

Welcome Start saving for your future today



Congratulations, you're eligible to participate in the Michaels Stores, Inc. Employees 401(k) Plan.

This means you can take control of saving for your future with:

- **BUILT-IN SAVINGS DISCIPLINE** — your Plan contributions are automatically deducted from your pay, so you don't have to remember to save
- **TAX DEDUCTIONS** — saving in the Plan may provide certain tax advantages now and in retirement
- **A VARIETY OF INVESTMENT OPTIONS** — you decide how to invest your contributions
- **INVESTMENT ADVICE** — get help with your saving, investing, and planning decisions
- **FLEXIBLE ACCOUNT ACCESS** — manage your account 24/7 on the web and through the **Voya Retire®** mobile app

This guide provides an overview of the Plan features. More information can be found at michaels401k.voya.com.

About Voya

Voya Institutional Plan Services, LLC (VIPS), a member of the Voya family of companies, is the Plan's recordkeeper. VIPS provides you with Plan information, transaction processing, and saving and investing education on your journey to a secure retirement. Voya Financial (NYSE: VOYA) is a premier retirement, investment, and insurance company servicing the financial needs of millions of individual and institutional customers throughout the United States.



Features at a glance

Your contributions

You choose a percentage of your eligible compensation to contribute to the Plan. This is your contribution rate. Your contributions are automatically deducted each pay period and deposited into your Plan account.

You may contribute up to 80% of your eligible compensation¹ on a combined pre-tax, Roth and/or after-tax basis. Please note: your after-tax contribution may not exceed 10% of your eligible compensation and your total contribution may not exceed 80%.

If you are age 50 or older in the calendar year and you have reached the IRS contribution limit, your contributions will “spillover” for additional catch-up contributions up to the annual IRS contribution limit¹.

Company matching contributions

Michaels Stores will match 100% up to the first 3% plus 50% on the next 2% of your eligible compensation.

Please note: Michaels provides a true-up match in case you meet your IRS contribution early in the year.

Vesting

To be vested is to own the money in your account. You're 100% vested in your own contributions, company matching contributions, rollover contributions, and any investment earnings on those contributions.



Borrowing from the Plan

The Plan is designed to help you build long-term savings and help provide retirement income. But you also may borrow a portion of your account balance before retirement by requesting a Plan loan. You pay yourself back, with interest, through automatic paycheck deductions. Taking a loan requires selling a portion of your vested account balance. Reducing your account balance may make it harder for you to reach your retirement goals so you may want to consider other funding sources before taking a Plan loan.

You may borrow up to 50% of your vested account balance, but not more than \$50,000 (minus the highest outstanding loan balance in the last 12 months). The minimum loan amount is \$1,000. There are two types of loans:

- General purpose loans of up to five years.
- Residential loans of up to 10 years.

You are allowed one loan outstanding at a time. There is a one-time loan initiation fee of \$75 and an annual loan maintenance fee of \$25 (\$6.25 deducted quarterly from your Plan account) for each loan.

Withdrawing money from the Plan

Generally, as an active employee, you cannot take withdrawals before age 59½ unless the distribution is for reasons of hardship. After age 59½, withdrawals of pre-tax contributions and investment earnings will be taxed as ordinary income². Withdrawals of rollover money from a prior employer's plan are also available, even prior to age 59½. Qualified withdrawals of Roth contributions and earnings are tax-free³. A transaction fee of \$25 may apply to each withdrawal, excluding Hardship withdrawals.

To learn more about withdrawals, go to **Loans & Withdrawals** section of the Plan website.

Plan fees and expenses

There are costs associated with operating the Plan. Some of the costs are shared by all participants. Investment funds have certain expenses that are deducted from fund returns. There are one-time fees for certain Plan services, such as requesting a loan.

To learn more about fees and expenses, please review the fee disclosure, which can be found on the Plan website.

Managing your Plan account

How to establish or access your plan account

You will need the PIN that was mailed to your address on file to initially access the Plan website, the **Voya Retire** mobile app, or the Voya customer service center.

- The first time you log in to the Plan website or use the mobile app you will be required to set up a username and password and establish authentication.
- You will always need your PIN to speak with a Voya customer service associate to make a transaction or to make automated transactions.

Estimating your savings progress with myOrangeMoney®

Voya's **myOrangeMoney®** is an educational, interactive online experience that shows how your savings may translate into estimated monthly retirement income. You can model a variety of saving and investment scenarios to help you close any savings gaps, factor in other sources of income like Social Security, and explore how estimated healthcare costs in retirement might impact your income needs⁴.

Changing your contribution rate

You can change your contribution rate on the Plan website by using **myOrangeMoney** or by going to **Contributions & Savings > Manage Contributions**. You can also use the **Voya Retire** mobile app or speak to a Voya customer service associate. Changes will become effective as soon as administratively possible.

Rebalancing your account

The value of your funds may go up and down over time which can cause your asset allocation to change, that is, your percentage in stocks, bonds, and cash. This could affect your investment objectives and risk level. Automatic rebalancing can help to maintain your preferred asset allocation percentages.

You can set your account to rebalance quarterly, semi-annually, annually or on a one-time basis. If you manually change your investment elections or move money from one fund to another, automatic rebalancing will stop, and you will need to reset it to continue to have your account rebalanced. You can start, stop, or change the frequency of automatic rebalancing at any time.

Designating a beneficiary

Your beneficiary is the person (or persons or entities such as a trust or estate) who will receive your account value in the event of your death. It is important to have the right beneficiary listed and to occasionally review your choice, particularly after major life events such as marriage, the birth of a child, or a divorce. Designate your beneficiary on the Plan website.

Linking your bank account

Having your bank account linked to your Plan account can make it easy to move money for:

- Distributions and withdrawals
- New loan requests and payoffs

Link your bank account now so it will be ready when you need it.

Transferring money from other retirement plans with rollovers

Balances from eligible retirement savings plans, such as a previous employer's plan, may be rolled into your Plan account. Consolidating multiple retirement accounts may make it easier to manage your savings because your money is all in one place. You can download a **Rollover-in** form from the Plan website.

Account transaction timing

Account transactions—such as changing contributions, selecting different investments, or transferring money from one fund to another—that are confirmed before 3 p.m. CT will be processed the same business day. Transactions confirmed after 3 p.m. CT, on weekends or stock market holidays will be processed on the next business day.



Investment options and elections

You decide how to invest the money in your account. Whether you're an experienced hands-on investor, a complete novice, or somewhere in-between, the Plan offers appropriate options.

You decide how to invest the money in your account. Whether you're an experienced hands-on investor, a complete novice, or somewhere in-between, the Plan offers appropriate options. You have the flexibility to choose a mix of funds for your current account balance and a different mix for future contributions. You can also select the same mix for both. Your elections will apply to before-tax, Roth, and after-tax contribution types. You can change your fund elections at any time through the Plan website, the **Voya Retire** mobile app, or by speaking to a Voya customer service associate.

You can choose to invest in any combination of:

TARGET DATE FUNDS — Each fund is a professionally-managed, diversified mix of investments appropriate for the time horizon from today to the target date in the fund name. Target Date Funds automatically adjust the investment mix periodically to reduce potential risk as the target date nears.

INDIVIDUAL CORE FUNDS — Build an investment portfolio that fits your goals and risk tolerance by selecting a diversified mix of investments from the Core Funds menu. Review your investment performance regularly and adjust your portfolio when necessary.

Investment advice

Investment and retirement planning advice is offered through Voya Retirement Advisors⁵ (VRA), powered by Edelman Financial Engines®.

With VRA, you can receive investment advice through any of the following options:

- **SPEAK TO A VRA INVESTMENT ADVISOR REPRESENTATIVE** — personalized advice from a licensed representative over the phone weekdays from 7 a.m. to 7 p.m. CT. There are no additional fees for this support.
- **ONLINE ADVICE** — a no-cost service available through the Plan to all participants.
- **PROFESSIONAL MANAGEMENT** — a fee-based service for participants who prefer to have their account managed for them.

Online Advice and Professional Management services are offered through Voya Retirement Advisors, click on the **Get Investment Advice** link from any page on the Plan website, or call the Voya customer service center and ask to speak to a VRA Investment Advisor Representative, for more details.

Accessing your Plan

WEB michaels401k.voya.com

MOBILE **Voya Retire**

PHONE **833-39M-401K (833-396-4015)**

Hearing impaired: 800-579-5708

English and Spanish-speaking Voya customer service associates are available weekdays from 7 a.m. to 7 p.m. CT, excluding stock market holidays. You will need your personal identification number (PIN) to speak with an associate to make a transaction or to make automated transactions.

Getting help

You can speak to a Voya customer service associate (CSA) weekdays from 7 a.m. to 7 p.m. CT excluding stock market holidays. Live chat is also available. CSAs can co-browse your online account to walk you through transaction steps and show you where to find specific resources and account features.

Take advantage of the Michaels Stores, Inc. Employees 401(k) Plan and bring your financial future to life!

Voya's S.A.F.E.[®] Guarantee

Voya is committed to safeguarding your Plan account and personal information from the risk of fraud, cyber threats, and unauthorized activity. Voya's S.A.F.E. (Secure Accounts for Everyone) Guarantee states that if any assets are taken from your retirement plan account due to unauthorized activity and through no fault of your own, Voya will restore the value of your account provided you take the following key steps:

1. Register your account on the Plan website.
2. Review your account information on a regular basis and keep your contact information current.
3. Enroll in Voya Voiceprint, Voya's biometric program.
4. Promptly report any suspected identity theft or unauthorized activity in your account.
5. Practice safe computing habits, such as changing your secure password regularly, using current antivirus software and being aware of email and phishing scams.

Please visit voya.com/articles/safe-guarantee for more information.

¹Plan contributions are subject to annual IRS limits. For details, visit voya.com/irslimits.

²Withdrawals from the Plan may be subject to 20% federal tax withholding and state tax withholding may also apply. Employee before-tax contributions that are part of a hardship withdrawal are not subject to the 20% withholding. Federal, state, and local taxes may also apply and if you are younger than 59½, a 10% early withdrawal penalty may apply. Note: The rules governing distribution provisions in this Plan may be different from the distribution provision rules from which rollover money originated. The Plan withholding rules for distributions may apply to rollover money from other Plans.

³To qualify for tax-free Roth withdrawals, your Roth account must have been open for at least five years and you must be age 59½ or older or disabled.

⁴**IMPORTANT:** The illustrations or other information generated by the calculators are hypothetical in nature, do not reflect actual investment results, and are not guarantees of future results. This information does not serve, either directly or indirectly, as legal, financial or tax advice and you should always consult a qualified professional legal, financial and/or tax advisor when making decisions related to your individual tax situation.

⁵**Advisory Services provided by Voya Retirement Advisors, LLC (VRA).** VRA is a member of the Voya Financial (Voya) family of companies. For more information, please read the Voya Retirement Advisors Disclosure Statement, Advisory Services Agreement, and your plan's Fact Sheet. These documents may be viewed online by accessing the advisory services link(s) through your plan's website. You may also request these from a VRA Investment Advisor Representative by calling your plan's information line. Financial Engines Advisors L.L.C. (FEA) acts as a sub advisor for Voya Retirement Advisors, LLC. Financial Engines Advisors L.L.C. (FEA) is a federally registered investment advisor. Neither VRA nor FEA provides tax or legal advice. If you need tax advice, consult your accountant or if you need legal advice consult your lawyer. Future results are not guaranteed by VRA, FEA or any other party and past performance is no guarantee of future results. Edelman Financial Engines[®] is a registered trademark of Edelman Financial Engines, LLC. All other marks are the exclusive property of their respective owners. FEA and Edelman Financial Engines, L.L.C. are not members of the Voya family of companies. ©2024 Edelman Financial Engines, LLC. Used with permission.

Nothing in this communication should be construed as constituting financial or tax advice. You are encouraged to consult with your personal financial planner and/or tax advisor.

Plan administrative services are provided by Voya Institutional Plan Services, LLC (VIPS). VIPS is a member of the Voya[®] family of companies.

This is a brief, non-technical description of certain provisions of the Plan. It is not intended to be a complete statement. If a description in this summary differs from the Plan documents, the Plan documents prevail. For additional information regarding the Plan, please refer to the Summary Plan Description (SPD).

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