

Note: Adventist Health participants must speak with an AHRP Representative to initiate a Roth in-plan conversion

Investing involves risk, including risk of loss.

Information contained within this document is subject to change.

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