

A great way to plan for your future

Kelly Services Retirement Savings Plan



The Kelly Services Retirement Savings Plan (the “Plan”) is a great way to help you get ready now for the future you want, and could really make a difference to your financial wellness. Enrolling is easy—just visit Benefits OnLine® at benefits.ml.com and the site will walk you through the process.

When you participate in the Plan, you can take advantage of:

— Convenient payroll deductions

Your contributions are deducted from your paychecks automatically and invested in your account. It’s an easy and convenient way to invest for your future.

— Pre-tax contributions

With pre-tax contributions, you can defer current income taxes. Any earnings on your contributions are also tax-deferred.

The money you contribute to your account always belongs to you (adjusted for any earnings or losses). So why not take advantage of what the Plan offers?

The sooner you begin participating, the sooner you can start preparing for your financial future.

P.S. Visit benefits.ml.com to start contributing today. If you need additional help or have questions, contact Merrill at 800 228 4015.



Benefits OnLine®
benefits.ml.com

Go online and choose:

1. How much to contribute
2. How to invest your contributions

Need help? Watch for the click-to-chat icon to chat with a call center representative online in real time.

Key features of your Plan

Listed below are some of your Plan's most important features. For details, visit Benefits OnLine at benefits.ml.com.

Eligibility	You're immediately eligible to enroll in the Plan, provided you are at least 18 years old and not a highly compensated employee according to the Internal Revenue Service (an employee whose earnings exceed \$130,000).
Express Enrollment	You can use Express Enrollment to enroll in the Plan. After you log in to Benefits OnLine, you can select one of three contribution rates displayed, as well as a default investment. Or, you can make your own investment choices.
Employee contributions	You can contribute between 2% and 50% of your eligible pay on a pre-tax basis, subject to IRS limits (\$19,500 in 2020, or \$26,000 if you're age 50 or older and eligible for catch-up contributions). IRS limits may be adjusted in future years. Current limits are available on Benefits OnLine.
Investment options and services	Your Plan offers a variety of investment options, as well as Advice Access, GoalManager® Portfolio Rebalancing Service and a series of target date funds. You can change your contribution rate or your investments at any time. To learn more about all of these options, visit Benefits OnLine or call Merrill.
Vesting	Your right to your account balance is called vesting. You're always 100% vested in your own contributions and any rollover contributions (each as adjusted for any earnings or losses).
Rollovers	<p>Rollovers of pre-tax contributions from other tax-qualified retirement plans may be accepted. After-tax contributions cannot be rolled over to the Plan. Rollovers are not eligible for a hardship withdrawal from the Plan.</p> <p>You have choices for what to do with your 401(k) or other type of plan-sponsored accounts. Depending on your financial circumstances, needs and goals, you may choose to roll over to an IRA or convert to a Roth IRA, roll over a 401(k) from a prior employer to a 401(k) at your new employer, take a distribution, or leave the account where it is. Each choice may offer different investment options and services, fees and expenses, withdrawal options, required minimum distributions, tax treatment, and provide different protection from creditors and legal judgments. These are complex choices and should be considered with care.</p>
In-service withdrawals	<p>May be available, subject to Plan provisions and/or IRS rules.</p> <p>Hardship withdrawals may be available, subject to Plan provisions and/or IRS rules. Please consult the Summary Plan Description for details.</p> <p>Once you reach age 59½, you can withdraw part or all of your vested balance while still employed by Kelly Services and participating in the Plan.</p>
Distributions	Due to retirement, termination of employment, total and permanent disability, or death (benefits go to your beneficiary). You must be separated from Kelly Services for at least 30 days (60 days for government contract employees) before a distribution request can be authorized.
Tax information	Taxes will be due upon withdrawal of pre-tax contributions and any earnings. You may also be subject to a 10% additional federal tax if you take a withdrawal before age 59½.

Your Plan offers tax benefits

Pre-tax contributions can lower your current taxable income. Benefits OnLine lets you estimate how your contributions could affect your take-home pay.

Have you named your beneficiary?

Naming your beneficiary means your account balance will go to who you want it to. If you haven't chosen your beneficiary yet, take a few minutes to do so. Visit Benefits OnLine or contact Merrill for a beneficiary designation form.

Choose your investing approach

The Plan offers several choices for investing your account. You can select Advice Access to get professional investment guidance for your retirement plan strategy. With GoalManager Portfolio Rebalancing Service, you can choose a pre-mixed portfolio based on your tolerance for investment risk. The Plan also offers a series of target date funds, for those who prefer an age-based approach to investing. Or you can choose your own mix from the individual investment choices available through the Plan.

Advice Access

Advice Access offers specific, personalized recommendations for your retirement planning strategy. It's easy to use, and it's available at no additional cost to you. Advice Access can help provide answers to several key questions:

- How much do I need for retirement?
- How much should I contribute to the Plan?
- How should I invest my money?
- How should I withdraw my retirement assets?
- Am I on track with my goals?

In fact, you'll see your projected retirement income on Benefits OnLine in an easy-to-read dashboard, where you can check your progress toward your retirement income goal.

Advice Access uses information provided by your employer, or available to Merrill through its recordkeeping for the Plan, to develop its recommendations. If you want, you can provide more information — on a confidential basis — for more personalized recommendations. You have three service models to choose from, including a feature that manages your account for you on an ongoing basis.

Target date funds

Your Plan offers a series of “target date funds” designed to make age-based investing easy. Each fund includes a mix of investments that might be appropriate for investors planning to retire — or begin withdrawing their money — close to the date in the fund's title. Each fund is adjusted along the way to become more conservative — more in bonds and less in stocks — as that target date approaches.

To choose a target date fund, you would generally pick the fund with the date closest to the year you would expect to retire, or begin taking the money from your account.

It's important to understand that the principal value of these funds is not guaranteed at any time, including at the target date.

GoalManager® Portfolio Rebalancing Service

If you're not sure how to create a diversified investment portfolio, or don't have the time or knowledge to choose individual investment options, GoalManager might be right for you.

GoalManager offers a selection of portfolio models, each consisting of a different mix of the investment options available through your Plan. Each portfolio model is intended for a different level of investment risk and potential return, and is rebalanced on a regular basis to keep it at its original allocation (mix of stocks, bonds and cash equivalent investments).

With GoalManager, you can have a diversified investment portfolio with a single investment choice.*

Your individual investment choices

Your Plan offers a variety of investment options. You can create a diversified portfolio appropriate for your goals, tolerance for investment risk and time horizon (the time remaining before you'll need your money).

Your choices include funds from the three main asset classes — stocks, bonds and cash equivalents. As you review your Plan's choices, consider the importance of a well-balanced and diversified investment portfolio.* If you have too much of your account in any one investment or one type of investment, you may be subject to unnecessary risk.

Making account changes is easy

Once you're enrolled, you can always change your contribution rate and your investments on Benefits OnLine. Consider getting started today.

* Diversification does not ensure a profit or protect against loss.

Additional resources for your financial wellness



Add to your favorites

Education Center
education.ml.com

The Education Center offers a variety of resources that can help you build a firmer foundation for your financial life.

Better Money Habits®
bettermoneyhabits.com

When it comes to your money, a little knowledge can go a long way. Choose a topic and start exploring.

401(k) Account Access Guide
go.ml.com/accessguide

Benefits OnLine is your main resource for managing and monitoring your 401(k) account online. Use this account access guide to help navigate the site.

Benefits OnLine
benefits.ml.com

Check your balance, perform transactions and manage your account, virtually 24/7.

To download the free **Benefits OnLine app**, visit Benefits OnLine on your smartphone and select your mobile platform when prompted.*

* The app is designed to work with most smartphones and may not be available for your device in all countries. Carrier fees may apply.

Advice Access is an investment advisory program sponsored by Merrill that uses a probabilistic approach to determine the likelihood that you may be able to achieve your specified annual retirement income goal and/or to identify a potential wealth outcome that could be realized. Additionally, the recommendations provided by Advice Access may include a higher level of investment risk than you may be personally comfortable with. You are strongly advised to consider your personal goals, overall risk tolerance, and retirement horizon before accepting any recommendations made by Advice Access. You should carefully review the explanation of the methodology used, including key assumptions and limitations, which is provided in the Advice Access disclosure document (ADV Part 2A). It can be obtained through Benefits OnLine or through a participant service representative.

IMPORTANT: The projections or other information shown in the Advice Access program regarding the likelihood of various investment outcomes are hypothetical in nature, do not reflect actual investment results and are not guarantees of future results. Results may vary with each use and over time.

Investing in the Plan involves risk, including the possible loss of the principal value invested.

This material is only a general outline of the Plan. You're encouraged to read the Summary Plan Description to obtain more detailed information regarding the Plan's operation. This document gives you information you need to make educated decisions about joining the Plan and maintaining a Plan account. If a provision described in this outline differs from the applicable provision of the Plan documents, the Plan documents prevail.

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