

Vanguard®



EMPLOYEE STATUS: ACTIVE

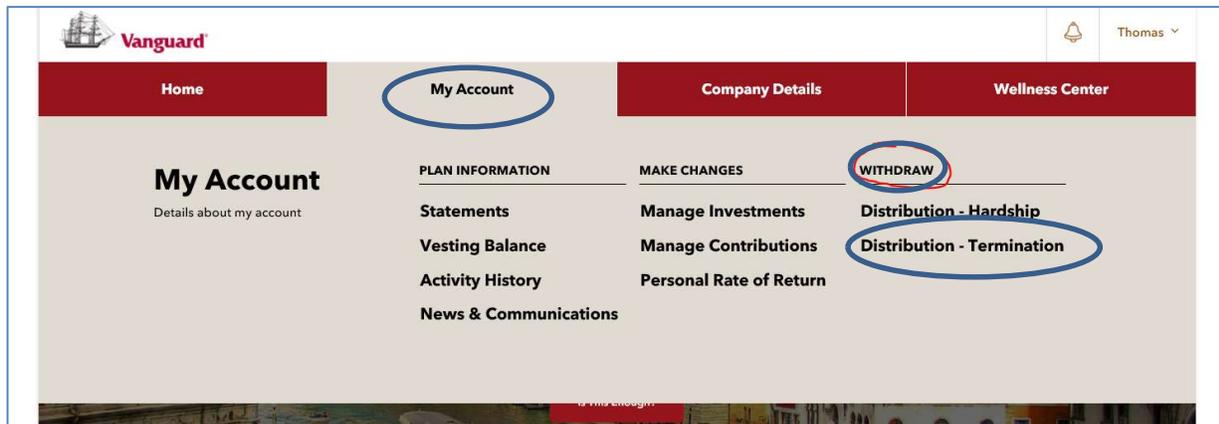
Bizible Retirement Trust Rollover to Adobe 401(k) Retirement Savings Plan

Step-by-Step Instructions

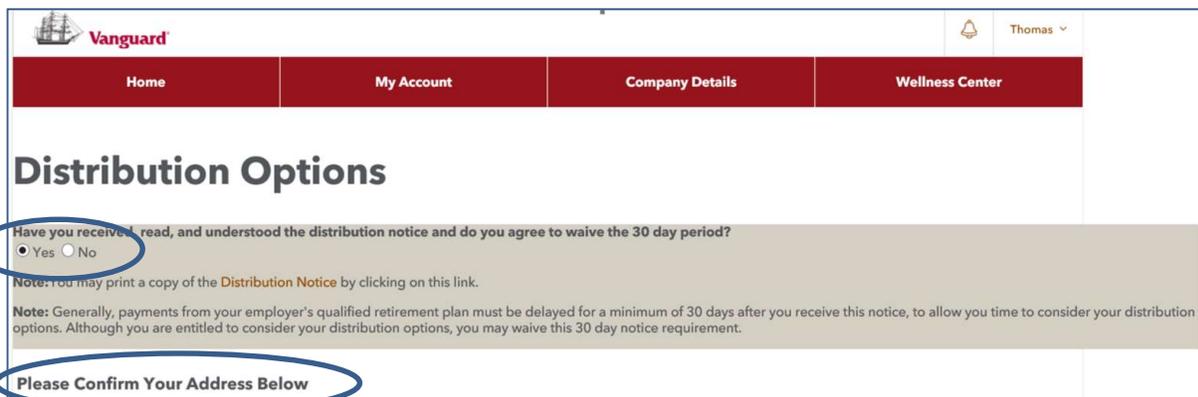
Steps 1 to 9 – Bizible Retirement Trust

Access your Bizible account online at my.vanguardplan.com or call (866) 794-2145 and request a rollover of your account to the Adobe 401(k) Plan by following these steps:

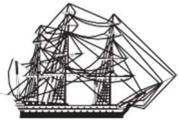
1. Go to my.vanguardplan.com.
2. Select 'My Account'.
3. Under Withdraw, select 'Distribution – Termination'.



4. Under Distributions Options, select 'Yes' and confirm your mailing address. Verify that your address is correct on your Bizible account.



5. After confirming your address, select 'Terminations' and 'Continue'.



Vanguard®



EMPLOYEE STATUS: ACTIVE

The screenshot shows the Vanguard website interface. At the top, there is a navigation bar with 'Home', 'My Account', 'Company Details', and 'Wellness Center'. Below this is a header with the Vanguard logo and a user profile for 'Thomas'. The main content area is titled 'Distribution Options' and contains two radio button options:

- Hardship Distribution** - You are an active employee of the employer sponsoring your plan and have a financial need that requires taking a hardship distribution from your retirement account.
- Terminations** - You no longer work for the employer who sponsors this plan and would like to request a distribution from your retirement account.

A 'Continue' button is located at the bottom of the options.

6. To rollover your entire Bizible account balance to the Adobe 401(k) Plan, select option 2 - '100% Rollover'. Your rollover check will be mailed directly to Vanguard. To split your distribution between cash* and rollover to the Adobe 401(k) Plan, select option 3 - 'Split'. Your cash (check) will be mailed to your home address and your rollover check will be mailed directly to Vanguard. Note that *cash* distributions are subject to taxes and early withdrawal penalty.

The screenshot shows the Vanguard website interface. At the top, there is a navigation bar with 'Home', 'My Account', 'Company Details', and 'Wellness Center'. Below this is a header with the Vanguard logo and a user profile for 'Thomas'. The main content area is titled 'Distribution Options' and contains a question: 'What type of distribution are you taking?'. Below the question are three radio button options:

- 100% Cash
- 100% Rollover
- Split - I want to take part of this distribution in cash and roll over the rest to another account.

A 'Continue' button is located at the bottom of the options.

7. Select 'Qualified Retirement Plan'.

The screenshot shows the Vanguard website interface. At the top, there is a navigation bar with 'Home', 'My Account', 'Company Details', and 'Wellness Center'. Below this is a header with the Vanguard logo and a user profile for 'Thomas'. The main content area is titled 'Rollover instructions:' and contains four radio button options:

- Qualified Retirement Plan**
- IRA
- 403(a) Plan
- 403(b) Plan
- 457(b) Plan

A 'Continue' button is located at the bottom of the options.



Vanguard®



EMPLOYEE STATUS: ACTIVE

8. Request a rollover check made payable to Vanguard as follows:

Rollover instructions: Qualified Retirement Plan

If rolling over Roth money to another retirement plan, you must ensure the plan accepts Roth money.

Please note: You must enter a valid financial institution name. If not, receipt of your check will be delayed. Check(s) will be sent to the address listed above, not the Financial Institution/Trustee named below unless an account number is given.

Trustee information:

Name of Financial Institution/Trustee

Vanguard Fiduciary Trust Company (VFTC)

Do not enter "FBO [your name]". This is automatically printed on your check.

Account Number

096204

Address 1

Vanguard

Address 2

P.O. Box 982902

City

El Paso

State, Zip

TX

79998-2902

Continue

9. If you **have Roth after-tax contributions**, you will need your 'Roth Cost Basis' and 'Date of First Contribution'. Request the following information from the participant service representative (or access your account via my.vanguardplan.com):

- > What type of contributions are in your Bizible account (pre-tax and/or Roth after-tax) and the amount in each contribution source. If you **have made Roth after-tax contributions**, access a copy of your most recent statement or request a copy which should provide your Roth cost basis and the date of the first contribution you made to a Roth contribution source.



Vanguard[®]



EMPLOYEE STATUS: ACTIVE

Steps 10 and 11 – Adobe 401(k) Plan

10. Complete the Adobe online rollover form by logging on to your Adobe 401(k) Plan account at vanguard.com/retirementplans. Click **Manage My Money** then **Roll over money into this plan**.

Enter the following information:

- > Type of rollover (**Qualified Plan**).
- > How the money is being sent (**check**).
- > Rollover amounts by source (**pre-tax** and/or **Roth after-tax**).
- > How you want to invest your rollover.

Upon completion of the online form, click **Submit**, print, and save a copy.

11. If you **have Roth after-tax contributions**, mail a copy of your most recent Bizible account statement, along with a copy of your online rollover form to Vanguard: P.O. Box 982902, El Paso, TX 79998-2902.

Bizible 401(k) Plan Questions?

Call a Vanguard (Ascensus Dept) Participant Services associate at 866-794-2145 Monday – Friday 5:00am – 5:00pm PT.

Access your account at my.vanguardplan.com.

Adobe 401(k) Plan Questions?

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

Access your account at vanguard.com/retirementplans.

Employee Experience related question?

Contact the Adobe Employee Resource Center (ERC) at 408-536-4357 or erc@adobe.com.

***Tax implications:** You will be responsible for paying any federal, state, local or foreign taxes on a distribution or withdrawal from pre-tax accounts. Early withdrawals may be subject to a 10% additional tax. To the extent required by law, Vanguard will make the appropriate withholding for tax purposes.