

January 2015

Important Notice to Participants

Dear Participant:

The Board of Trustees has decided to implement mandatory direct depositing of your Vacation/PTO and Holiday benefit payments effective **July 1, 2015**. You are being notified 6 months in advance so that you have enough time to comply with this change.

You may begin receiving direct deposit of your Vacation/PTO benefits as soon as the ECI Plan office receives the completed authorization form with either a voided check or savings deposit slip.

Direct deposit payments will be available for Holiday benefits issued on and after June 1, 2015.

Please be advised that effective February 1, 2015 the Vacation/PTO benefit processing schedule is changing to once per week. Payments will now be issued on Wednesdays. In order to receive your benefit payment on Wednesday, your Vacation/PTO benefit form must be received in the ECI Plan office by 12:00 P.M. Tuesday. If your Vacation/PTO benefit form is received after 12:00 P.M. on Tuesday, your payment will be issued the following week.

Your benefit payment will be deposited to either your checking or savings account through a wire transfer. The deposits will be reflected on the statement you normally receive from your financial institution. You will be able to obtain details of your withholdings by viewing your payment on the NETime website. Please see enclosed notice regarding accessing your information.

It will be necessary for you to complete the enclosed authorization form and return it to the ECI Plan office in the envelope provided as soon as possible. You will need to attach a voided check or a savings deposit slip to the authorization form. Please check with your bank for the bank routing number. Once you are set up for direct deposit, all future Vacation/PTO and Holiday benefits will be processed as such. If you change banks, you will need to complete a new form.

Very truly yours,

BOARD OF TRUSTEES