Insperity
HR that Makes a Difference™

Investments – Frequently Asked Questions

Q: How often can I change my choice of investments?

A: You may make or change investment elections and transfer funds at any time by logging in to your 401(k) account. To change your investment elections online, select the Investments tab.

Q: How do I move my money to different investment funds?

A: To transfer existing balances (i.e., to move a percentage from one fund to another fund), log on to your account, click the Investments tab and select Manage My Money. Once there, you can choose to transfer from one fund (Transfer Funds) or transfer to and from all funds available in your plan (Realign Existing Balances).

Transfer/exchange requests received after the close of the financial markets (normally 3 p.m. CT) or on weekends or holidays generally will receive the next available closing prices.

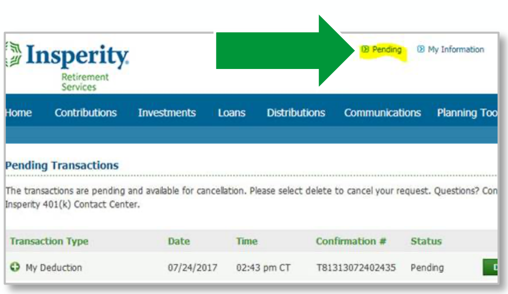
Note: Transfer requests will affect only the money currently invested in your account. Future contributions will not be affected. To change both existing balances and future contributions, select Change Elections and Balances in the Manage My Money section.

Q: What is the daily cutoff time to change or transfer investments?

A: Generally, transfer/exchange requests received by 3 p.m. CT on weekdays will be implemented that day. Transfer/exchange requests received after the close of the financial markets (normally 3 p.m. CT) or on weekends or holidays generally will receive the next available closing prices.

Q: I just made a change to my account, but I don't see it. Where can I view the change?

A: Transactions submitted by 3 p.m. CT are processed in the nightly cycle. Prior to 3 p.m. CT, you can view the change you made by clicking the "Pending" link at the top of your account homepage. From there, you can opt to change the transaction request or cancel it.



If you need any further assistance, please reach out to the Insperity Contact Center at 866.715.3552, option 3, or contact_center@insperity.com. Specialists are available Monday through Friday from 7 a.m. to 7 p.m. CT.

Q: Where can I find out more about the investment funds available in my plan?

A: You can view and download information about the investment funds on the Retirement Services Center. Fund fact sheets and prospectuses are available for individual investment funds.

- Each fund fact sheet provides a brief description of a fund, along with its portfolio characteristics, performance and expense ratio. To view one, click on the name of the fund, wherever it is underlined.
- A fund prospectus is a comprehensive booklet on the fund and its history. To download a specific prospectus, click on the Prospectus icon wherever it appears next to the fund name.

Q: How do mutual funds work?

A: Mutual funds are an investment that pools money from many people to invest in a collection of stocks, bonds and/or money market securities. Investors in a mutual fund have shares representing their interest in the mutual fund. Mutual funds are managed by professional investment advisors who perform research into and purchase particular stocks and bonds and other investments. Most mutual funds are open-ended investments, which means they continuously issue new shares to investors for purchase. Mutual funds can be cost-effective because of the combined purchasing power of many investors. Mutual funds are regulated by the Securities and Exchange Commission (SEC).

Q: What is a collective investment trust (CIT)?

A: A collective investment trust (CIT), also known as a collective investment fund, is a bank or trust company managed investment fund. They are similar to mutual funds in that they comprise pooled assets that are professionally managed with a specific philosophy and strategy. While mutual funds are generally available to the public, CITs are oftentimes available only inside qualified retirement plans (such as a 401(k) plan). Since CITs are not subject to the same registration and disclosure requirements as mutual funds, their marketing costs are generally lower. CITs are regulated by the Office of the Comptroller of the Currency (OCC).

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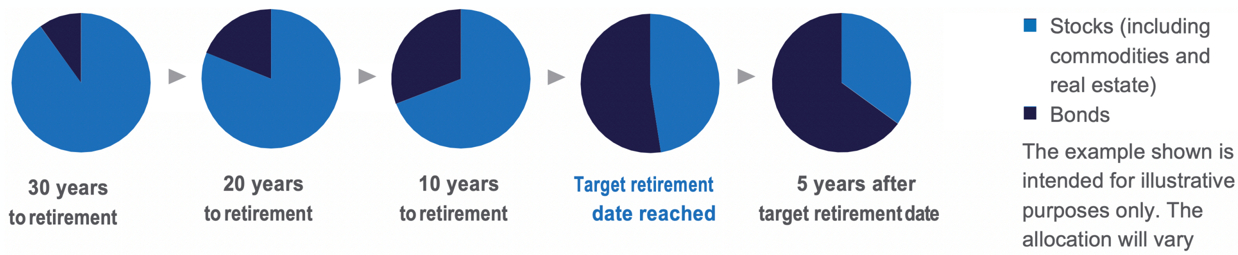
Q: What are target-date funds?

A: Target-date funds enable you to invest in a diversified portfolio without having to review and rebalance each year. Invest in the appropriate fund based on your planned retirement date. The funds' managers will allocate your contributions across a broad spectrum of stocks, bonds and cash equivalents. From there, they will rebalance those allocations periodically so that the funds get more conservative over time as they approach the target year or beyond. Each fund:

• Is designed as a single investment fund • Invests in diversified mix of stocks and bonds to help promote potential growth and reduce risk	• Adjusts automatically over time to help ensure proper allocation between stocks and bonds, becoming more conservative over time



The example shown is intended for illustrative purposes only. The allocation will vary depending on the fund.

Q: How is a target-date fund different than a balanced fund?

A: Both funds maintain a mix of investments. However, if you have a balanced fund, that investment mix won't change unless you move your money to a different fund. For example, if you invest in a 60/40 balanced fund (60% stocks and 40% bonds), the mix of investments will be managed to a 60/40 target. A target-date fund, by contrast, will evolve over time, and the fund managers adjust its risk levels automatically to become more conservative as the fund approaches its target year (for example as you near retirement or beyond).

Q: What is a target-date fund's "glide path?"

A: A glide path is the "recipe" for the mix of stocks and bonds (the asset allocation) for a fund. It is based on the number of years to the target retirement date (a "to fund") or a period of time beyond the target retirement date (a "through fund"). The further away from retirement you are, the glide path investments more in stocks than bonds. As you approach the end of the glide path, the glide path becomes more conservative, shifting to a strategy of holding more bonds and fewer stocks.

Q: Should I choose more than one target-date fund?

A: It’s not necessary to choose more than one target-date fund. A fund automatically creates a diversified mix of investments so that you don’t have to do it yourself. As always, remember to check your investments regularly, even with a target-date fund, to make sure that they continue to meet your investing goals.

Q: What are the differences between actively and passively managed funds?

A: Passively managed funds, also known as index funds, typically invest in all of the stocks or bonds available in the market specified by the fund’s benchmark. The goal of a passively managed index fund is to mirror the performance of the fund’s benchmark. Generally, since passively managed funds are just trying to mirror the benchmark, they have lower fees than actively managed funds.

Actively managed funds aim to outperform the fund’s stated benchmark by combining the research, experience, and expertise of the designated portfolio manager. Generally, given that actively managed funds are attempting to add more value than index funds and typically require more resources to do so, they have higher fees than passively managed funds.