



LAKE CITY ARMY AMMUNITION PLANT



Transitioning to your  
**NEW OLIN 401(K) PLAN**

Olin Winchester, LLC will be assuming the operation and management of the Lake City Army Ammunition Plant (LCAAP) on October 1, 2020.

For employees at LCAAP who join Olin Winchester, LLC on or after October 1, 2020, you will become eligible to participate in the Olin Corporation Contributing Employee Ownership Plan (Olin CEOP) — Olin's 401(k) retirement savings plan. You will be eligible to start saving in the Olin CEOP through automatic payroll deductions.

Enclosed with this communication is the new hire enrollment guide for the Olin CEOP. This communication, along with the new hire enrollment guide, provides information on certain features of the Olin CEOP and how to get enrolled, including the special pre-enrollment window in September 2020 described below being offered to Olin Winchester, LLC employees.

**GET A FAST START ON SAVING IN THE OLIN CEOP AT OLIN-LAKECITYENROLL401K.COM**

Starting September 14, 2020 through September 28, 2020, Olin Corporation will be offering a special pre-enrollment window in the Olin CEOP for Olin Winchester, LLC employees through an election microsite at **olin-lakecityenroll401k.com**. You will need the last six digits of your social security number, birthdate and last name to log into the microsite which is administered by Voya Financial (Voya), the Olin CEOP recordkeeper.

During this special pre-enrollment window, you will be able to pre-enroll in the Olin CEOP by choosing how much you want to save (your contribution rate election) in the Olin CEOP and how you want your contributions invested under your Olin CEOP account (your investment elections). Employees have the ability to choose the type of contribution they make to the Olin CEOP – pre-tax, Roth 401(k) and after-tax. Further information on these different contribution types is in the new hire enrollment guide.

Olin Winchester, LLC employees can save between 1% and 80% of their eligible compensation from Olin Winchester, LLC in their Olin CEOP account, up to the annual IRS limits<sup>1</sup>. For 2020, the combined annual limit on pre-tax and Roth 401(k) contributions that may be made to the Olin CEOP (*and any amount contributed under any other employer 401(k) plan*) is \$19,500. **It is important to note that Olin Winchester, LLC and Voya do not have your year-to-date contribution history for any other employer 401(k) plan, and therefore cannot monitor this annual limit for you.**

Information on the investment options available under the Olin CEOP is available on the microsite and in the new hire enrollment guide.

Making these elections during the special pre-enrollment window in September will ensure that you'll be enrolled in the Olin CEOP as of October 1st, and that your contributions to the Olin CEOP will begin as soon as administratively possible after that date—generally within one to two payroll periods of being employed by Olin Winchester, LLC. After you have enrolled using the microsite, Voya will issue you a PIN in mid-October that you will need to access the full Olin CEOP website.

If you don't make your Olin CEOP elections during the special September pre-enrollment window, you will be automatically enrolled in the Olin CEOP in November 2020 unless you opt out. This will delay your ability to start building your retirement savings in the Olin CEOP. You can opt out of automatic enrollment after you receive your PIN from Voya in mid-October by calling **1-888-685-OLIN** or by logging onto <https://olin.voya.com>. Further information about the automatic enrollment process can be found in the new hire enrollment guide.

Please note that any Olin CEOP elections made during the special enrollment window in September 2020 will only apply if you are employed by Olin Winchester, LLC on October 1, 2020. If you are hired at LCAAP by Olin Winchester, LLC after October 1, 2020, your enrollment in the Olin CEOP will generally be treated in a similar manner to any newly hired employee.

## **CONSOLIDATE YOUR RETIREMENT PLAN SAVINGS IN ONE PLACE**

If you have several different retirement plan savings accounts, you can make your financial life simpler by consolidating those retirement plan balances with rollovers into your Olin CEOP account. You do not have to be making employee contributions to the Olin CEOP in order to roll over eligible amounts into the Olin CEOP.

### **Consolidating your retirement plan savings in one place can make it easier for you to:**

- Track your savings progress on a single account statement;
- Maintain appropriate asset allocation and diversification using the Olin CEOP funds; and
- Keep your savings and investing strategies aligned with your long-term goals.





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**Here are the basic steps to request a rollover:**

1. Contact the administrator of the eligible retirement plan account you want to roll over to the Olin CEOP and complete that plan's process for initiating a rollover.
2. Request a check for your account balance made payable to **Voya Institutional Trust Company, F.B.O. (Your Name)**.
3. Download the Voya rollover form from the Olin CEOP website, complete it and mail the form, the check and any other required documents to:  
Voya Financial  
Attn: CEOP  
PO Box 55772  
Boston, MA 02205-5772

If you have questions or need help, call the Voya Account Consolidation Team at 1-866-865-2660. They will explain your rollover options and assist you in completing the paperwork.

**PAYING OFF OUTSTANDING 401(K) PLAN LOANS**

If you have an outstanding loan in a previous employer's 401(k) plan, you will either need to pay off your plan loan(s) in full or, if available, set up loan repayments through that plan's administrator. Olin Winchester, LLC cannot take payroll deductions to repay any pre-existing loan taken under another employer's 401(k) plan.

Based on general 401(k) plan rules and regulations, if you do not timely repay your pre-existing loan, it will go into default and be considered a plan distribution. You may owe federal and state income taxes on the outstanding loan balance, and if you're under age 59½, a 10% early withdrawal tax penalty may apply.

You may want to contact your previous employer's plan recordkeeper or administrator for more information about the loan and payment options.

**SECURE YOUR OLIN CEOP ACCOUNT WITH VOYA'S S.A.F.E.® GUARANTEE**

Voya safeguards your account and personal information from fraud, cyber threats and unauthorized activity with their S.A.F.E.® (Secure Accounts for Everyone) Guarantee. If any assets are taken from your Olin CEOP account due to unauthorized activity and through no fault of your own, Voya will restore the value of your account. But you have to do your part to be protected.

**As soon as you are enrolled in the Olin CEOP and have received your PIN from Voya, you need to register your Olin CEOP account:**

1. Go to [olin.voya.com](http://olin.voya.com)
2. Select the **Register Now** button at the bottom of the orange Log in box
3. Create a username and strong password (we suggest using a password management app).

If you keep your contact information up to date, review account activity often, promptly report any suspicious activity and practice safe computing habits, you'll be covered by Voya's S.A.F.E. guarantee.

Learn more about Voya's commitment to customer security at [go.voya.com/datasecurity](http://go.voya.com/datasecurity).



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### Key Dates Calendar

DATE	ACTIVITY
<b>September 14-28, 2020</b>	<p><b>Special Pre-Enrollment Window</b></p> <ul style="list-style-type: none"> <li>You will need the last six digits of your social security number, birthdate and last name to log in to the election microsite at <a href="http://olin-lakecityenroll401k.com">olin-lakecityenroll401k.com</a></li> <li>Select your Olin CEOP contribution rate</li> <li>Make your Olin CEOP investment elections</li> <li>The election microsite will close on September 28, 2020 at 6:00pm ET</li> </ul>
<b>October 1, 2020</b>	<p><b>LCAAP employees hired by Olin Winchester, LLC on such date become eligible to save in the Olin CEOP on October 1</b></p> <ul style="list-style-type: none"> <li>Employees can access their Olin CEOP account after they receive their PIN from Voya: <ul style="list-style-type: none"> <li>Web – <a href="https://olin.voya.com">https://olin.voya.com</a></li> <li>Phone – Olin CEOP Service Center <b>1-888-685-OLIN</b></li> <li>Mobile – <b>Voya Retire</b> app</li> </ul> </li> </ul>
<b>Mid-October</b>	<p><b>PIN Mailing</b></p> <ul style="list-style-type: none"> <li>Voya will mail a PIN in a plain security mailer to your home address</li> <li>You will need your PIN to access the Olin CEOP website at <a href="https://olin.voya.com">https://olin.voya.com</a></li> </ul>
<b>October 8, 2020 – November 6th, 2020</b>	<p><b>Automatic Enrollment Period</b></p> <ul style="list-style-type: none"> <li>LCAAP employees hired by Olin Winchester, LLC on October 1, 2020 who did not pre-enroll during the special pre-enrollment window in September 2020 through the election microsite will be auto enrolled in the Olin CEOP at the end of this period unless they opt out.</li> <li>After you have received your PIN, you can opt out of auto enrollment during this period by calling the Olin CEOP Service Center at 1-888-685-OLIN or by logging onto the Olin CEOP website at <a href="https://olin.voya.com">https://olin.voya.com</a></li> </ul> <p>You must opt out by November 6, 2020 if you do not want to be auto enrolled in the Plan.</p>

\*For current IRS contribution limits, go to [voya.com/IRSlimits](http://voya.com/IRSlimits)

If any information in this communication conflicts with the Olin CEOP's legal documents, those legal documents (as interpreted by the plan administrator) shall govern in all cases. As always, Olin Corporation reserves the right to amend and/or terminate the Olin CEOP in its sole discretion at any time.

Nothing in this communication should be construed as an offer of employment, nor as a promise or guarantee of future employment, by Olin Corporation or any of its affiliates for any duration.

The information in this communication is not intended to be considered tax, investment or legal advice about any employer retirement plan (including the Olin CEOP), and you should not construe the contents of this communication or any prior or subsequent communications, whether written or oral, as such. We recommend that you contact a qualified tax and financial advisor for additional information before making any decisions under any employer retirement plan (including the Olin CEOP).

Olin, the Olin CEOP administrator, the Olin CEOP trustee, and the committees, directors, officers, employees and agents of Olin are not permitted to provide you with individualized investment, tax or legal advice, and cannot provide you with any specific information regarding the administration or benefits of any employer benefit plan maintained by an unrelated entity.