

**PROGRESSIVE SERVICES, INC. 401(K) SALARY REDUCTION PLAN
SUMMARY OF MATERIAL MODIFICATIONS**

The purpose of this Summary of Material Modifications is to inform you of changes that have been made to Progressive Services, Inc. 401(k) Salary Reduction Plan.

You may receive a coronavirus-related distribution if you satisfy one of the following reasons:

- You were diagnosed with the virus SARS-CoV-2 or with coronavirus disease 2019 (referred to collectively as COVID-19) by a test approved by the Centers for Disease Control and Prevention (including a test authorized under the Federal Food, Drug, and Cosmetic Act);
- Your spouse or your dependent was diagnosed with COVID-19 by a test approved by the Centers for Disease Control and Prevention (including a test authorized under the Federal Food, Drug, and Cosmetic Act); or
- You have experienced adverse financial consequences because: (i) you, your spouse, or a member of your household was quarantined, furloughed or laid off, or had work hours reduced due to COVID-19; (ii) you, your spouse, or a member of your household was unable to work due to lack of childcare due to COVID-19; (iii) a business owned or operated by you, your spouse, or a member of your household closed or reduced hours due to COVID-19; or (iv) you, your spouse, or a member of your household had a reduction in pay (or self-employment income) due to COVID-19 or had a job offer rescinded or start date for a job delayed due to COVID-19.

If you satisfy one of the following reasons above, the following conditions exist:

- The maximum amount you can request is the lesser of: (i) the balance of your vested Account; or (ii) \$100,000. The \$100,000 limit is determined by aggregating all coronavirus-related distributions from any plan maintained by your employer and any member of any controlled group which includes your employer.
- The distribution request must be sent in time for the payment to be processed before 12/31/2020.
- A flat 10% withholding rate will be applied to the taxable amount unless you choose not to have federal income tax withheld.
- If applicable, you are exempt from the normal 10% early withdrawal penalty for this distribution.
- You must include the distribution amount as taxable income. However, you can report it as income either in the year received or equally over a three-year period. In addition, part or all of this distribution can be repaid to a qualified retirement plan or IRA within three years of receiving the distribution. Amounts that are repaid are treated as a trustee-to-trustee rollover (as if they were made directly from one financial institution to another, otherwise individuals might violate rules on rollovers or contribution limits). You may wish to consult with a professional tax advisor for information about this distribution's special tax treatment.

Please contact your Plan Administrator with any questions or to request a distribution form for a coronavirus-related distribution.