

Benefits Summary

Benefit	Eligibility	Cost/Detail
Paid Time Off (PTO)	Date of hire ¹	Company Paid
Volunteer Time Off (VTO)	Date of hire	Company Paid
Holiday Plan	Date of hire	Company Paid
Medical	Date of hire ¹	Company and employee share the cost
Dental	Date of hire ¹	Company and employee share the cost
Vision	Date of hire ¹	Employee paid
Employee Basic Life Insurance	Date of hire ¹	Company paid
Optional Life Insurance		
<ul style="list-style-type: none"> • Employee Life Insurance • Spouse/Domestic Partner Life Insurance • Child Life Insurance 	Date of hire ¹	Employee paid
AD&D Basic Insurance	Date of hire ¹	Company paid
Optional AD&D Insurance	Date of hire ¹	Employee paid
Critical Illness Insurance	Date of hire ¹	Employee paid
Accident Coverage Insurance	Date of hire ¹	Employee paid
Short Term Disability (Income replacement when you are medically unable to work for a temporary period of time)	Date of hire ¹	Company paid
Long Term Disability (Income replacement that exceeds the 26 weeks covered by the Short Term Disability plan)	After a 26-week waiting period ¹	Company paid (employee option to buy-up)
Healthcare & Dependent Care Spending Account (FSA)	Date of hire ¹	Employee paid
Health Savings Account (HSA) (Must be enrolled in a high deductible medical plan)	Date of hire ¹	Company and employee share the cost
Commuter Account	Date of hire ¹	Employee paid
Group Legal	Date of hire ¹	Employee paid
Deluxe 401(k) Plan	<p>Pre-tax and/or Roth 401(k) contributions may be made 30 days after your hire date¹. You may contribute 1%-50% of your pay</p> <p>You become eligible to receive Match contributions from Deluxe the first day of the quarter after you complete one year of service (a year in which you work at least 1,000 hours)</p> <p>Rehired employees that previously satisfied the eligibility requirements are immediately eligible upon rehire</p>	<p>If you do not opt out, you will be automatically enrolled to make pre-tax contributions at 4% of your pay and your contribution rate will automatically increase by 2% annually up to 15%</p> <p>Deluxe matches your contributions \$1 for \$1 on the first 1% you contribute and \$0.50 per \$1 on the next 5% for a total match of 3.5% if you contribute 6% or more</p> <p>Note: Retirement match is currently suspended</p>

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Employee Stock Purchase Plan	Date of hire ¹	<p>Employee can allocate from 1% to 10% of salary to purchase Deluxe common stock at 15% discount</p> <p>Employees can share in Deluxe's future while gaining an ownership stake</p> <p>The stock purchase occurs four times per year</p>
Paid Parental Leave	Date of hire ¹	<p>Company paid</p> <p>Up to 6 weeks of paid time-off within 12 months of the birth, adoption or fostering of a child</p>
Infertility Treatment, Adoption & Surrogacy	Date of hire ¹	<p>Employees who are scheduled to work 20 hours or more per week may receive up to \$20,000 lifetime maximum for adoptions/surrogacy arrangements</p> <p>Fertility coverage and assistance is part of the medical plan</p>
Tuition Assistance	Date of hire ¹	<p>Reimbursement amount of \$5250 for full-time employees and \$2625 for part-time employees</p> <p>Offers assistance for certificate and degree programs that are taken at accredited learning institutions</p>
Employee Assistance Program (EAP)	Date of hire ¹	<p>Company paid</p> <p>We are all faced with problems from time to time. You, your eligible family members and anyone living in your household can receive confidential information and help on a wide range of personal and work-related concerns including five free counseling visits</p>
Care.com	Date of hire ¹	<p>Company paid for Care.com membership</p> <p>Employee paid for any services used</p>
Employee Discounts (such as PerkSpot discounts)	Date of hire	<p>Employee paid</p> <p>Employees are eligible for discounts with vendors we have existing relationships with such as Flowers, Vehicle Purchase, Technology, Cell Phones, Travel, Hotels</p>

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Gympass (physical wellbeing)	Date of hire ¹	Company and employee share the cost
Truist Momentum (financial wellbeing)	Date of hire ¹	Company Paid
You Shine	Date of hire	Employee recognition program
Free Check Program	Date of hire	Company Paid Employees can receive free checks for up to two different accounts in which the employee's name is listed on the account
Deluxe Products	Date of hire	Employee paid Employees can purchase promotional products, apparel products, and other custom items for their personal and project needs.
Employee Giving Program	Date of hire	Deluxe Foundation matches qualifying employee donations dollar-for-dollar up to \$2,000 per calendar year Deluxe Foundation matches employee volunteerism <i>For example: Donate 15 hours of time at a qualifying charity and the charity may receive a \$200 match</i>
W.R. Hotchkiss Foundation Scholarship <i>(Scholarship competition limited to dependents of Deluxe employees)</i>	Date of hire ² Open to biological or adopted children, legal wards and stepchildren of Deluxe employees and qualified retirees or biological or adopted children, or legal wards, of qualifying domestic partners of Deluxe employees and retirees.	Funds donated by Deluxe retirees and family members Students must be enrolled on a full-time basis and the amount is based on a financial need. Average scholarship is \$5,000 - \$10,000 each year.
Payroll Cycles	Exempt salaried employees are paid semi-monthly – on the 15 th and the last day of the month Non-Exempt hourly employees are paid on a weekly basis	Company paid
Incentive Pay Programs	Date of hire	Company paid

¹ Full-time and part-time employees who are regularly scheduled to work at least 20 hours per week

² Full-time and part-time employees who are regularly scheduled to work at least 32 hours per week