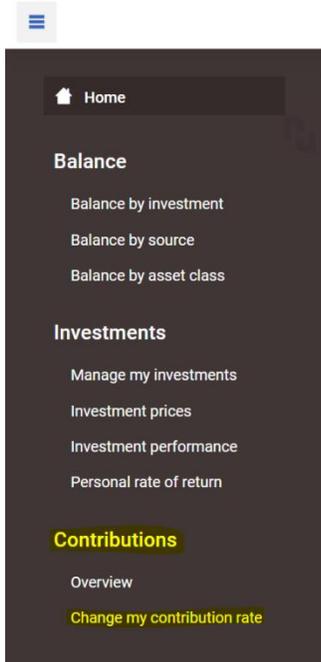


Changes to 401(k) Deferrals

Changes must be submitted by the Friday before the upcoming pay date to go into effect for the pay period.

1. Login to your BOKF account – startright.bokf.com
2. Click the menu icon in the top left corner, and navigate to the **Contributions** section, and click **Change my Contribution Rate**.



3. You will be prompted to update your contribution rate. You can set the contribution as a flat dollar amount, or certain percentage of your eligible pay.
 - The system will prevent you from overcontributing, which allows you to set this up entirely based on your preference.

HALO Branded Solutions, Inc. 401(k) Savings Plan

Step **1** 2 3

Change My Contribution Rate

Select the percentage that you want deducted from your paycheck to contribute to your retirement plan account each pay period. The total of your contributions cannot exceed 100.00% or \$20,500.00.

Note: If you are currently contributing but the current amount shows 0, then we do not have your current contribution rate on file. Please [contact](#) a participant service representative if you have any questions.

Source	Current	Minimum	Maximum		New
Employee 401K	0.00%	0.00%	100.00%	%	<input type="text"/> %
ROTH 401K	0.00%	\$10.00	\$20,500.00	\$	<input type="text"/> \$

Please enter a value for each source. There cannot be any blank fields. If you are not making a change, re-enter your current rate.

Changes to your Contribution Rate will be effective based on your [plan rules](#).

2022 annual IRS dollar limit is \$20,500.00 and annual catch-up limit is \$6,500.00 if age 50 or older.

4. Follow the prompts until you have submitted the change.