

## 401(k) Plan

No matter what life stage you're in, participating in a 401(k) plan is a simple way to grow your nest. At Benchling, we are committed to your financial wellbeing and want you to get the most out of the plan.

### Eligibility

US employees that have completed 3 months of service are eligible to participate in the 401(k) plan.

Starting January 1, 2025, US employees are eligible to participate in the 401(k) plan the first of the month following date of hire. The exact eligibility date will fall on the first day of the calendar month coincident with or next following the start date. For example, if an employee is hired on 1/15/25, they will be eligible to participate starting 2/1/25.

### Enrollment

Upon hire, you will receive an email from [Fidelity](#), our 401(k) administrator, with instructions to enroll in the 401(k).

If an employee doesn't opt out of the plan or adjust their contribution percentage, they will be automatically enrolled in the plan at 6% pre-tax contributions. If they do not make a deferral election, the automatic deferral amount will increase by 1% in the second through ninth year to a maximum of 15%.

### Contributions

Employees may elect to defer up to 92% of their eligible compensation on a pre-tax, post-tax (Roth), and after-tax basis.

- **Pre-tax contributions:** Money goes into your retirement account before it gets taxed. Every dollar you save will reduce your current taxable income by an equal amount, which means you'll owe less in income taxes for the year. Any earnings in the account (including interest, dividends and capital gains) are all tax-deferred, meaning you won't owe any income tax on these funds



# Benchling

until you withdraw money from your account. Withdrawals will be taxed as ordinary income.

- Post-tax (Roth): You make your contributions with after-tax dollars, meaning there's no upfront tax deduction. Withdrawals of both contributions and earnings are tax-free.
- After-tax (Mega backdoor Roth): After-tax contributions are a separate bucket of money from your traditional 401(k) and Roth 401(k) contributions. The dollars you put into an after-tax bucket are post-tax, so you've already paid taxes on them. You can convert after-tax contribution into Roth, in order for earnings to grow tax free – this is known as the "Mega Backdoor Roth."
  - **In order to facilitate the Mega Backdoor Roth conversion – you'll need to call Fidelity's Participant Services at 800-835-5095. It is recommended that you set up standing instructions for all future after-tax contributions to be automatically converted to Roth. It is the participant's responsibility to complete this step.**

**2025 Contribution Limits – *illustration* as 2025 limits are TBD by the IRS**

	Employee Contribution Limit  (Pre-tax and Roth)	Employee Catch Up Limit  (Pre-tax and Roth)	Employee After-Tax Contribution Limit	Total Employee Contribution Limit	Employer Match Max	Total Employee + Employer Contribution Limit
Employees aged <49	\$23,500	\$0 (N/A)	\$43,000	\$66,500	\$3,000	\$69,500
Employees ages 50 – 59	\$23,500	\$7,500	\$43,000	\$74,000	\$3,000	\$77,000
Employees ages 60 – 63	\$23,500	\$11,250	\$43,000	\$77,750	\$3,000	\$80,750

## Employer Match Contributions

Benchling will match employees' 401(k) pre-tax and Roth contributions dollar for dollar up to 3% of eligible compensation with an annual cap of **\$3,000**. After-tax contributions are not eligible for the employer match.

Matches are processed on a per pay period basis. This means a dollar-for-dollar employer match – up to 3% of eligible income – will be funded as long as the employee contributes to the plan in the given pay period. If an employee maxes their contributions out early in the year, they may not receive the full match on a per pay period basis. To account for such missed employer match contributions, Benchling will offer an annual true up which will be processed in the beginning of the subsequent plan year.

**Employer match contribution example:**

*Employee earns \$100,000 per year and their annual contribution limit is \$20,500 (below the age of 50).*

*Scenario 1: Employee defers 2% throughout the year. They will receive a dollar for dollar employer match up to 3% for each pay period they contribute to the plan.*

	January–June	July–December	Full Year
Annual Salary	\$50,000	\$50,000	\$100,000
Employee Deferrals	\$1,000	\$1,000	\$2,000
Employer Match During Year	\$1,000	\$1,000	<b>\$2,000</b>
Employer Match True Up			\$0

*Scenario 2: Employee defers 3% throughout the year. They will receive a dollar for dollar employer match up to 3% for each pay period they contribute to the plan.*

	January–June	July–December	Full Year
Annual Salary	\$50,000	\$50,000	\$100,000
Employee Deferrals	\$1,500	\$1,500	\$3,000
Employer Match During Year	\$1,500	\$1,500	<b>\$3,000</b>
Employer Match True Up			



# Benchling

*Scenario 3: Employee defers 5% during the first 6 months of the year. They do not contribute to the plan in the second half of the year. They will receive a dollar for dollar employer match up to 3% for each pay period they contribute to the plan. The True Up feature considers their full-year salary and deferrals when determining the full-year matching contribution.*

	January–June	July–December	Full Year
Annual Salary	\$50,000	\$50,000	\$100,000
Employee Deferrals	\$2,500	\$0	\$2,500
Employer Match During Year	\$1,500	\$0	<b>\$1,500</b>
Employer Match True Up (processed at beginning of next plan year)			<b>\$1,000</b>

## Investment Options

Choose your investments from several pre-selected professionally managed funds or opt for a self-managed BrokerageLink account.

## Documents

### Summary Plan Description

[401\(k\) Summary Plan Description.pdf](#)

**Rollover Form** – To initiate an incoming rollover, follow the attached instructions.

[Fidelity Approved Rollover In Form.pdf](#)

[Benchling's participant fee disclosure notice](#)

## Help

For assistance, reach out to the [Fidelity Customer Service Team](#).