



Re: **Castle Building & Remodeling, Inc.**  
**SIMPLE IRA – Notification to Eligible Employees/Salary Reduction**

**Opportunity to Participate in the SIMPLE IRA Plan**

You are (or will soon be) eligible to make salary reduction contributions to the Castle simple IRA plan. This notice and the summary description provided with this letter is provided to help you in considering your decision on whether to elect or not elect, or to change your salary reduction (amount you have taken out of each paycheck).

**Employer Contribution Election**

Castle elects to contribute to your SIMPLE IRA a matching contribution equal to your salary reduction contribution, up to a limit of three percent (3%) of your compensation.

**Administrative Procedures**

To start or change your salary reduction contribution (amount you have taken out of each paycheck), you must complete the attached Salary Reduction form and return it to Tandra within 90 days of your hiring date. You may return your completed/signed form in person, or via email to [HR@castlebri.com](mailto:HR@castlebri.com).

Please do not hesitate to contact Human Resources at 612.877.8374 or by email at [HR@castlebri.com](mailto:HR@castlebri.com).

Thank you!