Notice to Eligible Employees of Opportunity to Make Elective Deferrals to the Colgate University 403(b) Plan

This is to notify you that if you are an employee of Colgate University you are eligible to make an elective deferral from your salary to the Colgate University 403(b) Plan (the "Plan"). Such elective deferrals may be designated as pre-tax contributions or Roth after-tax contributions.

To make an elective contribution to the Plan, you must complete an Agreement for Salary Reduction Under Section 403(b) and return it to Human Resources. You may make, change or stop such an election to contribute as often as you wish, and it will be effective as indicated on the Agreement for Salary Reduction Under Section 403(b) or the next applicable payroll date after it is approved by the Plan administrator.

Such elective contributions are subject to applicable Internal Revenue Code limits and the terms of the Plan. They may also be suspended for 6 months following a distribution to you from the Plan on account of hardship. A copy of the Agreement for Salary Reduction Under Section 403(b) or a summary of the Plan is available on the Colgate website under Forms to Download on the Human Resources page. If you have any questions, please contact the Human Resources Office.

This Notice is to provide general information regarding availability of the Plan. You should consult with your own financial, tax, or legal advisor as to whether you should contribute to the Plan. Should there be any difference between the information in this Notice and the Plan, the terms of the Plan will control. The information in this Notice is not intended or written to be used, and cannot be used, for the purpose of avoiding penalties under the Internal Revenue Code or promoting, marketing or recommending to any transaction or matter addressed herein.