



# **Hartland Consolidated Schools Tax Sheltered Annuity Plan**

## **Plan Profile**



As of December 19, 2023

812901

## Firms and Contacts

This Overview is provided as a quick reference to certain key provisions of the retirement plan. Since the plan is based on a complex legal document, the Overview does not attempt to describe every aspect of the plan or to detail all of its terms. For a more complete description of plan provisions, refer to the Summary Plan Description. If there is a conflict between this Overview and the plan, the plan's provisions will prevail.

### Sponsor Information

#### Full Legal Name and Address of Plan Sponsor (Employer)

Hartland Consolidated Schools  
9525 E. Highland Road  
Howell MI 48843

Phone: 810 626-2100  
Fax: [Information not available]

Plan Sponsor Name for Reports: Hartland Consolidated Schools  
(30 character limit)

#### Sponsor Information

EIN Number: 38-6002440  
Fiscal Year-End: 06/30  
Primary State of Business: MI  
Form of Organization: Public School or College  
Type of Business: [Information not available]

#### Fidelity Bond

Amount of Coverage: [Information not available]

## Contact Information - Plan

Charles Hughes  
Superintendent  
Hartland Consolidated Schools  
9525 E. Highland Road  
Howell MI 48843

Phone: 810 626-2105  
Email: chuckhughes@hartlandschools.us

### Roles

Plan Sponsor Designee - Person designated to act on behalf of the employer.

PlanNet Access - Allows a person to access plan or participant information via PlanNet.

Participant Data Management Access - Allows a person to upload payroll data online.

### Documents

EFT Approval Designee - Original

Banking Designee - Original

Participant Reports Online Access - Original

Mailing Address Discrepancy contact - Original

Employer Touchpoint - Original

Fund Fee Change Notification - Original

Rachel Bois  
Director of Budget & Finance  
Hartland Consolidated Schools  
9525 E. Highland Road  
Howell MI 48843

Phone: 810 626-2124  
Email: rachelbois@hartlandschools.us  
Enrollment Destination Code: MAIN (Default)

### Roles

Plan Administrator - Person with Fiduciary responsibility who manages and controls operation of the plan.

Primary Administrative Contact - Primary day-to-day contact for plan administration.

Authorized Signer(s) - Person designated to sign off on plan-related documents, which may include distribution requests, amendments and invoices.

External Enrollment Materials Recipient - This Individual is identified with a specific location code for shipping of enrollment booklets and personalized Mainspring Managed snapshots.

PlanNet Access - Allows a person to access plan or participant information via PlanNet.

Participant Data Management Access - Allows a person to upload payroll data online.

### Documents

EFT Approval Designee - Original

CDR Access - Original

CDR Census Packet Submit - Original

GOLD Access - Original

Participant Email - Original

Banking Designee - Original

Participant Reports Online Access - Original

GOLD Loans and Distributions Emails - Original

Automatic Cashout - Original

Fee Invoice - Original

Participant Stmts - Returned - Original

Compliance Testing - Original

Annual Notice Email - Original

Mailing Address Discrepancy contact - Original

Employer Touchpoint - Original

Fund Fee Change Notification - Original

## Contact Information - Plan (continued)

Michelle Pawlak  
Payroll Specialist  
Hartland Consolidated Schools  
9525 E. Highland Road  
Howell MI 48843

Phone: 810 626-2126  
Fax: 810 626-2100  
Email: michelleboss-pawlak@hartlandschools.us

### Roles

Administrative Contact - Additional day-to-day contact (e.g., for a specific location).  
Payroll Contact - Client contact for ongoing payroll and data issues.  
PlanNet Access - Allows a person to access plan or participant information via PlanNet.  
Participant Data Management Access - Allows a person to upload payroll data online.

### Documents

EFT Approval Designee - Original  
CDR Access - Original  
CDR Census Packet Submit - Original

Participant Email - Original  
Participant Reports Online Access - Original  
GOLD Loans and Distributions Emails - Original  
Mailing Address Discrepancy contact - Original

GOLD Access - Original

Pamela Schiesser  
Administrative Assistant  
Hartland Consolidated Schools  
9525 E. Highland Road  
Howell MI 48843

Phone: 810 626-2120  
Fax: 810 626-2121  
Email: pamschiesser@hartlandschools.us

### Roles

Administrative Contact - Additional day-to-day contact (e.g., for a specific location).  
Payroll Contact - Client contact for ongoing payroll and data issues.  
PlanNet Access - Allows a person to access plan or participant information via PlanNet.  
Participant Data Management Access - Allows a person to upload payroll data online.

### Documents

Participant Reports Online Access - Original

Mailing Address Discrepancy contact - Original

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**Contact Information - The Standard**

Retirement Plan Service Team  
1100 SW 6th Ave  
Portland OR 97204

Phone: 844 250-5240  
Fax: 971 321-7998  
Email:  
RetirementPlanService@Standard.com

**Role**

Account Manager - A resource for answers to daily and plan administration questions. Distributions, plan operations, and transaction processing are only a few areas in which your account manager can help you.

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Larry Costa  
1301 W. Long Lake Road  
Suite 190  
Troy MI 48098

Phone: 248 952-5551, x1201  
Email: Larry.Costa@standard.com

**Role**

Relationship Manager - Strategic partner who supports you and your plan's advisor. This person will work with your key stakeholders to report on your plan's investments and participant retirement readiness and recommend actions to improve both.

## Plan Information

### General

#### Plan Information

Full Legal Plan Name:	Hartland Consolidated Schools Tax Sheltered Annuity Plan
Plan Name for Reports:	Hartland Consolidated Schools Tax-Sheltered Annuity Plan
Plan Number:	001
Name of Trust:	Hartland Consolidated Schools Tax Sheltered Annuity Plan Trust
Trust Name for Reports:	Hartland Consolidated Schools Tax-Sheltered Annuity Plan Trust
Type of Plan:	403(b) with Roth
Original Plan Effective Date:	01/01/2019
Plan Year Ends:	12/31

#### Document

Client will use The Standard's pre-approved Plan Document.

Document Type:	403(b) Volume Submitter Government
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#### Contract Information

Contract Effective Date:	01/01/2019
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#### Custodian Information

Custodian:	Reliance Trust
Paying Agent:	Reliance Trust

#### Compliance Information

Plan does not intend to comply with 404(c).

## **Eligibility**

### **Eligible Employees**

All employees are eligible to participate in the plan *except* for the following:

Non-resident aliens with no US source income

Student employees

Individuals paid for performing services other than directly from Employer's Payroll are excluded from Employer contributions.

<b>Service Requirements:</b>	None
<b>Minimum Hours (per period):</b>	0 hours
<b>Minimum Age:</b>	0 years of age
<b>Entry Dates:</b>	Immediate

### **Collective Bargaining Agreement:**

Benefits are not based on a collective bargaining agreement.

## **Compensation**

<b>Definition:</b>	All W-2 wages (Box 1, W-2)
<b>Including:</b>	Elective Contributions (401(k), 403(b), and 457) Cafeteria Plan payments
<b>Excluding:</b>	Compensation While Not A Participant In The Plan.
<b>FICA (Social Security Income):</b>	Yes

## **Contributions**

### **Elective Contributions**

Maximum Permitted:	Legal maximum
Contribution rate may change:	Each payroll period
Contributions may recommence:	Each Payroll Period
Catch up contributions are allowed for participants who:	Are at least 50 years old

### **Profit Sharing**

The Profit Sharing Contribution is:	Discretionary each year, but allocated based on compensation
Contributions are sent in:	Annually
Compensation is applied:	For the plan year
Contributions are calculated by:	Plan Sponsor

### **Qualified Non-Elective Contributions (QNEC)**

#### **Qualified Match Contributions (QMAC)**

Allocate to non-highly compensated employees who:

Are employees on the last day of the year

Allocate the contribution: Based on compensation for the plan year

### **Rollovers**

Permit rollover contributions by employees who have not satisfied minimum service or age requirements

### **Forfeitures**

Apply to offset expenses and ER contributions (including safe harbor)



## **Vesting**

### **Vesting Schedules**

Vesting Schedules are indicated for each type of Employer Contribution:

Years of Service	Profit Sharing
0	100%

**A year of service is defined as:** 1000 hours of service

An hour of service is based on: Actual hours

**Participant account will immediately vest at 100% upon:**

Death  
Total and permanent disability  
Normal retirement

## **Retirement and Termination Benefits**

### **Retirement Dates**

Normal Retirement: Age 59½

### **Benefit Forms**

Terminated participants can take a distribution if they have not attained retirement age.

Optional Form(s) of Benefit: Lump sum

## **In-Service Distributions**

Hardship distributions from certain contributions are allowed.

In-service distributions are allowed from certain contribution sources after age 59½.

## **Qualified Domestic Relations Order**

Plan has a qualified domestic relations order provision.

## **Automatic Cashout Amount**

\$5,000.00 or less

**Loans**

Loans are allowed.

Conditions: Replacement loans required  
Maximum number of loans allowed to be initiated in a calendar year: 2  
Number of concurrent loans allowed: 1  
Loan balance defaults upon termination  
Maximum allowed repayment period for principal residence loans: 10 years  
Additional outstanding loan is allowed for principal residence.  
Minimum loan allowed: \$1,000  
Period to cure default: IRS default

Payroll frequencies for loan repayment:

Every 2 Weeks

Interest rate % above/below Prime: 0%

## **Mainspring Managed**

Plan offers the Mainspring Managed service

## Fiduciary/Flexible Services

## Online Services

Email addresses for:

Participant Updates	michelleboss-pawlak@hartlandschools.us
	rachelbois@hartlandschools.us

Participant statements are mailed directly to participants  
Default statement delivery is Paper  
Registered Investment Advisor Consent Agreement is in effect, with  
Pre-mixed Portfolio for Participants  
Mainspring Managed Service

## Fund Information

Investments are entirely participant directed.

These are the funds currently selected as available investment options at The Standard.

\*Vanguard Federal Mny Mkt Inv  
Vanguard Sh Term Fed Adm  
\*Vanguard Int Term Treas Adm  
Vanguard Tot Bd Mkt Idx Adm  
PIMCO Total Return Instl  
Vanguard Balanced Index Adm  
Vanguard Value Index Adm  
\*Putnam Large Cap Value Y  
\*Vanguard 500 Index Adm  
JPMorgan US Equity R6  
Harbor Capital Apprec Ret  
\*MFS Growth R6  
Vanguard Growth Index Adm  
\*MFS Mid Cap Value R6  
Vanguard Mid Cap Val Idx Adm  
Carillon Scout Mid Cap R6  
Vanguard Mid Cap Index Adm  
Vanguard MidCapGrwth Idx Adm  
\*Neuberger Berman Md Cp Gr R6  
DFA US Targeted Value I  
Vanguard Sm Cap Val Idx Adm  
\*DFA US Small Cap I  
Vanguard Small Cap Index Adm  
Vanguard Sm Cap Grth Idx Adm  
Hood River Small-Cap Gr Ret  
Hartford Intl Opportun R6  
Vanguard Dev Mkts Index Adm  
\*American Funds EuroPac Grow R6  
MFS International Growth R6

\*Denotes fund is included in portfolio

## Default Investment Option

The following default investment will be used for contributions received in the absence of participant-selected investment directives.

Investment	Default Directive Percent
Vanguard Balanced Index Adm	100%

## Service Provider Fee Summary, including a synopsis of ERISA 408(b)(2) requirements where applicable for Hartland Consolidated Schools Tax Sheltered Annuity Plan

The information included in this Summary is also enclosed in your service agreement(s) with The Standard, but for your convenience we have compiled the information into this concise document. If there is a conflict between this document and the service agreement(s), the terms in the service agreement(s) will prevail.

Information in this document is regarding assets administered by The Standard. If your plan includes assets held elsewhere, that information is not included below.

The following subsidiaries of The Standard provide services to your plan:

- StanCorp Investment Advisers, Inc.
- Standard Retirement Services, Inc.

Your contact person at The Standard is:

Retirement Plan Service Team 1100 SW 6th Ave Portland, OR 97204 retirementplanservice@standard.com (844) 250-5240	The Standard's Home Office 1100 SW 6th Avenue Portland, OR 97204 1.800.858.5420
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The Standard or a subcontractor will (or reasonably expects to) perform the following services pursuant to the applicable contract with you:

- Administrative and Compliance services to the Plan as enumerated in your Administrative Services Agreement with Standard Retirement Services, Inc.
- Manager of the Approval Process for Loans and Distributions if selected by you in your contract.
- Investment Advisory Services to the Plan as enumerated in your Investment Advisory Agreement with StanCorp Investment Advisers, Inc. For these specific purposes, if the plan is subject to ERISA, StanCorp Investment Advisers is a fiduciary within the meaning of ERISA § 3(21) with respect to the enumerated services.
- Investment Advisory Services to Plan Participants who have selected The Standard's Mainspring Managed Services as enumerated in the Mainspring Managed Savings Form. For these specific purposes, if the plan is subject to ERISA, The Standard is a fiduciary with respect to the Mainspring Managed services within the meaning of ERISA § 3(38).

Information regarding Plan termination fees can be found under "Plan Deconversion" in the Direct Compensation Fee Information pages, below.

## Indirect Compensation

The service providers listed below reasonably expect to receive the following compensation for their services to the plan. Details of the services they provide are set forth in their agreement with you.

Custodial Fees	
Reliance Trust	Reliance Trust receives a fee paid by The Standard that is part of our asset charge to you for custodial services according to the following schedule. As of Jan. 1, 2022, the following Reliance Trust custodial fees apply. Additionally, there is a flat rate amount charged for specific activities such as check issuance and, if applicable, a base fee for Directed Trustee Services.

	Asset Range	Custodial Fee
	\$0 - \$7.0B	2 bps
	Greater than \$7B - \$15B	0.75 bps
	Over \$15B	0.99 bps
<b>Advisory Service Fees, if applicable</b>		
StanCorp Investment Advisers, Inc.	Pursuant to an inter-company agreement, Standard Retirement Services, Inc., (SRS) collects fees on behalf of StanCorp Investment Advisers, Inc., (SIA). SRS is contractually obligated to pay SIA a fixed annual fee for providing investment advisory services to all clients who elect to receive such services. Any amount over what SRS collects from these plans for advisory services and what SRS is obligated to pay SIA is revenue to SRS for making advisory services available on its retirement services platform. Any shortfall is paid by SRS from its revenue.	

## Direct Compensation Fee Information

Your service contract(s) are between you and one of the subsidiaries of The Standard. Direct compensation details can be found in your contract(s). For your convenience we have listed the fees below. If there are discrepancies between the fees listed below and those listed in the contract, the fees shown in the contract will govern. Investment options, including all their fees and charges, can be found on PlanNet ([www.standard.com/login](http://www.standard.com/login)). Additional information regarding specific fund fees can also be found in individual fund prospectuses. Prospectuses are available via PlanNet or on individual fund websites. Information regarding The Standard's stable asset funds can be found in this disclosure below under General Accounts or on PlanNet.

### Invoicing Cycle: Quarterly

All fees are displayed with their Annual rate unless otherwise noted.

### Plan Based Charges:

Description	Amount	Collection Method
Plan Amendment	\$200.00 per hour, \$200.00 minimum	At Event Bill
Plan Deconversion	\$500.00	At Event Bill
<i>Charge for terminating a plan or contract including submitting data to new provider.</i>		

### Participant Charges:

Description	Amount	Collection Method
Eligible Participants with a Balance	\$40.00	Deduct per Capita
<i>The flat-rate participant charge indicated above is deducted from the individual participant accounts each billing cycle and will not be reflected on the sponsor invoice.</i>		
Distribution-Death/Disability/Ret-Paper	\$50.00	At Event Deduct
Distribution-Death/Disability/Ret-Online	\$50.00	At Event Deduct
Distribution-Paper	\$50.00	At Event Deduct
Distribution-Online	\$50.00	At Event Deduct
Loan Set-up-Paper	\$125.00	At Event Deduct
Loan Set-up-Online	\$100.00	At Event Deduct
Mainspring Managed Account-Employee pd	per participant, monthly	Deduct
Tiered Rate:		
If participants balance is \$.00 - \$5,000.00	\$ .00	
If participants balance is \$5,000.01 - \$10,000.00	\$5.00	
If participants balance is greater than \$10,000.01	\$10.00	
Overnight Delivery	\$30.00	At Event Deduct
Qualified Domestic Relations Order	\$200.00 per hour, \$200.00 minimum	At Event Deduct

### Asset Based Charges:



Description	Amount	Collection Method
Asset 1	0.36%	Deduct
<i>Contracted percentage rate multiplied by the billable asset value</i>		
<b>Additional Services Charges:</b>		
Description	Amount	Collection Method
Hourly Rate	\$200.00	At Event Bill
<i>Per Hour Charge consistent with time and expense for administrative services requested or required in addition to those stated above or based on reasonable estimates.</i>		

## Asset Based Fees and Credits

### Asset Based Fee

The annual Asset-Based Fee is 0.36%. The fee is billed Quarterly, as mutually agreed to by the Plan Sponsor and The Standard. The average daily asset value of the plan for the applicable billing period is multiplied by the Asset-Based Fee percentage, and then prorated for the applicable billing frequency.

### Fund Fees And Credits<sup>1</sup>

This table illustrates the total fees that apply to each investment fund, including fees and expenses charged by the funds themselves, and any revenue-sharing amounts paid by the mutual funds to The Standard.

Fund Name	The Standard's Asset-Based Fee <sup>2</sup>	Mutual Fund Fees and Expenses <sup>3</sup>	12b-1 Offsets <sup>4,5</sup>	Sub-TA Offsets <sup>6</sup>
Vanguard Federal Mny Mkt Inv	0.36%	0.11%	0.00%	0.00%
Vanguard Sh Term Fed Adm	0.36%	0.10%	0.00%	0.00%
Vanguard Int Term Treas Adm	0.36%	0.10%	0.00%	0.00%
Vanguard Tot Bd Mkt Idx Adm	0.36%	0.05%	0.00%	0.00%
PIMCO Total Return Instl	0.36%	0.49%	0.00%	0.00%
Vanguard Balanced Index Adm	0.36%	0.07%	0.00%	0.00%
Vanguard Value Index Adm	0.36%	0.05%	0.00%	0.00%
Putnam Large Cap Value Y	0.36%	0.64%	0.00%	0.20%
Vanguard 500 Index Adm	0.36%	0.04%	0.00%	0.00%
JPMorgan US Equity R6	0.36%	0.44%	0.00%	0.00%
Vanguard Growth Index Adm	0.36%	0.05%	0.00%	0.00%
MFS Growth R6	0.36%	0.50%	0.00%	0.00%
Harbor Capital Apprec Ret	0.36%	0.59%	0.00%	0.00%
Vanguard Mid Cap Val Idx Adm	0.36%	0.07%	0.00%	0.00%
MFS Mid Cap Value R6	0.36%	0.62%	0.00%	0.00%
Vanguard Mid Cap Index Adm	0.36%	0.05%	0.00%	0.00%
Carillon Scout Mid Cap R6	0.36%	0.86%	0.00%	0.00%
Vanguard MidCapGrwth Idx Adm	0.36%	0.07%	0.00%	0.00%
Neuberger Berman Md Cp Gr R6	0.36%	0.59%	0.00%	0.00%
Vanguard Sm Cap Val Idx Adm	0.36%	0.07%	0.00%	0.00%
DFA US Targeted Value I	0.36%	0.29%	0.00%	0.00%
Vanguard Small Cap Index Adm	0.36%	0.05%	0.00%	0.00%
DFA US Small Cap I	0.36%	0.27%	0.00%	0.00%
Vanguard Sm Cap Grth Idx Adm	0.36%	0.07%	0.00%	0.00%
Hood River Small-Cap Gr Ret	0.36%	0.99%	0.00%	0.00%
Vanguard Dev Mkts Index Adm	0.36%	0.07%	0.00%	0.00%
Hartford Intl Opportun R6	0.36%	0.70%	0.00%	0.00%
American Funds EuroPac Grow R6	0.36%	0.47%	0.00%	0.00%
MFS International Growth R6	0.36%	0.71%	0.00%	0.00%

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- 1 The Standard receives revenue sharing amounts from some funds for administrative and recordkeeping services. The Standard does not retain such amounts but passes them along to the plan participants.
  - 2 The Standard's Asset-Based Fee reflects the rates based on the average daily balance for the previous quarter. If Plan assets have increased or decreased since the date and time this Plan Profile was last run, the actual rate may differ from what appears in the column.
  - 3 Mutual Fund companies charge certain fees and expenses for each Fund. This column reflects the current fees and expenses charged for the Fund.
  - 4 Revenue sharing, a form of indirect compensation, consists of 12b-1, Sub-TA and other revenue such as finder's fees. The Standard passes on this revenue directly to the plan participants.
  - 5 **12b-1** fees compensate intermediaries for distribution and investor servicing provided before and after the purchase of fund shares. For some share classes, 12b-1 fees are a substitute for the investor paying a front-end sales charge. SEC regulations require intermediaries to be registered broker/dealers to receive 12b-1 payments. Details on 12b-1 fees are contained in the fund prospectus. 12b-1 fees are typically paid monthly or quarterly.
  - 6 **Sub-TA** fees compensate intermediaries for performing shareholder record maintenance activities for plans on behalf of the fund. These activities include providing participant-level accounting of transactions and fund positions. Sub-TA fees are paid under negotiated agreements between the fund company and intermediary. Sub-TA fees are typically paid monthly or quarterly.