



# PEDIATRIC MEDICAL SERVICES OF FLORIDA, INC. 401(K) PLAN

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Enrollment Guide





# REWARD YOURSELF

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Welcome to the Pediatric Medical Services of Florida, Inc. 401(k) Plan. You work hard to support your organization's mission and help maintain its health; dedication opens a wealth of opportunities. Reward your efforts by taking a moment to think about the financial future you deserve – one that lets you live your best life.

Get started by creating an online account for your retirement plan. Saving for retirement is among the best ways to prepare for a brighter future.

## LET'S GET STARTED

This guide is designed to provide you with information about your retirement plan. You'll find these sections and more:

*Reward Yourself*

*A Healthy Strategy*

*Plan Highlights*

*Investments*

Follow the next steps that guide you through creating and managing your online account.

# NEXT STEPS

So, what's next? We're going to highlight some of the powerful tools available to you, followed by some investment basics, then plan provisions specific to the Pediatric Medical Services of Florida, Inc. 401(k) Plan.



## DISCOVER

Learn the basics in *A Healthy Strategy*. Find your plan's details in *Plan Highlights*. See what options are available in the *Investments* section.



## GET STARTED

Create a secure online account by visiting **[transamerica.com/portal](https://transamerica.com/portal)** and follow the on-screen instructions.



## COMPLETE YOUR ACCOUNT

To take full advantage of your retirement plan, do your best to provide as much information as possible.



## SIGN UP FOR ACCOUNT SECURITY ALERTS

Help safeguard your retirement assets by providing your mobile number and preferred email address. When you sign up for security alerts, Transamerica can notify you when changes are made to your account. This adds an extra layer of protection against online threats.



## DESIGNATE YOUR BENEFICIARIES

Complete this simple but critical step to ensure your account assets will be distributed as you wish.



## CONFIRM

Review your account details to ensure the information is correct.



## SUPPORT

We are here for you. We're committed to providing the resources, guidance, and strategies along your journey to and through retirement. Call us at **800-755-5801** or log in to your account at **[transamerica.com/portal](https://transamerica.com/portal)**.



# A HEALTHY STRATEGY

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## EXPLORE. DISCOVER.

Explore **transamerica.com/portal** and the website's full range of resources including webinars, articles, and the interactive features shown below.

### COMMON TERMS

Understanding retirement-planning terms can be easier with Transamerica's comprehensive financial glossary. Visit **transamerica.com/financial-glossary** to browse the list.

### FINANCIAL WELLNESS CENTER

Explore retirement savings options to help you set aside money for your future financial security. The portfolio builder at **transamerica.com/portal/financial-wellness/** explains how you can maximize your retirement savings.

### PERSONAL FINANCE CALCULATORS

Forecast your future with Transamerica's online calculators. The Retirement Planner Calculator can be especially helpful. It provides estimates based on your income, how much you're saving, and when you plan to retire. Log in to your online account at **transamerica.com/portal**, click **VIEW DETAILS**, then hover over **Resources** in the top navigation bar and click **Calculators**.

### DISCOVER YOUR RETIREMENT FORECAST WITH TRANSAMERICA'S ONTRACK® TOOL

Knowing how you're doing as you prepare for retirement should be as easy as checking the weather. Transamerica's OnTrack® tool is an online tool that uses straightforward weather icons to create *Your Retirement Outlook®*, making it easy to see if your retirement forecast is sunny, rainy, or somewhere in between.

You can help *Brighten Your Outlook®* by using the tool to increase your contribution rate, change your investment strategy, or add outside assets.

**Important: The projections or other information generated by the OnTrack® engine (which produces Your Retirement Outlook®) regarding the likelihood of various investment outcomes are hypothetical, do not reflect actual investment results, and are not guarantees of future results. Results derived from the tool may vary with each use and over time. Please visit your plan website for more information regarding the criteria and methodology used, the engine's limitations and key assumptions, and other important information.**



## MAXIMIZE YOUR STRATEGY

### MATCHING CONTRIBUTIONS

Matching contributions may be subject to plan vesting requirements. Refer to *Plan Highlights* to find the plan's matching contribution details.

### CONTRIBUTION RATE

Increasing your contribution rate into a retirement plan may improve your overall retirement outlook and help to keep up with the average rate of inflation. Even a 1% or 2% contribution boost to your account can make a big difference over time.

Your plan provides the option to activate auto-increase, a recurring service that automatically adjusts your contribution rate annually in the month that you choose. If you would like to enable this service, log in to your account, select **VIEW DETAILS**, hover over **Contributions** and click **View or Update Contributions** in the drop-down menu.

### CONSIDER YOUR OPTIONS

If you have money in a former employer's retirement plan, there are several options available that may simplify your financial life. These include cashing out, keeping the money where it is, or rolling the funds into an IRA or your employer plan with Transamerica. For more information about your options, call **800-275-8714** or email **consolidate@transamerica.com**.

When considering your options, be sure to review the fees and expenses associated with each option. Also, be sure to consider whether there are certain services, features, or benefits available through certain accounts that may be important to you.

*Employer-sponsored retirement plans may have features that you may find beneficial such as access to institutional funds, fiduciary selected investments, and other ERISA protections not afforded other investors. In deciding whether to do a rollover from a retirement plan, be sure to consider whether the asset transfer changes any features or benefits that may be important to you. Review the fees and expenses you pay, including any charges associated with transferring your account, to see if rolling over into an IRA or consolidating your accounts could help reduce your costs.*

# STAY CONNECTED

You're on the move, bring your information with you. Transamerica provides technology options that match your busy lifestyle.

## ONLINE ACCOUNT

Your one-stop shop for tools and resources to help you navigate the road to and through retirement is available by logging in to your account at **[transamerica.com/portal](https://transamerica.com/portal)**.

## MOBILE APP

Check your balance, update your personal information, and manage your account — from the palm of your hand. The **Transamerica Retirement App** lets you do more for your retirement anytime, anywhere. Download it from the App Store or GooglePlay today!

## ELECTRONIC DELIVERY OF DOCUMENTS

Sign up for e-documents and you'll receive an email when plan-related documents and notices are ready for online viewing. Log into **[transamerica.com/portal](https://transamerica.com/portal)**, click **VIEW DETAILS**, hover over **Documents and Forms** in the top navigation bar, and click **E-documents**.

## ACCOUNT SECURITY

Transamerica is dedicated to maintaining your account security. We employ sophisticated, multi-layered safety measures to protect your data, assets, and privacy.



# PLAN HIGHLIGHTS FOR THE PEDIATRIC MEDICAL SERVICES OF FLORIDA, INC. 401(K) PLAN

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These plan highlights represent an overview of your plan's provisions. For full details, please check with your plan administrator and/or refer to your Summary Plan Description.

## YOUR CONTRIBUTIONS

**Note:** You may not participate in the plan if you are:

- Independent Contractor and person who is engaged in the business solely as a member of the board of directors
- A Leased Employee
- Employed by a member of the employer's controlled group that does not adopt the plan

### PRE-TAX 401(K)

### ROTH 401(K)

#### ELIGIBILITY

You are immediately eligible to join the plan.

#### CONTRIBUTION LIMITS

Your traditional contributions are deducted from your paycheck before taxes each pay period.

Your plan allows you to contribute up to the maximum allowed under the Internal Revenue Service (IRS) limits.

#### UPDATING YOUR CONTRIBUTION RATE

You may elect to increase, decrease, or stop your contributions at any time. Changes will go into effect as soon as administratively feasible.

You may invest for retirement with traditional before tax dollars, after tax Roth dollars, or a combination, up to the overall limits noted in the following section. In general, choosing which one depends on whether you think your income will be subject to a higher or lower effective tax rate when you withdraw your money in retirement.



## LEARN ABOUT ROTH CONTRIBUTIONS

Roth allows you to make after tax contributions to your plan. In most cases, these contributions will not be subject to future federal income taxes on qualified distributions, regardless of your income level (provided that you hold the contributions for at least five years and do not withdraw assets until at least age 59½). To learn more about this option, log in to [transamerica.com/portal](https://transamerica.com/portal) and access the calculators under *Resources* in the Menu.

## IRS CONTRIBUTION LIMITS

The IRS limits how much you can contribute each year. The maximum amount you may contribute to your account is \$20,500 in 2022. The IRS limit for 2023 is \$22,500.

If you will be at least age 50 during the current calendar year, you can make additional "catch-up" contributions (\$6,500) above the regular IRS annual limit for the year. The IRS catchup limit for 2023 is \$7,500.

These limits are updated annually by the IRS.

## VESTING

Vesting refers to your "ownership" of your plan account — the portion to which you are entitled even if you leave the plan. You are always 100% vested in your own contributions, including any rollover contributions you have made to the account, plus any investment earnings.

# MATCHING CONTRIBUTIONS

## ER MATCH

### ELIGIBILITY

You are immediately eligible for this contribution.

### CONTRIBUTION AMOUNT

Pediatric Medical Services of Florida, Inc.'s matching contributions are based on the following formula: 50% of the first 4% of compensation you contribute to your account. This matching contribution will not exceed 2% of compensation

### VESTING

You are always 100% vested in the ER Match contributions.

# NON-MATCHING CONTRIBUTIONS

## EMPLOYER NON-ELECTIVE

### ELIGIBILITY

You are immediately eligible for this contribution.

### CONTRIBUTION AMOUNT

Whether or not you contribute to your account, Pediatric Medical Services of Florida, Inc. may choose to make a nonelective contribution in an amount to be determined and allocated.

### VESTING

You are always 100% vested in the Employer Non-Elective contributions.

## **SAFE HARBOR**

### **ELIGIBILITY**

You are immediately eligible for this contribution.

### **CONTRIBUTION AMOUNT**

Whether or not you contribute to your account, Pediatric Medical Services of Florida, Inc. will make a qualified nonelective contribution on your behalf for an amount equal to 3% of your compensation.

### **VESTING**

You are always 100% vested in the Safe Harbor contributions.

## **ADDITIONAL PLAN DETAILS**

### **LOANS AND DISTRIBUTIONS**

Your plan offers a loan feature which allows you to borrow from your account based on certain provisions.

Distributions of before tax contributions, as well as earnings on any contributions, will be subject to income tax. Distributions made before age 59½ may be subject to an additional 10% penalty. Please check with your Plan Administrator and/or refer to your Summary Plan Description for details.

### **IN-SERVICE WITHDRAWALS**

#### **EARLY WITHDRAWALS**

Depending on circumstances and plan rules, you may be able to take withdrawals from the vested portion of your account while you are actively employed per the withdrawal rules above.

#### **HARDSHIP**

A hardship withdrawal is an emergency distribution of funds from a retirement plan. It is taken for an immediate and heavy financial need, as determined by the IRS.

Hardship loan and in-service withdrawals are subject to plan provisions. You may be required to provide documentation in order to qualify.

### **404(c) NOTICE**

Your plan is intended to comply with ERISA section 404(c) and final regulation 2550.404c-1 of the Internal Revenue Code. This means you have the flexibility and responsibility to exercise control over your assets and to choose among the investment options provided under the plan in a way that best meets your objectives. In general, by providing you with this ability and a variety of investment choices, neither your plan sponsor nor Transamerica are liable for any losses that may occur as a direct result of investing in the available options as directed by you or your beneficiary.

In addition to the information in this guide, you can obtain upon request:

- Prospectuses, summary prospectuses, or similar documents relating to each investment option
- Financial statements or reports or similar materials relating to each investment option
- Information regarding the value of shares or units in the investment options as well as the date of valuation

A list of the assets comprising the portfolio of each investment option which will constitute "plan assets" under Reg. 2510.3-101, and the value of each such asset.

For any of the above, please contact:

Michael Moore  
Benefits Analyst  
Pediatric Medical Services of Florida, Inc.  
10140 Centurion Parkway North  
Jacksonville, FL 32256  
Phone: 904-697-5914  
Fax: 904-697-5640

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You should evaluate your ability to continue the auto-increase service in the event of a prolonged market decline, unexpected expenses, or an unforeseeable emergency.

Matching contributions are subject to plan vesting requirements.

Descriptions of plan features and benefits are subject to the plan document, which will govern in the event of any inconsistencies.

Securities offered by Transamerica Investors Securities Corporation (TISC), 440 Mamaroneck Avenue, Harrison, NY 10528.

Pediatric Medical Services of Florida, Inc. has selected Transamerica Retirement Solutions as your retirement plan provider, but there are no other affiliations between Pediatric Medical Services of Florida, Inc. and Transamerica or its affiliate, TISC.

# IT'S TIME TO CREATE YOUR INVESTMENT STRATEGY

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Your retirement plan is one of the most effective ways to prepare for the future you deserve.

Many financial professionals recommend saving 10% to 15% of each paycheck to your retirement account. If that's not possible right now, start small and consider making small increases over time.

The way contributions are invested in your account is referred to as your "investment allocation." You may change your allocation at any time.

For detailed, up-to-date information on the investment options in your plan, including possible trading restrictions, please visit [transamerica.com/portal](https://transamerica.com/portal).

If you fail to make an investment election, or your elections do not equal 100%, your contribution will be invested in a default investment option for all contributions.

Pediatric Medical Services of Florida, Inc. has chosen a Qualified Default Investment Alternative ("QDIA"), for you in accordance with section 404(c)(5) of ERISA and other legal regulations. Even though you did not make an affirmative investment election, the plan fiduciary is not liable for any losses that may result from investing your assets in the QDIA. Unless you choose otherwise, your account will be invested in the QDIA, *PortfolioXpress*®.

Here are some helpful concepts to consider as you examine your investment strategy; Asset allocation, diversification, time horizon and risk tolerance. For further details, please visit [Transamerica.com/financial-glossary](https://Transamerica.com/financial-glossary).

## ENGAGE WITH A PROFESSIONAL

### **MANAGED ADVICE®**

Transamerica's *Managed Advice*® is an easy-to-use, managed account and advice service that uses advanced research and technology to create a personalized retirement strategy just for you. This strategy is based on the pillars of professional retirement planning.

Based on the information you provide us, *Managed Advice* offers the following features and benefits.

- Provides investment portfolios customized to your unique situation.
- One-on-one access to a retirement planning consultant.
- Holistic recommendations to achieve retirement income goals, including how much to contribute and when to retire.
- Periodic rebalancing, reallocation, and diversification to ensure your investments remain suited to match your retirement goals.
- Personalized reviews to measure how you're doing along the way to retirement.

After decades of investing for retirement, it's important to have a smart spending plan. Our advisors can help you create a strategy to navigate Social Security and draw a paycheck in retirement. *Managed Advice* is there to provide assistance with the transition to life after work.

### **TAKE ADVANTAGE OF *MANAGED ADVICE*®**

If you haven't set up your account on your plan website, go to [transamerica.com/portal](https://transamerica.com/portal), click the red Log In button, and follow the instructions. Choose your investing strategy ("*Managed Advice*"). Then click "Accept & Continue" and complete your *Managed Advice* profile.

If you've already set up your account online, sign in, go to the Manage menu, click *Managed Advice*, and follow the instructions to complete your *Managed Advice* profile.

Need help? Call a *Managed Advice* retirement advisor toll-free at 844-622-2133.

Currently the annual fee of 0.35% would be deducted from your account monthly. For example, no more than \$0.29 (\$3.50 annually) per month for every \$1,000 in your balance.

**Fees charged by the underlying funds in which you invest will still apply. You can cancel anytime without penalty. See more about *Managed Advice* in the Important Disclosure section that follows.**

Transamerica's *Advice Services* includes *Managed Advice*® and *Advisor Managed Advice*. The *Managed Advice*® service is available within employer-sponsored plans and individual retirement accounts ("IRAs") and is offered through Transamerica Retirement Advisors, LLC ("TRA"), an SEC registered investment advisor. In a retirement plan, the investment options used in *Managed Advice* are selected by your plan sponsor/plan fiduciary. In an IRA, the investment options used in *Managed Advice* are selected by an independent third-party registered investment advisor, which acts as a fiduciary for lineup selection. The *Advisor Managed Advice Service* is offered through your retirement plan's third-party registered investment advisor and TRA, and investment options used in the service are selected by your plan sponsor/plan fiduciary. Transamerica Retirement Solutions and TRA are affiliated companies. Morningstar Investment Management, LLC®, a wholly-owned subsidiary of Morningstar Inc. is an SEC-registered investment advisor that serves as an independent financial expert and provides the underlying investment advice methodology for the *Advice Services*. Neither Morningstar nor your plan's third-party registered investment adviser (as applicable) is affiliated with any Transamerica companies. Please see the *Advice Services* (if applicable) agreement for more information on the terms and conditions that apply. Investment return and principal value will fluctuate with market conditions and you may lose money.

Neither TRA nor the *Managed Advice*® service provides advice for, recommends allocations of, or manages individual stocks, self-directed brokerage accounts, or employer-directed monies, even if they are available for investment in a plan. Neither TRA nor Morningstar®, as the independent financial expert, selects or endorses any of the particular investment options available in a plan through the *Managed Advice*® service. Under the enhanced *Managed Advice*® service, the designated plan investment options used within the *Managed Advice*® service portfolios may include Transamerica proprietary investment funds or stable value products offered by Transamerica affiliates.

Securities offered through Transamerica Investors Securities Corporation (TISC), member FINRA, 440 Mamaroneck Avenue, Harrison, NY 10528.

Fees charged by the underlying funds in which you invest will still apply. You can cancel anytime without penalty. Managed account portfolios are subject to the same risks as the underlying asset classes in which they invest. The higher the portfolio's allocation to stocks, the greater the risk. The principal value of the portfolio is never guaranteed. Form ADV and the *Managed Advice* Agreement provide important information about the service.

## HELP ME DO IT

### ONE-STEP DIVERSIFICATION WITH **PORTFOLIOXPRESS®**

*PortfolioXpress* is Transamerica's asset allocation and rebalancing service. It uses the "core" funds in your plan and the retirement year you choose to provide you with a diversified investment mix. The service automatically:

- Allocates contributions to reflect your investment mix, based on a selected retirement year.
- Regularly rebalances your portfolio to maintain your mix.
- Adjusts your mix to become more conservative over time.

To sign up, simply log into your account on your plan website, find *PortfolioXpress®* and follow the directions to turn it on. You can turn off the service at any time.

*PortfolioXpress®* is a registered service mark of Transamerica. *PortfolioXpress®* presents a series of asset allocation models based on a designated retirement year. You are solely responsible for selecting the retirement year and risk preference, if applicable. In implementing the service, you agree to each of the asset allocation mixes and automated rebalancing transactions that will take place over time within your account as you approach the selected retirement year. If you do not designate a retirement year, the plan will set your target retirement year as the year in which you attain age 65. You can change your target retirement year, or turn *PortfolioXpress®* off, at any time. *PortfolioXpress®* is designed as investment education. Transamerica or its affiliates do not provide investment advice to *PortfolioXpress®* nor does Transamerica act as a plan fiduciary. Retirement date portfolios are subject to the same risks as the underlying asset classes in which they invest. The higher the portfolio's allocation to stocks, the greater the risk. The principal value of the portfolio is not guaranteed at any time, including at and after the target date. Diversification does not guarantee against loss in a falling market.

**The annual fee for *PortfolioXpress®* is 0.1 of your account balance, which is deducted from your account monthly.**

## DO IT YOURSELF

### BUILD YOUR OWN INVESTMENT MIX

Build your own investment mix by choosing from the "core" funds in your plan. Your plan offers a range of choices that enable you to diversify among various asset classes and investment styles. Prospectuses and fund information are available on your plan website.

Once you determine the investment mix that is right for you, your plan's auto-rebalance service can help you maintain your mix automatically. To configure your investment mix log in to **transamerica.com/portal**, access the *Future Allocations* under *Investments* in the Menu.

## **Schwab Personal Choice Retirement Account® (PCRA)**

Personal Choice Retirement Account (PCRA) is a self-directed brokerage account that lets you invest a portion of your plan account balance in stocks, bonds, and mutual funds.\* Visit **transamerica.com/portal** for a PCRA brochure providing applicable minimum plan account balance amounts, fees, and additional details.

Schwab Personal Choice Retirement Account® (PCRA) is not a fund, but rather a brokerage account maintained at Charles Schwab & Co., Inc. and self-directed by you the participant. Participants must individually apply for PCRA and are solely responsible for their fund selections made under the PCRA. Commissions and transaction fees may apply to fund trades placed outside of the Schwab Mutual Fund OneSource® program or trades on other investment vehicles available through Schwab. Securities purchased through the PCRA are available through Charles Schwab & Co. Inc., (Member SIPC). Charles Schwab & Co., Inc. is not affiliated with Transamerica.

Fund prospectuses and other information can also be accessed from *Investments* in the Menu.

Transamerica Investors Securities Corporation (TISC), 440 Mamaroneck Avenue, Harrison, NY, 10528, distributes securities products. Any mutual fund offered under the plan is distributed by that particular fund's associated fund family and its affiliated broker-dealer or other broker-dealers with effective selling agreements such as TISC. Bank collective trusts funds, if offered under the plan, are not insured by the FDIC, the Federal Reserve Bank or any other government agency and are not registered with the Securities and Exchange Commission. Group annuity contracts, if offered under the plan, are made available through the applicable insurance company. Any guarantee of principal and/or interest under a group annuity contract is subject to the claims-paying ability of the applicable insurer. Certain investment options made available under the plan may be offered through affiliates of Transamerica Retirement Solutions and TISC. These may include: (1) the Transamerica Funds (registered mutual funds distributed by Transamerica Capital Inc. (TCI) and advised by Transamerica Asset Management, Inc. (TAM)); (2) the Transamerica Retirement Solutions Collective Trust, a collective trust fund of Massachusetts Fidelity Trust Company (MFTC) (includes the Stable Pooled Fund); (3) group annuity contracts issued by Transamerica Financial Life Insurance Company (TFLIC), 440 Mamaroneck Avenue, Harrison, NY 10528 (includes the Stable Fund, the Fixed Fund, the Guaranteed Pooled Fund, and SecurePath for Life®); and (4) group annuity contracts issued by Transamerica Life Insurance Company (TLIC), 6400 C. Street SW, Cedar Rapids, IA 52499 (includes SecurePath for Life®). Pediatric Medical Services of Florida, Inc. has selected Transamerica as your retirement plan provider, but there are no other affiliations between Pediatric Medical Services of Florida, Inc. and Transamerica, TISC, TCI, TAM, MFTC, TFLIC, or TLIC.







TRANSAMERICA®

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