



Ross Cares Fund

Supporting Associates in Need

The Ross Cares Fund supports Associates when they face a financial crisis due to a disaster or personal hardship. The Fund is an opportunity to directly benefit a fellow Associate in their time of need.

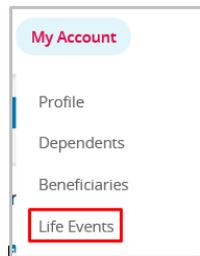
Benefits-eligible Associates can contribute to this Fund through recurring payroll donations. Donations are tax-deductible. Just after the conclusion of each calendar year, the Fund will send you a letter of acknowledgement for donations made that year. **Important:** You should print the pledge form (step #8 below). The pledge form, along with a copy of a paystub or W-2, can be used to claim the deduction when you file your taxes.

These instructions describe how to start, stop, or change your payroll donations when we are not in an Open Enrollment period. The changes you make will be effective **immediately**.

ENROLL OR CHANGE ONLINE

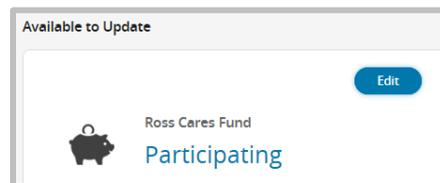
When we are outside of the Open Enrollment period, you can start, stop, or change your Ross Cares Fund payroll donations through the benefits enrollment website.

1. Log in to your account at rossstores.myplansconnect.com
2. Click on “My Account” and then select “Life Events.”



3. Find **Ross Cares Fund** on the list of Life Events, and click “Get Started.”
4. Enter today’s date and click “Get Started.”
5. The next screen will confirm that you are eligible to make changes. Click “Next.”
6. You have an opportunity to review “My Family” and “My Information.” Edit the information, if needed, then click “Next.” You may also see the “Help Me Find a Plan” prompt, which you can answer or click “Next.”
7. Your Benefits Summary page will appear. If you already donate to the Ross Cares Fund, your participation amount per period will be shown. If you do not participate, you will see “No Coverage.”

To change your Ross Cares Fund donation, click “Edit.”



8. On the Ross Cares Fund election pledge page, enter the total dollar amount (with no cents) that you would like to donate annually. **The donation amount will be divided evenly among your remaining paychecks for the current year**, so that by the end of the year you will have paid the total amount

written in the box. Next year, the donation amount entered will be divided evenly across all pay periods.

For example, if you pledge a new donation of \$100 and there are only two pay periods left in the year, you will donate \$50 for each pay period. Next year, your \$100 donation will be divided evenly across all 24 pay periods, and you will donate \$4.17 for each pay period.

You can adjust this amount at any point in the year, but please note that if you decrease the amount, we cannot refund donations that you have already made in prior pay periods.

Click “Calculate” to update the per pay period cost, and then click “Next.”

Important: This pledge form should be printed and should be retained for tax filing purposes.

9. After you have finished making changes to your Ross Cares Fund payroll donation, click “Complete Enrollment.”

10. Scroll to the bottom of the page and click Checkbox to accept Terms and Conditions. Then, click “Complete Enrollment” to submit your elections.

ENROLL BY PHONE

To adjust your payroll donations, you can also call the Ross Stores Benefits Service Center at 1-800-752-7534, Monday through Friday, between 6:00 AM and 6:00 PM PT. Press 0 to speak to a customer service representative.

To learn more about the Ross Cares Fund, including how to apply for a grant, visit www.RossStores.com/RossCaresFund.