



EFFECTIVE JULY 1, 2020

To: All SUB plan participants
From: Gale McLean
Date: June 3, 2020

Re: Change in record keeper

Effective July 1, 2020 Bertz Hess & Co., LLP will become the new record keeper for your supplemental unemployment benefit plan. They are located in Lancaster, PA.

Applications for benefits received by noon TUESDAY will be mailed on THURSDAY of the same week. Applications received after noon on Tuesday will be mailed the following Thursday.

THE LINK TO APPLY FOR BENEFITS WILL NOT CHANGE! Please continue to use www.contractorbenefitsgroup.com when applying for benefits. Go to the Employee page and click the button "Apply For Benefits". You will be directed to the application for benefits.

If you prefer to apply for benefits by mail, complete the attached Application For Benefits and mail or fax to:

Bertz, Hess & Co., LLP
36 East King Street
Lancaster, PA 17602
Attention: Payroll Department
FAX: 717-293-8560
PH: 717-393-0767 X374

If you have questions about your account or how to apply for benefits, please contact me at 717-327-9393. Thank you for your continued participation in the SUB plan!

Gale McLean, PHR, SHRM-CP
President
Contractor Benefits Group, LLC