

ADP TotalSource® Retirement Savings Plan
Keep thinking of your future

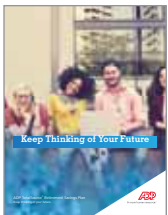
2016 Participant Communications



A more human resource.™

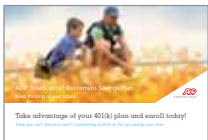
We want to make sure your employees are taking advantage of all that you offer them with the ADP TotalSource® Retirement Savings Plan. To help them better understand Plan benefits, we occasionally touch base via mail or the web. See below for what to expect in 2016.

Enrollment Campaigns



Eligibility Guide

45 days prior to their eligibility date, employees will receive this guide to the Plan at home via USP.



Enrollment Follow up

Employees who don't enroll after receiving their enrollment guide will be mailed a reminder after 30 days.



Enrollment Postcards

Coming in 2016!

Employees who haven't enrolled yet will be mailed postcard reminders every few months to remind them of this available benefit.

For any additional employee enhancements, tools, or campaigns that come up throughout the year we'll continue to reach out to you. If you have questions at any time, be sure to reach out to your assigned 401(k) Specialist.

Learn more about what the Plan offers your employees at www.voyadelivers.com/adpts/road

Engagement Campaigns



"Thanks for enrolling!"

When an employee enrolls they'll be sent a postcard reminder of additional tools and resources.



The "Retirement Evaluation" campaign

Participants enrolled but not using advice services will be mailed this campaign, which includes a professional evaluation of their retirement savings progress and resources for advice services, powered by Financial Engines*.

Your employees' account statement will now be accessible through the Plan website allowing them to view quarterly statements whenever they need them. Additionally, all of their current and historical account statements for the last 24 months are available online.

* Advisory Services provided by Voya Retirement Advisors, LLC (VRA). The Advisory Services are provided outside of the ADP TotalSource Retirement Savings Plan and are not endorsed or guaranteed by ADP TotalSource or the ADP TotalSource Retirement Savings Plan. For more information, please read the Voya Retirement Advisors Disclosure Statement, Advisory Services Agreement and your plan's Fact Sheet. These documents may be viewed online by accessing the advisory services link(s) through your plan's web site at <https://adptotalsource.voyaplans.com>. You may also request these from a VRA Investment Advisor Representative by calling your plan's information line at 1-888-401-5722. Financial Engines Advisors L.L.C. acts as a sub-advisor for Voya Retirement Advisors, LLC. Financial Engines Advisors L.L.C. (FEA) is a federally registered investment advisor and wholly owned subsidiary of Financial Engines, Inc. Neither VRA nor FEA provides tax or legal advice. If you need tax advice, consult your accountant or if you need legal advice consult your lawyer. Neither Voya Retirement Advisors nor Financial Engines Advisors can guarantee results and past performance is no guarantee of future results. Financial Engines® is a registered trademark of Financial Engines, Inc. All other marks are the exclusive property of their respective owners.