

### **Designate a beneficiary for your 401(k) Plan**

Elect, update, or review your Gates Matchmaker Plan account beneficiary. It is extremely important to keep your beneficiary information current so that in the event of your death, your Plan account will be distributed according to your wishes.

Already have a beneficiary on file? Remember to review your beneficiary elections at least annually or whenever you experience a life change, such as the birth or adoption of a child, marriage, or divorce.

To elect, update, or review your beneficiary, you only need the person's name, birthdate, and relationship to you (e.g., spouse, child, or parent).

Log in to [workplace.schwab.com](https://workplace.schwab.com), then click on **My Profile** and select **Beneficiaries**.

- To add a beneficiary for the first time, select **Add Primary Beneficiary**.
- To review or update an existing beneficiary, select **Edit**. Click **Continue** after you've reviewed or updated your beneficiary.

Or call Participant Services at **1-800-724-7526**. Representatives are available weekdays between 8 a.m. and 10 p.m. Eastern time.

---

Important Note: If you are married and wish to list someone other than your spouse as your primary beneficiary, a notarized spousal consent form must be completed.

---

Schwab Retirement Plan Services, Inc. provides recordkeeping and related services with respect to retirement plans and has provided this communication to you as part of the recordkeeping services it provides to the Plan.