

2024



Open Enrollment Guide

November 1 - 22, 2023



Welcome to Open Enrollment

This Open Enrollment Guide explains your benefit options to help you make informed decisions related to your healthcare coverage for 2024. Our goal is to provide comprehensive, competitive, and consistent benefits to all of our employees.

Please consider your choices carefully and be sure to complete your online enrollment by **November 22, 2023**.

If you have any questions about your benefits or the enrollment process, please contact the Apple Bank Benefits Team at **212-643-5598** or email **benefits@applebank.com**. You can also call the Benefits Help Desk at **877-373-6535**.

Ready to Enroll?

Visit **workforcenow.adp.com** to complete your benefit enrollment for 2024. If you need instructions, please visit the **How To Enroll** section of this guide.



Use this interactive menu to explore your benefit options. Just click on each section to quickly and easily find the benefit information you need.



2024 Benefits News

Open Enrollment is the one time during the year you can make changes to your benefit elections without experiencing a Qualifying Life Event. While most of your elections will roll over to 2024, it is important to review your options and to see what has changed.

If you would like to participate in the Flexible Spending Account, you will need to make an active election. This plan requires enrollment every year. You also have the opportunity to increase your HSA contributions to the new 2024 IRS limits.

What's New for 2024?

Medical Benefits: There are no changes to your medical benefits. Employees will continue to have the choice between two plan options with Aetna. Employees enrolling in the Aetna HDHP with HSA will still receive employer contributions to their HSA to use for eligible health care expenses.

Health Savings Account (HSA): Employees enrolling in the Aetna HDHP with HSA can increase their pre-tax contributions in 2024. The IRS is allowing for eligible members with single coverage to contribute up to \$4,150 (increased from \$3,850), and members with coverage including one or more dependents may contribute up to \$8,300 (increased from \$7,750). There is no change to the age 55+ catch-up limit rules; this remains at \$1,000 per year. Remember, this contribution limit is inclusive to Apple Bank's contribution to your HSA. Apple Bank will fund their portion of the contribution on a biweekly basis.

Flexible Spending Account (FSA): As long as you are not enrolled in a Health Savings Account (HSA), you can contribute pre-tax dollars to a Healthcare FSA to help pay for eligible healthcare expenses. The IRS contribution limit for 2024 is \$3,200.

Dental Benefits: There are no changes to the dental benefits. Employees will continue to have the choice between three plan options through Aetna. Contributions will remain the same for 2024!

Vision Benefits: We will continue to offer two plan options with VSP. To provide members more flexibility, the frequency for an eye exam will change from once every 12 months to once per calendar year. This change will also apply to the purchase of lenses and contact lenses. You will be able to access your frame benefit every other year, versus every 24 months. Contributions will be decreasing for 2024!

Legal Plans: There are no changes to this benefit, and you do not need to take action during open enrollment; however, payroll deductions will now be taken on a biweekly basis.

This Open Enrollment Guide is a brief overview of the benefits offered in 2024. Visit absemployeebenefits.com for additional details and benefits.

2024 Benefits News

New Wellness Benefit!

Aetna members have access to FitOn Health, a leading digital wellness platform offering fitness and health content.

What is FitOn Health?

FitOn Health is a leading digital wellness platform that offers the most premium content, the widest variety, and access to the largest national network of in-person experiences. From local small studios to big-box gyms, be empowered to personalize your fitness journey. Do it all in one place at no cost to you.

How does it work?

Fit on will provide eligible employees 30 credits per month to use towards reserving classes, gym memberships and unlimited access to the best digital fitness & wellness content. Learn more about credits [here](#).

Where can I use FitOn Health?

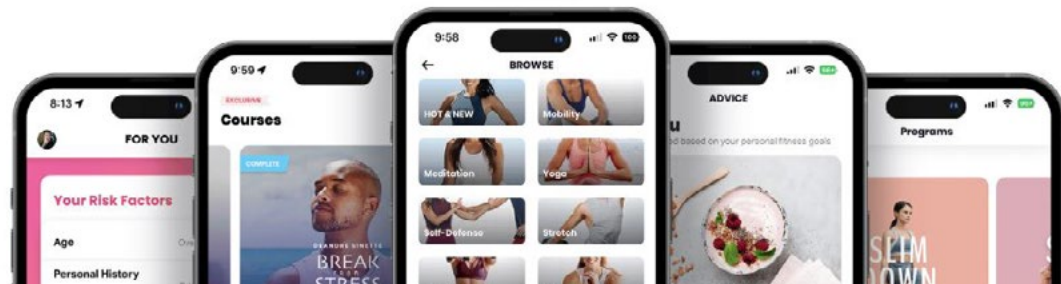
FitOn Health partners with 11,000+ gyms and studios nationwide. See what's available near you at fitonhealth.com or workout at home with the best digital fitness content.

How do I sign up?

Go to fitonhealth.com and sign up using your legal name, DOB, and zip code.

Have questions?

You can go to fitonhealth.com/help or contact us at support@fitonhealth.com. You can also reach out to the Benefits team at benefits@applebank.com.



Eligibility

Full-time employees working a minimum of 30 hours per week are eligible for benefits.

You may also enroll your eligible dependents in benefits including medical, dental, vision and voluntary life insurance. Eligible dependents include:

- Your legal spouse
- Your children up to age 26, regardless of marital, employment or student status
- Children age 26 or older who are unmarried, disabled and financially dependent on you

Children include:

- Natural and adopted children and children placed with you for adoption
- Children of your current spouse
- Children for whom you are the legal guardian
- Children named in a Qualified Medical Child Support Order

You will be required to submit supporting documentation when you add any new dependents to any plan.

Qualifying Life Event/Changing Benefits During the Year

The benefit choices you make during annual enrollment remain in effect for the entire year. You cannot change your benefits during the year unless you have a qualifying life event.


If you have a qualifying life event, you have 31 days to make a change. Any change you make must be consistent with the qualifying life event. **You will be required to submit documentation that supports your life event. You will also be required to submit dependent documentation if you are adding a new dependent to the plan(s).**

Qualifying life events include:

- Birth, adoption, or placement of a child for adoption
- Marriage, divorce, legal separation, annulment or death of your spouse
- Employment changes that cause you or a dependent to gain or lose eligibility for benefits, such as starting or leaving a job, changing from part-time to full-time employment, and starting or returning from an unpaid leave of absence
- An event that causes your child to no longer be eligible for coverage, such as reaching age 26. Note that children who turn 26 during the plan year will have coverage until the end of the month which they turn 26.
- Any change in your home or work location that affects your eligibility for coverage — for example, moving out of the medical plan's network area
- You, your spouse or your child becoming enrolled in Medicare or Medicaid

Medical Benefits

Apple Bank offers two medical plan options through Aetna. The plans cover the same services, but how they pay benefits is different. It is important to understand your options before you make the best choice for you and your family.

Benefits	Aetna HDHP with HSA		Aetna POS	
	In-Network	Out-of-Network	In-Network	Out-of-Network
Calendar Year Deductible (Individual / Family)	\$2,000 / \$4,000	\$4,000 / \$8,000	\$500 / \$1,000	\$4,000 / \$8,000
Apple Bank HSA Contribution (Individual / Family) 	\$600 / \$1,200		N/A	
Out-of-Pocket Maximum (Individual / Family)	\$3,000 / \$6,000	\$10,000 / \$20,000	\$3,000 / \$6,000	\$10,000 / \$20,000
Coinsurance (you pay)	10%	30%	20%	30%
Preventive Care	No charge	30% after deductible	No charge	30% after deductible
PCP / Specialist	10% after deductible	30% after deductible	\$25 / \$50 copay	30% after deductible
Urgent Care	10% after deductible	30% after deductible	\$75 copay	30% after deductible
Emergency Room	10% after deductible	10% after deductible	\$250 copay	\$250 copay
Inpatient Hospital	10% after deductible	30% after deductible	20% after deductible	30% after deductible
Outpatient Hospital	10% after deductible	30% after deductible	20% after deductible	30% after deductible
Prescription Drug Coverage				
Deductible	Medical deductible applies	N/A	\$50 / \$100	N/A
Retail Prescriptions (30-day supply) Generic / Preferred Brands / Non-preferred Brands	Deductible, then \$5 / \$30 / \$60	Not covered	Deductible, then \$5 / \$30 / \$60	Not covered
Mail Order (90-day supply) Generic / Preferred Brands / Non-preferred Brands	Deductible, then \$10 / \$60 / \$120	Not covered	Deductible, then \$10 / \$60 / \$120	Not covered

This is only a summary of benefits. Any discrepancy between the above and the insurance contracts, summary plan descriptions (SPDs) or any other legal documents that govern the plans of benefits described above will be resolved according to those documents.

*Visit the **Aetna** website to search for an in-network medical provider.*

Health Savings Account

If you enroll in the HDHP, you may open a Health Savings Account (HSA). An HSA is a bank account that can be used to pay for qualified healthcare expenses, such as your deductible, coinsurance and prescription drug costs, on a tax-free basis. To fund the HSA, you may contribute tax-free dollars from your paycheck — and receive tax-free contributions from Apple Bank! HSA applications can be found in ADP and emailed to benefits@applebank.com.

4 Advantages of an HSA

- 1. Apple Bank funds a portion of your HSA:** The Bank will contribute \$600 for individual coverage and \$1,200 for all other coverage levels annually, and paid into your account on a biweekly basis.
- 2. It's flexible:** Use your HSA now, or save it for later. You decide when to save and when to spend. You can even save for healthcare expenses after you retire.
- 3. No "use it or lose it" rule:** The money in your HSA belongs to you. It rolls over each year, and you can take it with you if you leave the Bank.
- 4. Triple tax advantages:***

1. Pay no taxes on money you contribute.
2. Pay no taxes on interest you earn.
3. Pay no taxes when you withdraw money for qualified expenses.

* Applies to federal and most state taxes.

Eligibility Requirements


- You must be enrolled in a high deductible health plan (HDHP)
- You must not be enrolled in Medicare
- You must not be covered by other medical insurance
- Your spouse must not be contributing to/participating in a healthcare FSA through his/her employer
- You must not be listed as a dependent on someone else's tax returns

HSA Annual Contributions

You may choose to make pre-tax contributions to your HSA. The amount you are allowed to contribute is regulated by federal law. The maximum for 2024 is \$4,150 for employee-only coverage and \$8,300 for all other coverage levels. If you are age 55 or older, you may make additional pre-tax catch-up contributions of up to \$1,000 per year. This maximum is inclusive of Apple Bank contributions. You can change the amount of your HSA contributions anytime during the year.

	2024 IRS Maximum	Apple Bank Contribution	Your Maximum Contribution
Individual Coverage	\$4,150	\$600	\$3,550
Family Coverage	\$8,300	\$1,200	\$7,100

You can conveniently manage your HSA with online banking. Create your account at applebank.com.



Flexible Spending Account (FSA)

A Flexible Spending Account (FSA) is a voluntary account that allows you to use your before-tax pay for certain healthcare expenses, as determined by IRS regulations. When you establish an FSA, you choose the annual amount you want to contribute, up to certain plan limits. This amount is deducted from your paycheck in equal installments before federal and Social Security taxes are withheld.

You may not change contributions or cancel within the calendar year, unless you have an IRS-qualifying family status change.

You are not eligible to have an HSA and FSA at the same time.

	Healthcare FSA
What is the account used for?	Medical, dental and vision expenses, such as deductibles, coinsurance, copays, glasses and contact lenses, orthodontia and other dental expenses
What is the contribution limit?	\$3,200
Does money roll over year to year?	No, you have 2½ months after the plan year in which to spend any money left in your account. Filing deadline: March 31. Any claims incurred after March 15 will not be eligible for reimbursement under the previous year's FSA and the remaining funds will be forfeited.

For a complete list of eligible and ineligible healthcare expenses, visit www.IRS.gov and review Publication 502.



You must re-enroll during Open Enrollment if you would like to contribute to the FSA in 2024. This benefit does not roll over.

Learn more about healthcare FSAs:



Dental Benefits

Apple Bank offers dental coverage administered by Aetna. The plans encourage you to maintain good dental health by paying 100% of the cost for preventive care such as routine checkups and cleanings, up to 2 times per year.

You can choose from three dental plans:

- Dental Maintenance Organization (DMO) Plan
- Dental PPO Plan
- Dental PPO Plus Plan

Each type of plan has unique advantages. Understanding the differences between them can help you choose the coverage that best meets the needs of you and your family.

Plan	Plan Features
DMO Plan	<ul style="list-style-type: none">• Provides benefits only if you see an in-network dentist• Requires you to choose a primary care dentist to coordinate all of your care• Provides benefits based on a copay schedule
PPO Plan & PPO Plus Plan	<ul style="list-style-type: none">• Allows you to receive care from a dentist in the network or outside the network• Pays a portion of your expenses after you meet your annual deductible, except for preventive care, which is covered at 100%



Dental Benefits

Below is an overview of the benefits.

Benefits	DMO	PPO Plan		PPO Plus Plan	
	In-Network Only	In-Network	Out-of-Network	In-Network	Out-of-Network
Annual Deductible (Individual / Family)	N/A	\$50 / \$150 (waived for preventive)		\$50 / \$150 (waived for preventive)	
Preventive Services	100%	100%	100%	100%	100%
Basic Services	100%	80%	80%	80%	80%
Major Services	50%	50%	50%	50%	50%
Orthodontia (child to age 19)	50%	50%	50%	50%	50%
Orthodontia Lifetime Maximum	None; based on copays	\$1,000		\$1,000	
Annual Maximum (per person)	N/A	\$1,000		\$2,000	
Out-of-Network Reimbursement Level	N/A	N/A	90th	N/A	90th

This is only a summary of benefits. Any discrepancy between the above and the insurance contracts, summary plan descriptions (SPDs) or any other legal documents that govern the plans of benefits described above will be resolved according to those documents.



Visit www.aetna.com to find an in-network dental care provider.

Vision Benefits

You can choose from two vision plan options. The vision plans help you save money on annual eye exams, glasses and contact lenses.

The plans pay benefits for both in-network and out-of-network services; however, you will receive maximum value from your vision benefits when you choose network providers. The network includes a wide variety of eye doctors and vision retailers.

If you see a network provider, you will pay copays for most services. If you receive care outside the network, you will need to pay the full cost and file a claim to be reimbursed for a portion of that amount.

Below is an overview of the benefits.



	VSP Base Choice Plan		VSP Premier Plan	
	In-Network	Out-of-Network Reimbursement Amount	In-Network	Out-of-Network Reimbursement Amount
Well Vision Exam (once per calendar year)	\$10 copay	Up to \$45	\$10 copay	Up to \$45
Lenses (once per calendar year) <ul style="list-style-type: none"> • Single • Bifocal • Trifocal 	\$25 copay	Up to \$30 Up to \$50 Up to \$65	\$25 copay	Up to \$30 Up to \$50 Up to \$65
Frames (once every other calendar year)	\$25 copay, \$130 retail frame allowance, 20% off amounts exceeding allowance	Up to \$70	\$25 copay, \$200 retail frame allowance, 20% off amounts exceeding allowance	Up to \$70
Contacts - In lieu of frames (once per calendar year)	\$130 allowance	Up to \$105	\$200 allowance	Up to \$105
Laser Vision Discounts	PRK and LASIK discounts at participating providers average 15% off			

This is only a summary of benefits. Any discrepancy between the above and the insurance contracts, summary plan descriptions (SPDs) or any other legal documents that govern the plans of benefits described above will be resolved according to those documents.

Life Insurance

Voluntary Life Insurance

You have the option to supplement your company-paid coverage by purchasing additional life insurance for yourself, your spouse and your children. You are required to purchase coverage for yourself in order to enroll your family members.

During Open Enrollment: If you have declined employee and/or spouse coverage in the past and would like to add coverage during this Open Enrollment period, you will need to provide Evidence of Insurability (EOI), also known as proof of good health. EOI will have to be approved by the insurance company prior to coverage starting.

You pay the full cost of this coverage on an after-tax basis. The cost varies depending on your age and the amount of coverage you choose. Log in to ADP to see your premiums based on the coverage level you would like to elect.

This chart shows the coverage amounts you can choose.

Voluntary Life	Employee	Spouse	Children
Benefit Amount	Increments of \$10,000, up to \$500,000	Increments of \$10,000, up to \$500,000	Increments of \$2,500, up to \$10,000

You can also purchase voluntary AD&D coverage for yourself and your family. You pay the full cost, and the premium is based on the coverage amount you select and whether you choose individual or family coverage. Evidence of Insurability (EOI) is not required to enroll in the Voluntary AD&D plan.

Review your beneficiaries in ADP for all life insurance and AD&D products during Open Enrollment.



Additional Benefits

Apple Bank offers additional benefits to our employees. Some of these benefits can be elected or accessed at any point in the year. Review the 2024 Employee Benefits Guide to read about all the benefits offered to our employees, such as:

- **Basic Life and AD&D Insurance:** Employees are automatically enrolled in these company-paid benefits.
- **Disability Insurance:** Long-Term Disability coverage is company-paid and available to employees after one year of service.
- **Retirement Savings:** The IRS increased the contribution limits for 2024 - take advantage of the pre-tax savings! Visit retirementplans.vanguard.com to make updates to your contributions.
- **Commuter Accounts:** Increased IRS limits affords you the ability to contribute more to your transit and parking accounts. Remember, you can start, change or stop your elections throughout the year.
- **Pet Insurance:** Access preferred rates and sign up for coverage anytime throughout the year by visiting metlifepetinsurance.com.
- **Employee Discounts:** BenefitHub provides discounts on travel, restaurants, shopping and more!
- **Employee Assistance Program:** The EAP is a confidential counseling and referral service available to you and your family members at no cost. Access the EAP at www.resourcesforliving.com (Username: Apple Bank Password: EAP).

Visit abemployeebenefits.com for specific details about these benefits.



Cost of Coverage

Medical Contribution Rates (Biweekly) - Aetna HDHP with HSA

Per Pay Period (26 / year)	Employee	Employee + SP	Employee + Child(ren)	Family
Salary less than \$59,999	\$75.75	\$151.50	\$141.50	\$227.25
Salary \$60,000 - \$149,999	\$84.50	\$170.00	\$159.75	\$252.50
Salary \$150,000 - \$249,999	\$99.75	\$199.50	\$189.00	\$299.25
Salary \$250,000 and over	\$111.50	\$222.75	\$212.00	\$334.00

Medical Contribution Rates (Biweekly) - Aetna POS

Per Pay Period (26 / year)	Employee	Employee + SP	Employee + Child(ren)	Family
Salary less than \$59,999	\$86.00	\$171.75	\$161.75	\$257.75
Salary \$60,000 - \$149,999	\$98.00	\$195.75	\$185.50	\$293.75
Salary \$150,000 - \$249,999	\$115.50	\$231.00	\$220.50	\$346.50
Salary \$250,000 and over	\$132.50	\$265.00	\$254.50	\$397.50

Dental Contribution Rates (Biweekly)

Per Pay Period (26 / year)	Employee	Employee + SP	Employee + Child(ren)	Family
DMO	\$4.42	\$8.84	\$9.94	\$14.36
PPO	\$19.46	\$38.92	\$43.79	\$63.25
PPO Plus	\$21.44	\$42.93	\$48.24	\$69.69

Vision Contribution Rates (Biweekly)

Per Pay Period (26 / year)	Employee	Employee + SP	Employee + Child(ren)	Family
Base Choice VSP Vision Plan	\$2.48	\$3.97	\$4.05	\$6.54
Premier VSP Vision Plan	\$3.05	\$4.88	\$4.98	\$8.04

Benefits Help Desk

The Benefits Help Desk Is Here for You!

Our benefits broker, EPIC Insurance Brokers, offers The Benefits Help Desk to all of our employees. The Benefits Help Desk is staffed by caring professionals who know our insurance plans, and is designed to be your personal benefits answer and support service for a wide range of insurance-related questions or issues throughout the year.

Benefits Support

For general inquiries regarding ID cards, enrollment eligibility and provider network information, you will receive a prompt response.

For complex benefits issues involving claims, the Benefits Help Desk will contact the insurance carrier on your behalf. The Benefits Help Desk will work with you directly until the issue is resolved.

Contact the Benefits Help Desk

Phone: **877-373-6535** from 8 a.m.–8 p.m. ET, Monday through Friday

Email: **BenefitsHelpDesk@epicbrokers.com**

This service is free and completely confidential.

Spouses and family members are invited to use the Benefits Help Desk as well.

Additionally, the Benefits Help Desk has Spanish-speaking staff and access to the AT&T Language Line, which provides assistance in over 170 languages.

Apple Bank Benefits Department

You can also contact the Apple Bank Benefits Department directly.

Phone: **212-643-5598**

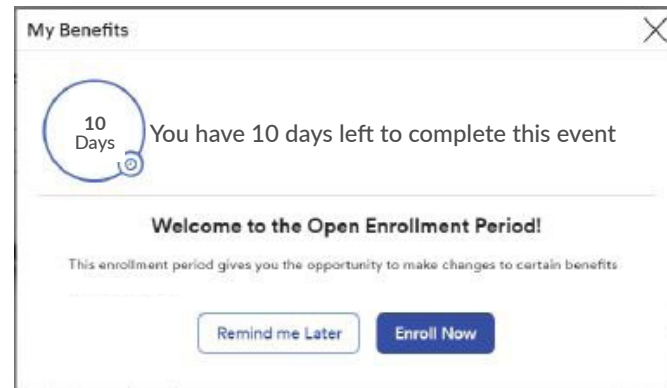
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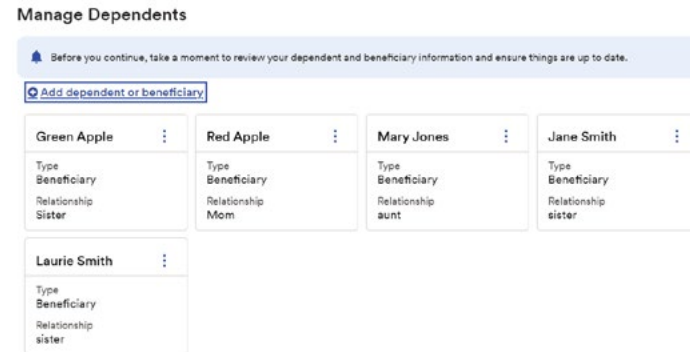
How to Enroll

Benefit enrollment takes place online at workforcenow.adp.com. Follow the steps below to get started.

1. Click on **Manage Enrollment**. ADP will let you know how many days you have left to enroll.



2. To add or delete dependents, you will click on **Manage Dependents**.



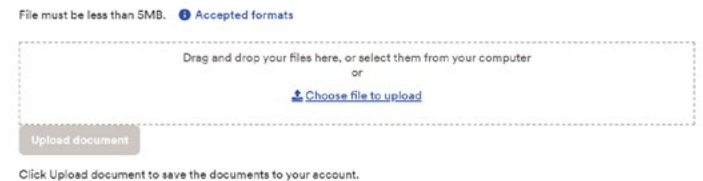
3. After you add in your dependents, you can then choose to add them to your benefits. Once you are in a plan window, you will select **View all plans** to select the dependents you would like to cover. Alternatively, you can select **Waive benefit** to waive coverage in that benefit.

Action Required

These plans need your attention. You can confirm details for this plan or click View all plans to select another plan. You can also waive the benefit.



4. After choosing the benefits you would like to have coverage for, you will be prompted to upload dependent verification documents. Acceptable documentation includes a birth certificate for children and a marriage certificate for spouses.



5. Make sure you submit your elections! Your benefit elections will not be effective until you click **Submit enrollment**.

Enrolled Plans

You are enrolled in the following plans. You can make changes until the enrollment period closes.



Benefit Contacts

Benefit	Carrier / Contact	Telephone Number	Website / Email
Benefits Team	Apple Bank	212-643-5598	benefits@applebank.com
Medical	Aetna	800-364-2386	www.aetna.com
Health Savings Account	Apple Bank	516-365-7255	www.applebank.com
Flexible Spending Account	BRI	800-473-9595	www.benefitresource.com participantservices@benefitresource.com Username: Social Security Number Password: applebank
Dental	Aetna	800-364-2386	www.aetna.com
Vision	VSP	800-877-7195	www.vsp.com
Life & Disability	Reliance Standard	800-351-7500	www.reliancestandard.com
Employee Assistance Program	Aetna Resources for Living	888-238-6232	www.resourcesforliving.com Username: Apple Bank Password: EAP
401(k)	Vanguard	800-523-1188	retirementplans.vanguard.com
Commuter Benefits	BRI	800-473-9595	www.benefitresource.com participantservices@benefitresource.com Username: Social Security Number Password: applebank
Legal	MetLife Legal Plans	800-821-6400	info.legalplans.com Password: Apple Bank
Pet Insurance	MetLife Pet Insurance	800-GET-MET8	www.metlifepetinsurance.com

Additional benefits information can be found online at www.absemployeebenefits.com.



Apple Bank has made every attempt to ensure the accuracy of the information described in this enrollment guide. This guide is not an official plan document and does not provide a complete description of your benefit plans. Any discrepancy between this guide and the insurance contracts, summary plan descriptions (SPDs) or any other legal documents that govern the plans of benefits described in this enrollment guide will be resolved according to those documents. Apple Bank reserves the right to amend or discontinue the benefits described in this enrollment guide in the future, as well as change how eligible employees and Apple Bank share plan costs at any time. This enrollment guide creates neither an employment agreement of any kind nor a guarantee of continued employment with Apple Bank.

