

May 22, 2018

Dear ESOP Participant:

In accordance with the *Pfeifer v. Wawa, Inc.* class action settlement described in the enclosed Class Notice, you will receive a settlement payment to your Wawa, Inc. ESOP account. You have the option to request a distribution or a rollover of your settlement payment.

**Your election must be received by August 9, 2018. If your election is received by August 9, 2018, your distribution is expected to be processed in September 2018 (assuming that the settlement becomes final at that time). If your election is not received by August 9, 2018, your settlement payment will be transferred to the Wawa, Inc. 401(k) Plan. If it is transferred to the 401(k) Plan, you will then need to request a distribution or rollover from that Plan.**

The Settlement Payment Distribution Election Form and accompanying instructions are also available online at [www.esopconnection.com/wawa](http://www.esopconnection.com/wawa). Your estimated settlement amount is on the first page of the Class Notice.

Your user name is your first and last name. The first time you log into the secure website, you will be asked to enter your PersonID as your password. Your PersonID is your employee ID number that you maintained while employed with Wawa. If you do not know your PersonID, you can contact the Wawa Associate Service Center at 1-800-444-9292. Please also keep your address updated on this site.

You can request rollover to an IRA or another qualified employer plan if you choose. In the alternative, you can request a cash distribution. If you elect a cash distribution, your payment will be subject to tax withholding. If you do not make an election, your settlement payment will be transferred to the Wawa, Inc. 401(k) plan.

We strongly encourage you to complete your election request online. You can request that your settlement amount is sent directly to your bank via direct deposit if you make your election online. Direct deposit is not available if you complete a paper form. You will also receive an immediate confirmation that your request has been received if you make your election online. No confirmations will be sent to you if you submit a paper form, you will just have to wait for the check to arrive.

Your settlement distribution will be paid to you as soon as practicable after the settlement becomes final. Payments will not be issued sooner than September 2018, regardless of when you submit your request; however, it may take longer. If you have not received a payment distribution for which you submitted a timely election form by the end of September, you should consult the settlement website listed in the class notice for updates about timing of payment.

If you have any questions about this letter, or do not have internet access, please call the Wawa ESOP call center at 1-844-879-9292. A paper distribution form is also included with this letter. Please return the paper form to Wawa, C/O BREA, 154 Hansen Rd, Suite 102, Charlottesville, VA 22911.

Sincerely,

Wawa, Inc.  
Employee Stock Ownership Plan

## **INSTRUCTIONS FOR COMPLETING YOUR DISTRIBUTION ELECTION**

### **Direct Rollover or Cash Payout**

You have the following options, each of which may affect your tax situation in a different manner:

- (1) You may have the amount of your settlement payment paid in a “direct rollover” to your individual retirement arrangement (“IRA”) or to another qualified employer plan. If you are a non-spouse beneficiary, your rollover rights are limited. A non-spouse beneficiary may only elect to rollover to an inherited IRA in the name of the deceased.
- (2) You may have the amount of your settlement payment paid to you as a lump sum cash distribution.
- (3) You may elect to receive a portion of your settlement payment, either as a direct rollover or a lump sum cash distribution. If you elect to only receive a partial distribution, the remainder of your settlement payment will be transferred to the Wawa, Inc. 401(k) plan.

If you do not select either of these options, your account will be transferred to the Wawa, Inc. 401(k) plan.

Be sure to read the Special Tax Notice Regarding Plan Payments that provides more information about these three options.

### **Waiting Period**

You are entitled to 30 days to consider this election. By completing the election prior to 30 days you waive the 30-day period to which you are entitled to consider this election.

### **Signature and Date**

Please sign the Settlement Payment Distribution Election as requested. If you have any questions, call the Wawa ESOP call center at 1-844-879-9292, or e-mail us at [wawaesop@blueridgeesop.com](mailto:wawaesop@blueridgeesop.com).

### **Default Provisions – Settlement Payment Distribution Election Form Not Returned**

If you do not complete your Settlement Payment Distribution Election, the following will occur:

Your settlement payment will be transferred to the Wawa, Inc. 401(k) plan.

### **Wawa, Inc. 401(k) Plan Rules**

If your settlement payment is transferred to the Wawa, Inc. 401(k) plan, either because you elected that option or by default, then that amount will become part of your Wawa, Inc. 401(k) plan account balance and treated the same as any other account balance. Please refer to the Wawa, Inc. 401(k) summary plan description, available from Vanguard at [www.vanguard.com/retirementplans](http://www.vanguard.com/retirementplans) or by calling 1-800-523-1188, for details about the plan rules, including minimum balance and distribution rules. The plan number for the Wawa, Inc. 401(k) plan is 097527.

**Wawa, Inc. Employee Stock Ownership Plan  
SETTLEMENT PAYMENT DISTRIBUTION ELECTION FORM**

**PLEASE COMPLETE THIS FORM ONLY AFTER YOU HAVE READ AND UNDERSTOOD THE ACCOMPANYING CLASS NOTICE, LETTER WITH INSTRUCTIONS, AND SPECIAL TAX NOTICE**

Participant Name: \_\_\_\_\_

Address: \_\_\_\_\_

**STEP I: DIRECT ROLLOVER OR CASH PAYOUT**

**Box 1**  **DIRECT ROLLOVER**: I elect to have \_\_\_\_\_ (insert either "all" or an amount of cash) of my settlement payment under the ESOP paid in a "direct rollover" to the IRA (Individual Retirement Arrangement) or Other Qualified Employer Plan indicated below:

Financial Institution or Name of Plan: \_\_\_\_\_

Account# \_\_\_\_\_

**Check here**  **if electing a rollover to a Roth IRA.**

Please note if you elect a rollover, the rollover check will be mailed directly to you. It will be your responsibility to deliver the rollover check to your rollover institution along with any other forms they require you to complete.

**Box 2**  **CASH PAYOUT**: I elect to have \_\_\_\_\_ (insert either "all" or an amount of cash) of my settlement payment under the ESOP paid directly to me.

Please complete the following tax information if you would like additional tax withheld.

Federal Tax Withholding: 20% Mandatory Additional: \_\_\_\_\_

State Tax Withholding: Variable %

(Mandatory withholding may also apply depending on your State) Additional: \_\_\_\_\_

I understand that, if I entered a total amount of cash in boxes 1 and 2 above that is more than my final settlement amount, then each amount will be proportionately reduced so that they total only my final settlement amount.

**STEP II: SIGNATURE AND DATE**

By signing below and returning the form, I consent to distribution of the settlement payment and affirmatively waive the unexpired portion of the minimum 30-day notice period during which I am entitled to consider this election.

Date: \_\_\_\_\_

Signature \_\_\_\_\_

Phone: \_\_\_\_\_

Print Name \_\_\_\_\_

Social Security # \_\_\_\_\_

Email: \_\_\_\_\_

Return via mail to: Wawa, Inc., c/o BREA, 154 Hansen Road Suite 102, Charlottesville VA 22911

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