



# Save for the future you envision

A quick guide to enrolling into your  
retirement savings plan

Harvard Bioscience, Inc.  
401(k) Plan

PLAN | INVEST | PROTECT

**VOYA**<sup>®</sup>  
FINANCIAL

# It's your retirement, and we've reserved a spot for you

## Welcome.

Planning for your future means envisioning your best retirement and taking the steps today to get started. Your employer has chosen Voya Financial® as the service provider for your retirement savings plan, to give you an easy and powerful way to save for your future.

We want you to retire well and to help you get there. Once eligible, you will automatically be enrolled in the Harvard Bioscience, Inc. and 4% of your pay will be automatically invested in the plan with an automatic 2% increase annually until the maximum rate of 10% is met. Additionally, your contributions will be invested in a TIAA-CREF Lifecycle Index fund, based on your date of birth and an assumed retirement age of 65. In the chart below, the date range in which you were born will indicate which TIAA-CREF Lifecycle Index fund will be selected on your behalf to help meet your retirement savings goals.

TIAA-CREF Lifecycle Index Ret Inc	12/31/1942 and earlier
TIAA-CREF Lifecycle Index 2010	01/01/1943 through 12/31/1947
TIAA-CREF Lifecycle Index 2015	01/01/1948 through 12/31/1952
TIAA-CREF Lifecycle Index 2020	01/01/1953 through 12/31/1957
TIAA-CREF Lifecycle Index 2025	01/01/1958 through 12/31/1962
TIAA-CREF Lifecycle Index 2030	01/01/1969 through 12/31/1967
TIAA-CREF Lifecycle Index 2035	01/01/1968 through 12/31/1972
TIAA-CREF Lifecycle Index 2040	01/01/1973 through 12/31/1977
TIAA-CREF Lifecycle Index 2045	01/01/1978 through 12/31/1982
TIAA-CREF Lifecycle Index 2050	01/01/1983 through 12/31/1987
TIAA-CREF Lifecycle Index 2055	01/01/1988 through 12/31/1992
TIAA-CREF Lifecycle Index 2060	01/01/1993 through 12/31/1997
TIAA-CREF Lifecycle Index 2065	01/01/1998 and later

If you do not want to be automatically enrolled as outlined above, you should make your contribution election (and choose investment elections) or decline enrollment before the date indicated in your plan's automatic enrollment notice. You can make a contribution election (and choose investments) or decline enrollment by accessing [enroll.voya.com](http://enroll.voya.com). Once you are enrolled, you'll be able to utilize the tools, education and support to help you set realistic goals, plan confidently and stay on track to become financially healthy and retire well.

## What are you waiting for? Let's get started.

Generally speaking, Target Date funds target a certain date range for retirement, or the date the investor plans to start withdrawing money. Investors can select the fund that corresponds to their target date. They are designed to rebalance to a more conservative approach as the date nears. An investment in the Target Date fund is not guaranteed at any time, including on or after the target date.

# Ready to set yourself up for retirement? Enroll here.



Click:

[myretirementbenefit.voya.com/e71](https://myretirementbenefit.voya.com/e71)

Plan Number: 81E910

Plan verification number: 81E91099

Scan:



Need help enrolling? : Call us at 888-311-9487

Our hours are Mon-Fri from 8:00 AM to 9:00 PM ET

If you would like general information on financial wellness as you consider your plan, visit [voya.com/VoyaLearn](https://voya.com/VoyaLearn). Our informative education will help you on your journey to financial wellness. Sign up today for a live session or browse our library of on-demand videos.

## Why is it important to get started now?

### Be good to yourself.

We want to help you plan the retirement you envision. You deserve to feel good about your future and confident in your plan to get there. The first step? Enroll in your retirement savings plan.



### How much retirement income is enough?

Although it is different for everyone, you will likely need to replace at least 70% of your current income annually in retirement. After you enroll, you can determine how much income you might need by using **myOrangeMoney**<sup>®</sup>, an interactive online experience, that will show you how your current retirement assets may translate into future potential monthly income in retirement so you know when you can retire.



The choices you make about your contributions and investments are up to you. And you can easily make changes anytime online, on the phone, or with the **Voya Retire®** mobile app. Remember, you are always in control.

## Reasons to save today

- 1 Save automatically**  
Your contributions are automatically deducted from your paycheck, so it is simple to set a little aside each pay period.
- 2 Help lower your taxable income**  
Every dollar you contribute before-tax reduces your taxable income, which means you may pay less in income taxes today.
- 3 Invest your way**  
Would you prefer to make investment elections yourself or would you appreciate having some guidance? How much investment risk are you willing to tolerate? No matter what you decide, we offer investment solutions designed to fit your style.
- 4 Remember, your money is always yours**  
What you contribute and any related earnings are yours to take with you, even if you change jobs.
- 5 Put time on your side**  
Investing over a longer period of time in a tax-favored account allows you to take advantage of compounding, meaning any earnings on contributions go back into your account without being taxed and can generate more earnings.
- 6 Employer Contributions**  
Take advantage and maximize your savings. Your company may match a portion of the contributions you make to the plan. For more details, please review Employer Contributions under Get to know your plan.

Remember, it's your retirement.  
Be generous.

# More benefits for you

## 🕒 Get well fast

Get a holistic health check, take a quick financial wellness assessment, improve your money habits and get well fast.

## 🛡️ Play hard to get

Practice safe computing and register your account to take the first steps to enrolling in Voya's S.A.F.E.® Guarantee. Doing so will enable Voya to restore the value of your account if any assets are taken from your workplace retirement plan due to unauthorized activity.

## 👏 Voya Cares®

Voya Cares is focused on delivering access to special needs financial planning resources to help advance the financial well-being of those with special needs or disabilities and their caregivers. Go to [voyacares.com](http://voyacares.com) to learn more.

## ♻️ Paperless is more

Sign up for simple and safe e-delivery so you can help save the environment while you securely save more.

## 👤 Beneficiary

Be sure to designate a beneficiary to your Plan account. This is the person (or people) who will receive your account balance in the event of your death. Log in to the Plan website, go to your name in the upper right corner then select *Personal Information > Beneficiary Information > Add/Edit*.

## 📺 Voya Learn®

Get motivated on your journey to financial wellness with Voya Learn. Get live and on-demand video educational material that will help you understand your full financial picture and how best to take steps to meaningful action. Visit: [voya.com/voyalearn](http://voya.com/voyalearn).

# What's next, after you enroll?

After you enroll, you will receive an enrollment confirmation, and a separate confidential Personal Identification Number(PIN) via U.S. Mail. You will need your PIN to use Voya's phone services and to register for online account access.

Once you have your PIN, register your online account at [VoyaRetirementPlans.com](http://VoyaRetirementPlans.com). After your registration is complete, you can log in to your account to make saving and investment changes, learn about financial topics or just check on your progress toward your goals. And if you need help, Voya is here for you!

See how your savings translates into estimated monthly retirement income with the [myOrangeMoney®](#) educational, interactive experience or with the [Voya Retire](#) mobile app. You can model a variety of saving and investment scenarios, add outside income sources and explore how estimated healthcare costs in retirement might impact your income needs. When you're ready to make a change, simply click the "Make Change Now" button to put your plan into action!



**IMPORTANT:** The illustrations or other information generated by the calculators are hypothetical in nature, do not reflect actual investment results, and are not guarantees of future results. This information does not serve, either directly or indirectly, as legal, financial or tax advice and you should always consult a qualified professional legal, financial and/or tax advisor when making decisions related to your individual tax situation.

# Get to know your plan

Harvard Bioscience, Inc.

401(k) Plan

## Introduction

This section describes highlights of your employer's retirement plan. It represents a general overview of the information printed in your employer's Summary Plan Description (SPD). Your retirement program is more fully described in the formal provisions of your employer's plan document. If there is a conflict between these plan highlights and your SPD, the language provided in the plan document will govern.

## Eligibility Requirements

You are eligible to participate in the plan when you are 21 years of age and have 30 days of service.

## Enrollment Dates

Once you have met the eligibility requirements, you can join the plan.

## Auto Enroll

Your plan has an automatic election provision. If you choose not to enroll by selecting your own fund allocations and contribution percentages and not opt out of the automatic election provision, your company will automatically enroll you into a TIAA-CREF Lifecycle Index fund at 4% with an automatic 2% increase annually until the maximum rate of 10% is met.

## Employee Contributions

You may contribute 0 - 100% of your annual pay, not to exceed \$23,000 annually. Annual limitations are set by the IRS and are subject to change. The tax laws may also let you contribute an additional amount over the regular annual limit if you are at least 50 years old. Check with your benefits manager to see if you can take advantage of the increased opportunity to 'catch up' and contribute even more to your employer's plan. If your adjusted gross income does not exceed certain limits, you may be eligible for a tax credit.

## Roth Contributions

Your plan permits Roth after-tax employee contributions. You may contribute a minimum of 1% and your total employee contributions (Roth after-tax and Traditional pre-tax deferrals combined) may not exceed \$23,000 annually (\$30,500 if you are at least age 50 and your plan has a catch-up feature). Annual limitations are set by the IRS and are subject to change.

## Employer Contributions

### *Profit Sharing*

Your employer has established a Profit Sharing plan. A Profit Sharing plan is a tax-qualified retirement plan in which your employer makes contributions on your behalf. The amount of the contribution is determined by an allocation formula that is generally based on participant earnings, while annual contributions are generally based on the company's profits. Contributions may be modified during times of business hardship.

### *Employer Match*

Your employer may match a portion of the contributions you make to the plan.

### *Employer Safe Harbor*

The Employer will contribute an amount equal to the sum of 100% of a Participant's Elective Deferrals that do not exceed 1% of Participant's Compensation, plus 50% of the Participant's Elective Deferrals that exceed 1% of the Participant's Compensation but do not exceed 6% of the Participant's Compensation.

## Vesting

You will always be 100% vested in the portion of your account attributable to your Employee contributions. You are also 100% vested upon your death, normal retirement, or disability. Your employer contributions are subject to the following vesting schedule:

### *Employer Match Contributions*

1 year of service 100%.

### *Profit Sharing Contributions*

1 year of service 100%.

## Rollovers

Money from other qualified plans is accepted. Rollover contributions are allowed prior to meeting the eligibility requirements of the plan.

## Investment Transfers

Using Voya's automated telephone or Internet service, you have the ability to review your accounts and transfer funds from one investment option to another, 24-hours a day.

### **Hardship Withdrawals**

Hardship withdrawal may be taken in case of extreme hardship as defined by the IRS when no other sources are available.

### **In-Service Withdrawals**

In-service withdrawals are permitted by your plan. If your Plan allows for distributions prior to age 59 1/2, these distributions will be subject to an early distribution penalty of 10% additional tax unless certain exceptions apply. This tax applies to the amount received that you must include in income. Generally, there are restrictions on what dollars are available for in-service distribution. See your Summary Plan Description for more detail.

### **Distribution & Withdrawals**

Funds are available at retirement, death, disability, or termination of service.

### **Loan Provision**

You may take a loan from vested amounts in your account. The amount the Plan may loan to you is limited by rules under the Internal Revenue Code. Any new loans, when added to the outstanding balance of all other loans from the Plan, will be limited to the lesser of: a) \$50,000 reduced by the excess, if any, of your highest outstanding balance of loans from the Plan during the one-year period ending on the day before the date of the new loan over your current outstanding balance of loans as of the date of the new loan; or b) 1/2 of your vested interest in the Plan. The amount the Plan may loan to you can also be limited by Plan rules such as which Employee and Employer Contributions are available for loan use, the number of loans that can be outstanding at any one time or how often you may request a loan. For specific details please refer to your Summary Plan Description (SPD). When thinking about taking a loan from your plan, keep in mind that when money is withdrawn from a retirement savings account, it reduces the power of tax-deferred compounding.

### **Participant Account Statements**

Your investment statements are provided quarterly.

Now that you've envisioned your future retirement take the necessary steps today.

## Enroll now:

Click:

[myretirementbenefit.voya.com/e71](https://myretirementbenefit.voya.com/e71)

Plan Number: 81E910

Plan verification number: 81E91099

Scan:



## Already enrolled? Great.

Access your account anytime, anywhere 24/7

Your plan website and the Voya Retire mobile app, allow you to securely manage your retirement savings anytime, anywhere. You can learn more, make any changes or just check on your progress toward your goals. If you need additional help, Voya customer service associates are available Monday-Friday from 8 a.m. to 9 p.m., ET, excluding stock market holidays.



800-584-6001



[VoyaRetirementPlans.com](https://VoyaRetirementPlans.com)



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on your favorite app store

You'll also have access to plan highlights and disclosures  
please visit [myretirementbenefit.voya.com/e71](https://myretirementbenefit.voya.com/e71).



Not FDIC/NCUA/NCUSIF Insured | Not a Deposit of a Bank/Credit Union | May Lose Value | Not Bank/Credit Union Guaranteed | Not Insured by Any Federal Government Agency

**You should consider the investment objectives, risks, and charges and expenses of the investment options carefully before investing. Prospectuses containing this and other information can be obtained by contacting Voya at the number above. Please read the prospectuses carefully before investing.**

Your retirement plan investments are long-term investments designed for retirement purposes. If withdrawals are taken prior to age 59½, an IRS 10% premature distribution penalty tax may apply. Withdrawals will be taxed as ordinary income in the year the money is distributed. Account values fluctuate with market conditions, and when surrendered, the principal may be worth more or less than its original amount invested.

Insurance products, annuities and retirement plan funding issued by (third party administrative services may also be provided by) Voya Retirement Insurance and Annuity Company ("VRIAC"), Windsor, CT. VRIAC is solely responsible for its own financial condition and contractual obligations. Plan administrative services provided by VRIAC or Voya Institutional Plan Services LLC ("VIPS"). VIPS does not engage in the sale or solicitation of securities. All companies are members of the Voya® family of companies. **Securities distributed by Voya Financial Partners LLC (member SIPC) or third parties with which it has a selling agreement.** Custodial account agreements or trust agreements are provided by Voya Institutional Trust Company. All products and services may not be available in all states.

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