

Office Information Systems, Inc.

10800 Lyndale Ave. S. • Minneapolis, MN 55420 • 952/884-9199

401K Retirement Savings Plan

Eligible Employees may contribute up to 20% of their salary to OIS' 401k plan. OIS will match 50% of the employees' first 5% of salary contribution.

Open enrollment dates are February 1, May 1, August 1, and November 1, with eligibility after 3 months of full-time service.

Employees may choose to invest in any of the following American Funds:

- Washington Mutual Investors Fund
- The Growth Fund of America
- The Income Fund of America
- The Bond Fund of America
- The Cash Management Trust of America
- The New Economy Fund
- EuroPacific Growth Fund
- The Investment Company of America
- American Balanced Fund

This is only a brief outline of the Plan. Plan details are provided in the Summary Plan Description, which is given to employees at the time of their eligibility, and invitation to enroll.