TOTAL REWARDS STATEMENT BROKER CHECKLIST

Spitfire

To make sure your statement is branded appropriately, please provide the following:

- Corporate Branding Guidelines, including company colors
- Company logo (in .eps format)
- Timeframe the statement is illustrating (look-back to previous year or annualized)
- Letter if you'd like to provide copy otherwise Spitfire will draft a sample
- □ Signature for the letter (in .jpg format) *optional*
- Preferred name and title of signature used in the letter optional
- List of benefits and categories for the compensation table
 - Indicate whether the benefit will contain
 Employee contributions,
 Employer contributions,
 or both
 - Indicate any rows that should be variable and only appear for those employees who have values

		Your Personalize			
Spitfir	employee communications specialists	Your Personalized statement Compensation Statement Illustrates offittes investment in you as well as your annualized deductions for the benefits you elected as of January 1, 2025.			
7		for the benefits you elected a	EMPLOYEE CONTRIBUTION	EMPLOYER CONTRIBUTION	
		Cash Compensation	CONTRIBUTION	\$64,357.23	
	Sam Sample 65 Hopmeadow St	Annual Base Pay Overtime Earnings	-	\$232.20	
9 S	65 Hopmeadow Sc imsbury, CT 06070	Equity Compensation		\$8,327.19	
		2024 Options Granted 2024 RSUs Granted	_	\$8,327.19	
Dear Sam,		Health and Welfare Benefi	\$1,696.76	\$5,692.44	
a taking we all	e committed to providing you with compensation and benefit offerings competitive but designed to support	Medical	\$93.34	\$373.10 \$2,342.90	
comprehensive	competitive but designed to suppose	Dental Vision	\$99.06 —	_ \$237.68	
your health and	with this total compensation statement	Health Savings Account Short-Term Disability	-	\$241.23	
as a snapshor c	and benefits, as well as an overview	Long-Term Disability	_	\$249.72	
of additional te	ome. If you have any questions, contact	Basic Life and AD&D Voluntary Life and AD&D	- \$97.68	-	
Human Resou	the the	Accident	\$238.22	-	
Thank you for success of the	your continued contributions to the e Company, and we look forward to ccomplishments in the year ahead!	Critical Illness Hospital Indemnity	_	-	
many more a	Comp.	Business Travel Accident		3 \$639.01	
Your Human	Resources Team	401(k)	\$1,064.93	3 \$637.01	
Your Tot	al Compensation	Additional Benefits		\$120.00	
This chart i	al Compensation Ilustrates the contributions by Spitfire ir compensation and benefits in YEAR.	Lifestyle Spending Acc	ount \$87.50	\$12,000.00	
toward you		Pet Insurance Tuition Assistance	-	\$12,0000	
	Cash ComPensation 62.296	Mandated Benefits		\$350.21	
		Carcial Security and M	1edicare \$350.	\$202.13	
	Mandated E	Workers' Compensat	ion –	\$77.70	
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