



Action for Magento 401(k) Plan money into your Adobe 401(k) Retirement Savings Plan at Vanguard

If you would like to take a rollover distribution of your money in the Magento 401(k) Plan, you have three options: the Adobe 401(k) Plan, a traditional IRA or a Roth IRA. Or, you can take your money as a cash distribution. But based on your combined Roth and traditional after-tax Plan balance, you will need to decide by:

- **November 2, 2020**, for balances between \$200 and \$5,000.
- **December 7, 2020**, for balances over \$5,000.

To initiate a rollover to your account at Vanguard

You may request a rollover distribution by logging on to your Schwab account at workplace.schwab.com. Select **Manage Account > Withdraw** to begin the process. Or you can call Schwab and request a rollover by following these steps:

1. Call Schwab at (800) 724-7526 and request a rollover check payable to **Vanguard Fiduciary Trust Company, FBO [your name]**. (**Note:** The check can be mailed directly to Vanguard or to you. However, you may request that your rollover check be mailed to a different address, if you are not staying at home because of a COVID-19 quarantine.) You may need to provide your Magento Plan number (**801658**) when you call Schwab.
2. Ask Schwab for the following (or access your account):
 - > The type of 401(k) money in your Schwab account (pre-tax and/or Roth after-tax) and the amount in each source.
 - > If you have Roth money in your account: The most recent statement that includes Roth cost basis and the date of the first contribution to a Roth source.
3. Complete the Vanguard online rollover form by logging into your Adobe 401(k) Plan account at vanguard.com/retirementplans. Click **Manage My Money** then **Roll over money into this plan**.

Provide the following information:

- > Type of rollover (**Qualified Plan**).
- > How the money is being sent from Schwab (**check*** or **wire**).
Note: If you would like a wire transfer, contact Vanguard Participant Services at (800) 523-1188 for instructions.
- > Rollover amounts by source (**pre-tax** and/or **Roth after-tax**).

> How you want to invest your rollover.

*Schwab can mail a check directly to Vanguard or to you. If you would like the check sent to you, print the completed rollover form and mail it to Vanguard with the check. (See the rollover form for mailing addresses for either standard U.S. Mail or Priority Mail.)

To initiate a rollover distribution to a traditional or Roth IRA:

If you decide by November 2 or December 7 to roll your Magento 401(k) Plan to a traditional or Roth IRA, please log on to your Schwab account at workplace.schwab.com. You can also call Schwab at (800) 835-5095 to begin the process. You may need to provide your Magento 401(k) Plan number (**801658**) when you call Schwab.

NOTE

There are important factors to consider when rolling over assets to an IRA or employer-sponsored plan. These factors include, but are not limited to, investment options in each type of account, fees and expenses, available services, potential withdrawal penalties, protection from creditors and legal judgments, and required minimum distributions.

If a rollover is not for you, you can:

Take your money as a lump sum.

This choice has significant tax implications.** Distributions from pre-tax accounts are generally subject to ordinary income taxes and, if you are under age 59½, usually a 10 percent early withdrawal penalty tax. The IRS requires that 20 percent of your distribution be withheld for taxes, though your actual tax liability on the distribution may be more or less than 20 percent. Roth 401(k) after-tax distributions are treated differently depending on whether you have met the conditions for tax- and penalty-free withdrawals.

To initiate a distribution, call Schwab at (800) 724-7526.

Questions?

Call a Vanguard Participant Services associate at (800) 523-1188 Monday – Friday 5:30am – 6:00pm PT.

Connect with Vanguard®

vanguard.com/retirementplans > 800-523-1188

Whenever you invest, there's a chance you could lose the money.

****Tax implications:** You will be responsible for paying any federal, state, local, or foreign taxes on a distribution or withdrawal from pre-tax accounts. A distribution or withdrawal of Roth 401(k) earnings is usually also taxable unless the initial Roth contribution was made more than five years ago and you are at least age 59½. Early withdrawals may be subject to a 10% federal penalty tax. To the extent required by law, Vanguard will make the appropriate withholding for tax purposes.

Vanguard®

Participant Education

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