

# 401(K) CONTRIBUTIONS

## WORKDAY USER GUIDE FOR CHANGING 401(K) CONTRIBUTIONS

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## BB&T CORPORATION 401(k) SAVINGS PLAN

The BB&T Corporation 401(k) Savings Plan is the cornerstone of your retirement planning and has the following features:

- Contributions can be made on a pre-tax or after-tax basis.
- 100% match from the company, up to 6% of your compensation per pay period (must contribute to the Plan to receive the employer match).
- Immediate vesting in the employer matching contributions.
- You can contribute up to 50% of your compensation (contributions are subject to regulatory restrictions).
- Earnings on pre-tax contributions are deferred until you withdraw your money.
- Earnings on after-tax contributions are tax-free if taken at age 59 1/2 or later from an account held for at least 5 years (other restrictions may apply).
- Access to a broad range of investment funds.
- Optional investment advice and professional account management through ProNvest (an independent registered investment advisory firm).
- Self-directed brokerage account is available through TD Ameritrade™ that allows you the opportunity to invest in a wider range of investment choices.

The BB&T 401(k) Savings Plan has been ranked among the top 4% in the industry for its strong match.

*Certain affiliates of BB&T (BB&T Insurance Services, Inc; BB&T Insurance Holdings, Inc; BB&T Securities, LLC; CRC Insurance Services, Inc.; McGriff, Seibels and Williams, Inc.; AmRisc, LLC; BB&T Insurance Services of California; FBP Insurance Services, LLC; Crump Life Insurance Services, Inc.; J.H. Blades Co, Inc.; Boston Service Company; and Swett & Crawford Group) do not participate in the Pension Plan.*

# MAKING 401(K) CHANGES THROUGHOUT THE YEAR

BB&T Search

Welcome, Associate Name (999999)

**Announcements**  
1 item

**Applications**  
9 items

Payroll Schedule  
Need to know when payroll...  
Payroll Processing Sched...

**Inbox**  
3 items

Go to Inbox

Workday Resource Center  
Absence  
Pay  
Benefits  
Personal Information  
Talent and Performance  
Career Opportunities  
Time  
Reports

Access **Workday** and click the **Benefits** icon.

BB&T Search

← **Benefits**

**Change**

Benefits  
Retirement Savings

**External Links**

BB&T Associate Banking  
BB&TBenefits.com  
Critical Illness and Group Accident Coverage

**View**

Benefit Elections as of Date

**Current Cost**

285.48

Click **Retirement Savings**.

BB&T Search

**Retirement Savings Elections**  
Associate Name (999999) [Associate](#)

Click **Edit**.

Benefit Plan	Associate Contribution	Beneficiaries		
		Beneficiary	Primary Percentage	Contingent Percentage
401(k) - BB&T Employee	Percent 5	Beneficiary Name	100	0
Roth - BB&T	Percent 4			

## Change Retirement Savings

Associate Name (999999) [Account](#)

Event Date 06 / 21 / 2018

The current date will automatically be chosen. If you would like to change the effective date, use the **Calendar** button.

OK

Click **OK**.

- \* Elect your 401(k) deferral percentage below.
- \* You may enroll in the 401(k) benefit or change your deferral percentage at any time. Changes you make from the 2nd of month through the first day of next month are effective on that month's pay. Example 1: Change your 401(k) deferral percentage on January 3, the change will be effective on the February 15 pay. Example 2: Change your 401(k) deferral percentage on February 1, the change will be effective on the February 15 pay.
- \* To elect the Roth benefit, you must also elect the 401(k) benefit. If you want all your contributions to go to Roth, you could elect 0% for the regular 401(k) benefit.
- \* To make your investment elections, you **MUST** access PlanTrac at [www.bbt.com/plantrac](http://www.bbt.com/plantrac). If you do not access PlanTrac to make these elections, any contributions you make will be invested in a T. Rowe Price Target Date Fund assuming your retirement at age 65. Refer to the 401(k) Savings Plan Participant guide (click [here](#)) for more information about the T. Rowe Price Target Date Funds and other investment elections.
- \* If you are a new or newly benefits-eligible employee electing the 401(k) benefit mid-year, it is your responsibility to ensure that your total 401(k) contributions (both prior contributions and contributions at BB&T) do not exceed \$18,500 for the calendar year.

### > Retirement Savings Dependencies

Retirement Savings Elections: 2 items

Benefit Plan	*Elect / Waive	Associate Contribution	Allowed Associate Contribution	Provider Website
401(k) - BB&T Employee	<input type="radio"/> Elect <input type="radio"/> Waive	Percent 6	Percentage Maximum 50	<a href="http://www.bbt.com/plantrac">http://www.bbt.com/plantrac</a>
Roth - BB&T	<input type="radio"/> Elect <input type="radio"/> Waive	Percent 4	Percentage Maximum 50	<a href="http://www.bbt.com/plantrac">http://www.bbt.com/plantrac</a>

This is where you will review and change your 401(k) contributions if desired.

Use the **Percent** fields to change each contribution.

When finished, click **Continue**.

Continue Cancel

On the next page you will have the opportunity to change or add beneficiaries for your contribution elections.

The beneficiary designations you make for Basic Life also will apply to your Supplemental Life insurance benefits. There is not a separate form for Supplemental Life. **Married Employees Contributing to the 401(k) Plan**  
**Married Employees Whose Subsidiary Participates in the Pension Plan**  
 If you are married, your spouse is automatically your 100% Primary beneficiary for your 401(k) and pension benefits, if applicable. If you are a Primary 401(k) or pension beneficiary, **MUST** complete a spousal waiver form for the plan and return the form(s) to Benefits Administration by a Notary Public. If you do not complete and return a spousal waiver form when it is required, your non-spouse Beneficiary will remain your beneficiary. Click on the following links ([401\(k\) Spousal Consent to Non-Spouse Beneficiary Form](#) and [Pension Spousal Consent to Non-Spouse Beneficiary Form](#)) to complete the required forms.

Beneficiary Designations: 1 item

Benefit Plan	Provider Website	Requires Beneficiary	Beneficiary Name	Primary Percentage / Contingent Percentage
401(k) - BB&T Employee	<a href="http://www.bbt.com/plantrac">http://www.bbt.com/plantrac</a>	Yes	Beneficiary Name	<input checked="" type="radio"/> Primary Percentage 100 <input type="radio"/> Contingent Percentage 0

To add a beneficiary, click the **Plus** button. To remove a beneficiary, click the **Minus** button.

You can either choose from already listed persons or create a new beneficiary listing.

Submit Go Back Cancel

## Add Beneficiary

Associate Name (999999) [Action](#)

If you choose the option to **Add Beneficiary**, provide beneficiary information as instructed.

Enter your beneficiary information.

Relationship

Use as Beneficiary

Date of Birth

Age

Gender

Full-time Student

Student Status Start Date

Student Status End Date

Disabled

Allow Duplicate Name

Legal Name

Contact Information

National IDs

Additional Government IDs

Other IDs

Be sure to scroll all the way down in the window to avoid missing important information.

Click **OK** to finish creating new beneficiary listing.

Beneficiary Designations | Item

Benefit Plan	Provider Website	Requires Beneficiary	*Beneficiary	*Primary Percentage / Contingent Percentage
401(k) - BB&T Employee	<a href="http://www.bbdt.com/plantrac">http://www.bbdt.com/plantrac</a>	<input type="checkbox"/>	<input type="button" value="Second Beneficiary"/>	<input type="radio"/> Primary Percentage: 0 <input checked="" type="radio"/> Contingent Percentage: 100
				<input checked="" type="radio"/> Primary Percentage: 100 <input type="radio"/> Contingent Percentage: 0

You should now see your new beneficiary listing appear.

These fields are where you can enter the percentage you'd like the beneficiary to receive.

Primary is your main beneficiary and contingent is your secondary beneficiary.

Click **Submit** when finished.

On the next page you can review your new 401(k) elections and then click **Done** to complete the process.

You have now completed updating your BB&T 401(k) Savings Plan contributions. Any changes you made will be reflected in your first pay of the following month.



**Questions?** If you have any questions after reviewing this guide, you may email [Benefits@BBandT.com](mailto:Benefits@BBandT.com) or call the Human Systems Service Center at 800-716-2455, option 1.