# 401(k) Contribution Elections

Variable Compensation Enhancement — Guide

**What changed (as of early 2022):** Salesloft's 401(k) plan was updated to allow separate deferral rates for your base salary and variable compensation (bonuses and/or commissions). This means you can defer a different percentage from variable compensation, but all variable compensation will be deferred from it if that is what you elect to do.

**Action required:** If you want 401(k) deferrals withheld from your variable compensation, you must make a separate election in Fidelity. Without this election, your variable compensation deferral will default to 0%.

## How to Make Your Elections

1. Log in to **www.401k.com** using your Fidelity credentials.
2. Navigate to your contribution elections.
3. Complete the **Pre-Tax Variable Compensation** and/or **Roth Variable Compensation** fields in addition to your base salary fields.
4. Save your elections. Changes take effect each payroll period.

## Frequently Asked Questions

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| **Do I need to take action?** | Yes — if you want 401(k) deferrals from your variable compensation (bonus or commission), you must log in and set an election. Without action, your variable compensation deferral will be 0%. |
| **Can I defer different amounts from base vs. variable?** | Yes. You can assign any percentage (0%–100%) independently to your base salary and to your variable compensation. |
| **What are the two variable compensation fields?** | Pre-Tax Variable Compensation: contributions are tax-deferred (traditional 401k). Roth Variable Compensation: contributions are made post-tax. Contact Fidelity at 800-835-5095 for guidance on which is best for your situation. |
| **Will Salesloft still match 4%?** | Yes. The employer match remains the same regardless of whether you defer from base pay, variable compensation, or both. |

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| **Will I go over the IRS annual limit?** | No. The payroll system has safeguards to stop contributions once you hit the IRS annual maximum. |
| **How long do my elections stay in effect?** | Your elections remain in place until you change them at www.401k.com. (Note: if enrolled in the auto Annual Increase Program, rates adjust per that program's schedule.) |
| **What if I missed a paycheck?** | Since the plan is calculated per payroll period, missed deferrals cannot be applied retroactively. You can increase your contribution rate on future paychecks to make up the difference. |

## Illustrations

**Example 1 – You want to have 5% withheld pre-tax for all of your pay including any variable compensation such as bonuses and commissions.**

- For PRE-TAX Desired Election, enter 5%
- For PRE-TAX VARIABLE COMPENSATION Desired Election, enter 5%

**Example 2 – You want to have 5% withheld pre-tax for your basic salary but you want 8% withheld pre-tax on any variable compensation such as bonuses and commissions.**

- For PRE-TAX Desired Election, enter 5%
- For PRE-TAX VARIABLE COMPENSATION Desired Election, enter 8%

**Example 3 – You want to have 5% withheld pre-tax for your basic salary but you do not want any amount withheld on any variable compensation such as bonuses and commissions.**

- For PRE-TAX Desired Election, enter 5%
- For PRE-TAX VARIABLE COMPENSATION Desired Election, leave blank or if changing, enter 0%

**Example 4 – You want to have 5% withheld pre-tax for your basic salary but you want 7% withheld for Roth (after-tax) on any variable compensation such as bonuses and commissions.**

- For PRE-TAX Desired Election, enter 5%
- For ROTH VARIABLE COMPENSATION Desired Election, enter 7%

**Example 5 – You DO NOT want to have any amount withheld for your basic salary but you want 5% withheld pre-tax on any variable compensation such as bonuses and commissions.**

- For PRE-TAX Desired Election, leave blank or if changing, enter 0%
- For PRE-TAX VARIABLE COMPENSATION Desired Election, enter 5%

## Need Help?

**Fidelity:** www.401k.com | 800-835-5095

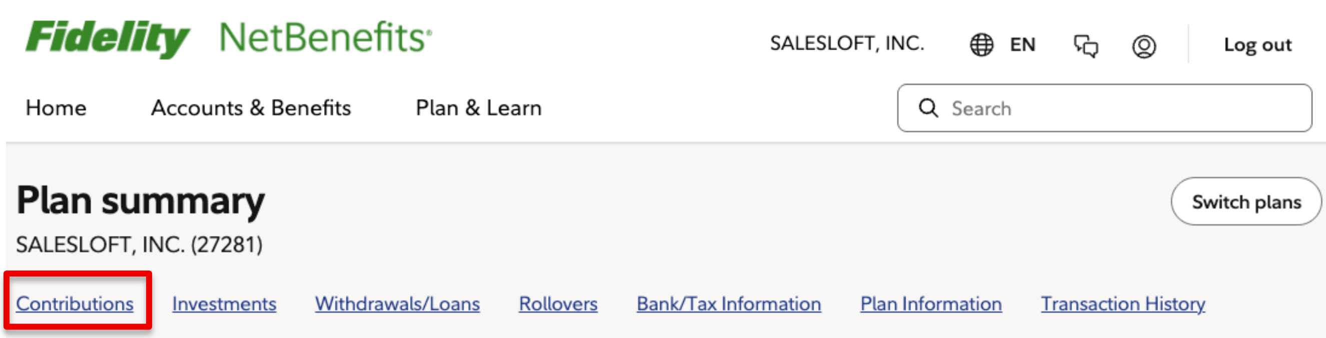
**Salesloft Benefits Team:** people@salesloft.com

Salesloft.

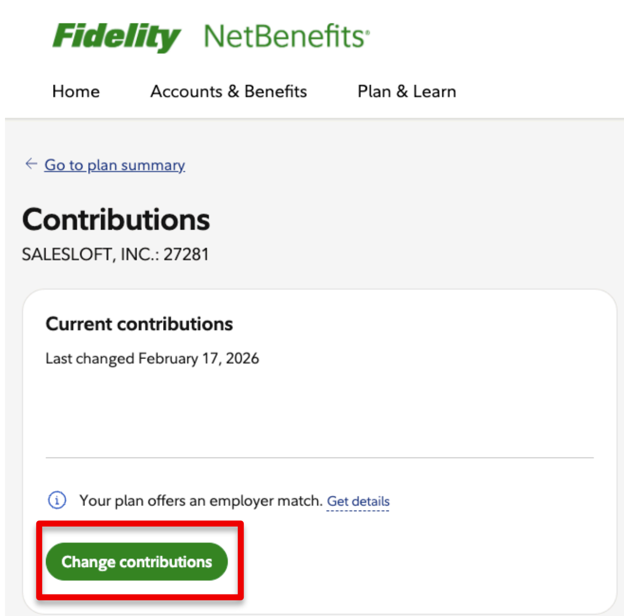
# 401k Election Updates

**This represents a procedure by the Administrator for the Salesloft 401(k) Plan (the "Plan" ) to explain how to elect separate 401(k) amounts for your variable compensation (Bonus and/or Commissions). This may be similar to or different than your base salary election. The terms of the Fidelity Basic Plan Document No. 17 which is the governing document for the Plan expressly allow for this type of procedure.**

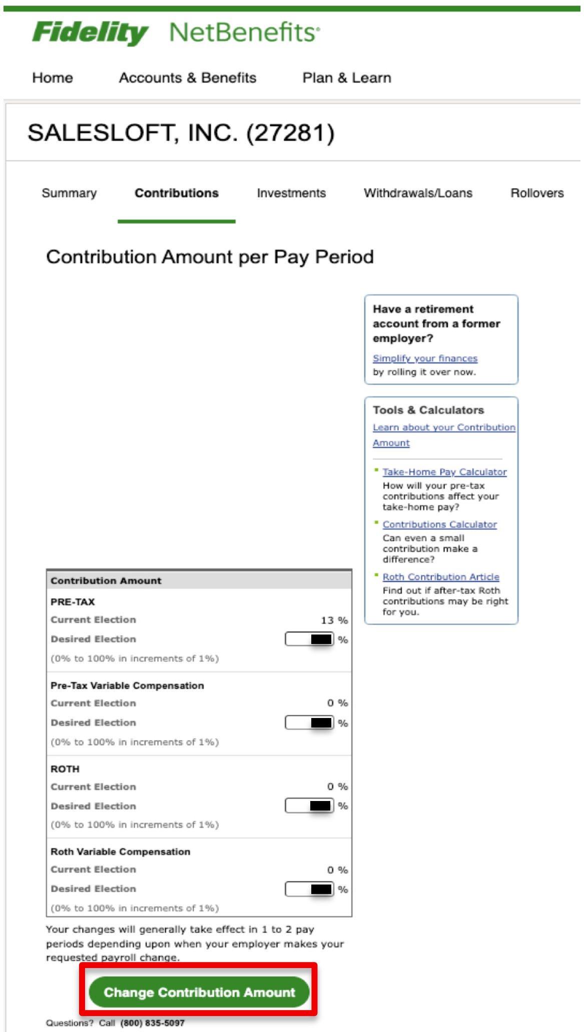
To begin the process of updating your 401k contributions click on the "Contributions" link shown in the red box below to get started.



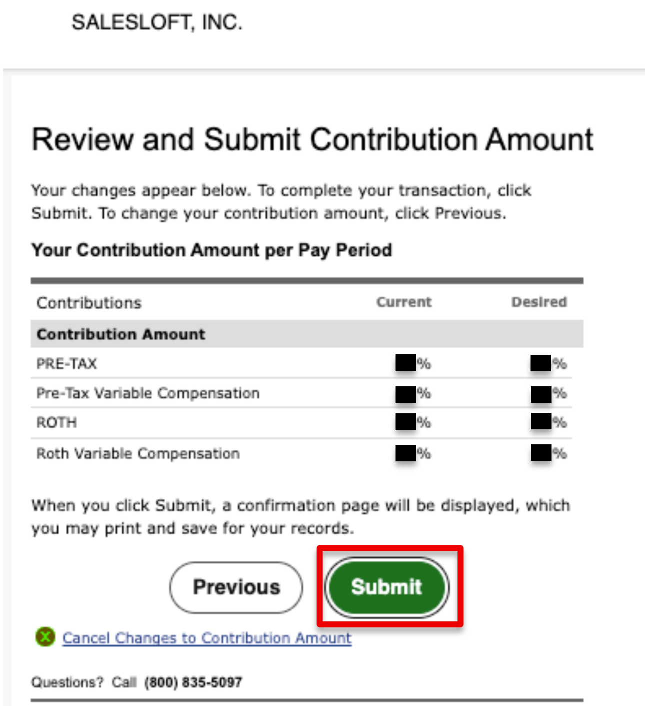

To change the contribution amount from the percentage shown click the "Change Contributions" shown in the red box below.



From here you can view the current contributions to your 401k plan broken into Pre-Tax (Basic), Pre-tax Variable Compensation (Bonus & Commissions), Roth (Basic), and Roth Variable Compensation (Bonus & Commissions). Edit the new contribution amount(s) that you wish to change in the "Desired Election" boxes and then click the "Change Contribution Amount" button below shown in the red box.



From this page you can review your edits populated correctly. If everything looks correct click the “Submit” button shown in the red box below to complete your updates.



SALESLOFT, INC.

## Review and Submit Contribution Amount

Your changes appear below. To complete your transaction, click Submit. To change your contribution amount, click Previous.

**Your Contribution Amount per Pay Period**

| Contributions | Current | Desired |
|---|---|---|
| **Contribution Amount** | | |
| PRE-TAX | [redacted]% | [redacted]% |
| Pre-Tax Variable Compensation | [redacted]% | [redacted]% |
| ROTH | [redacted]% | [redacted]% |
| Roth Variable Compensation | [redacted]% | [redacted]% |

When you click Submit, a confirmation page will be displayed, which you may print and save for your records.

Previous Submit

Cancel Changes to Contribution Amount

Questions? Call **(800) 835-5097**

Once submitted, you will be able to print/save a confirmation page. Please note that the changes may take 1 or 2 pay periods to become effective.