SUMMARY PLAN DESCRIPTION OF THE CINTAS PARTNERS' PLAN

(as of January 1, 2023)

Working side by side for you

THIS DOCUMENT CONSTITUTES PART OF A PROSPECTUS COVERING SECURITIES THAT HAVE BEEN REGISTERED UNDER THE SECURITIES ACT OF 1933.

THIS DOCUMENT IS ALSO THE SUMMARY PLAN DESCRIPTION OF THE PLAN UNDER THE EMPLOYEE RETIREMENT INCOME SECURITY ACT OF 1974 AS AMENDED.

Este folleto contiene un resumen en inglés de tus derechos y beneficios bajo el Plan de Socios de Cintas. Si tienes dificultad para entender cualquier parte de este folleto, contacta el Centro de Servicio de Cintas al 1-866-256-6559. Los representantes están disponibles de 7:00 a.m. a 5:00 p.m. hora Central, de lunes a viernes.

To contact the Partners' Plan, log on to http://partnerconnect.cintas.com or call 1-866-256-6559.

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Cintas Partners' Plan

(as of January 1, 2023)

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I. GENERAL INFORMATION

This document describes the Cintas Partners' Plan (the "Plan" or “Partners’ Plan”). The Plan offers a tax-advantaged way employees (referred to as "partners") of Cintas Corporation and its participating subsidiaries (collectively the "Company" or "Cintas") may accumulate capital on a regular and long-term basis for their retirement income needs.

Information about the Plan can also be obtained by calling the Cintas Service Center at **1-866-256-6559** or by logging on to the website at **http://partnerconnect.cintas.com.**

II. OVERVIEW OF THE PLAN

The Cintas Partners' Plan is designed to provide you with a source of retirement income after your career with Cintas is complete. The Partners' Plan is made up of three portions: 401(k), Profit Sharing, and Employee Stock Ownership Plan (“ESOP”).

The 401(k) portion of your Plan account may include your 401(k) Personal Contributions (these are sometimes called Pre-Tax or Before-Tax Contributions), Matching Contributions, Rollover Contributions (from a prior qualified plan or an IRA rollover), After-Tax Contributions (new contributions are no longer permitted), and any Transfer Contributions, if applicable. The types of contributions are explained later.

The Profit Sharing and ESOP portions of your Plan account include contributions made entirely by Cintas on your behalf. You are not permitted to make contributions to these two portions of the Plan.

Company contributions, which include Matching Contributions, Profit Sharing Contributions, and ESOP Contributions, are determined at the Company's discretion after the end of the fiscal year, May 31. To receive a Matching Contribution, Profit Sharing Contribution and ESOP Contribution, you must be an eligible partner on the last business day of the fiscal year (May 31) and have been credited with at least 1,000 hours of service during the preceding Plan Year (January 1 - December 31). To receive a Matching Contribution, you also must have made 401(k) Personal Contributions during the Plan Year. The three portions of the Partners' Plan – 401(k), Profit Sharing, and ESOP – combine to provide you with a financial base for retirement.

This document is not intended to describe completely all of the provisions of the Plan. In the case of any conflict or apparent conflict between this Summary Plan Description and the full text of the Plan, the official Plan document will control. Copies of the Plan are available from the Plan Administrator and will be provided to you upon written request. Cintas may charge a reasonable fee for copies of the Plan. By becoming a participant in the Plan, you agree to the terms of the Plan together with any amendments that may be made from time to time.

Be sure to read this Summary Plan Description (“SPD”) carefully.

III. PROFIT SHARING AND EMPLOYEE STOCK OWNERSHIP

The Partners' Plan provides two opportunities for you to share in the financial success of Cintas, through a Company Profit Sharing Contribution and an Employee Stock Ownership Plan ("ESOP") Contribution. Each year, Cintas may make a discretionary contribution to the Profit Sharing and ESOP portions of the Plan. These contributions are normally made approximately 60 to 90 days after the last day of the fiscal year (May 31). These contributions are in the Profit Sharing and ESOP portions of your account. Let's look at these two important Cintas contributions.

A. <u>Eligibility</u>

Each year, Cintas may set aside an amount to be used to make Profit Sharing Contributions and ESOP Contributions to the Plan. To be eligible to become a participant in the Profit Sharing and ESOP portions of the Plan, you must be an active partner and be credited with at least 1,000 hours of service. Once you are credited with 1,000 hours of service, you automatically become a participant in the Profit Sharing and ESOP portions of the Plan on the same date you are credited with 1,000 hours of service.

You will not be eligible to participate if you are: (1) a member of a collective bargaining unit if benefits were the subject of good faith bargaining (except to the extent provided by the relevant collective bargaining agreement); (2) a nonresident alien; (3) an independent contractor; (4) an employee of a temporary agency; (5) performing services in any capacity other than as an employee; (6) eligible to participate in another qualified plan sponsored by Cintas or one of its subsidiaries; (7) employed by a foreign affiliate; or (8) an intern, scholar, or co-op student.

This is an example of how this eligibility works:

We will assume John, a Cintas partner, is hired on February 1, 2023. As soon as John is credited with 1,000 hours of service, he will become a participant on that date and will be eligible for Profit Sharing and ESOP Contributions for the Plan Year ending December 31, 2023.

If John is not credited with 1,000 hours of service in 2023 but is credited with 1,000 hours of service by February 1, 2024, he will be eligible to enter the Plan on that date and would then be eligible to receive his first Profit Sharing and ESOP Contributions as of the Plan Year ending December 31, 2024.

If you are not credited with 1,000 hours of service as of your one-year anniversary date, you will become eligible when you are credited with 1,000 hours of service on a Plan Year basis (January 1 through December 31) in any Plan Year after that.

Using the example of John above, after February 1, 2024, John's service will start being counted again as of January 1, 2024 (on a Plan Year basis). If he is credited with 1,000 hours of service before December 31, 2024, he will become a participant for Profit Sharing and ESOP Contributions on that date. For example, if he has 1,000 hours of service on June 2, 2024, he will enter the Plan for Profit Sharing and ESOP Contributions on June 2, 2024. He would be eligible to receive his first Profit Sharing and ESOP Contributions as of the Plan Year ending December 31, 2024.

To receive an allocation to your account of both the Profit Sharing and ESOP Contributions, you must be an eligible partner (as described above) on the last business day of the fiscal year ***and*** have service credit of at least 1,000 hours of service during the Plan Year for which the contribution is made.

This is an example of how this rule works:

We will assume John has 1,000 hours of service on August 1, 2023 and enters the Plan for Profit Sharing and ESOP Contributions on August 1, 2023. John was credited with 1,000 hours of service of service during the Plan Year (from January 1, 2023 to December 31, 2023), but he must also be an eligible partner on May 31, 2024 (this is the last business day of the fiscal year following the end of the 2023 Plan Year) to receive Profit Sharing and ESOP Contributions.

For the next year in 2024, John must again be credited with 1,000 hours during the 2024 Plan Year and be an eligible partner as of May 31, 2025.

If John is only credited with 950 hours of service, he will not receive a contribution even if he is employed on May 31, 2025 (the last business day of the fiscal year following the end of the 2024 Plan Year). Similarly, if John terminates his employment or has become a member of an ineligible class on May 29, 2025, he will not receive a contribution even if he was credited with 1,000 hours or more during the 2024 Plan Year.

If you are already participating in the 401(k) portion of the Plan (as explained below in Section IV), your Profit Sharing Contributions will be invested in the same manner as your 401(k) Personal Contributions. If you are not participating in the 401(k) portion of the Plan or you have not elected how your 401(k) Personal Contributions and/or your Profit Sharing Contributions are to be invested before a Profit Sharing Contribution is made to your account, your Profit Sharing Contribution will be invested in the Plan's default investment choice, which is the T. Rowe Price Target Retirement Fund option that corresponds to your age at the time your Profit Sharing Contribution is made.

In addition to Company contributions, your Profit Sharing Contributions account is credited with investment earnings or losses.

ESOP Contributions are invested solely in the Cintas Stock Fund. (See Section X called Investment of Contributions for more information.)

B. Allocation

The Company Profit Sharing Contributions and ESOP Contributions are allocated to eligible partners based on a point system. Except as described in subsection C of this Section III, you will be credited with 1 point for each $100 of eligible compensation (as defined in the Plan) you receive for the Plan Year and 5 points for each Plan Year you are credited with at least 1,000 hours of service (as defined in the Plan). Your share of each contribution is calculated using the formula below. To help you understand how the formula works, we have divided it into four steps.

Company Profit Sharing and ESOP Contributions	
Step 1	Cintas determines the total Profit Sharing Contribution and ESOP Contribution, if any, to be deposited into the Partners' Plan.
Step 2	Your share of each contribution is determined by the following formula: 1 point for every $100 of eligible compensation (as defined in the Plan) + 5 points for every Plan Year you are credited with at least 1,000 hours of service (as defined in the Plan)
Step 3	Your points are divided by the total points of all participants to determine a percentage.
Step 4	This percentage is multiplied by the Profit Sharing Contribution and ESOP Contribution that Cintas makes. The result is your share of the Profit Sharing Contribution and ESOP Contribution that is allocated and deposited into the Profit Sharing Contributions and ESOP Contributions portions of your Plan account.

This is an example of how your share of each Cintas Profit Sharing and ESOP Contribution is calculated:

We will assume John, our Cintas partner, earns $30,000 a year and has six years of service. We will also assume the total points of all participants are 20,000,000. John's share of the Profit Sharing and ESOP Contributions made by Cintas would be calculated as follows:

Step 1 ***Cintas makes a $50,000,000 Profit Sharing Contribution and also makes a $1,000,000 ESOP Contribution.***

Step 2 ***John's total points are calculated as follows:***

1 point for every $100 of eligible pay	***=***	***300 points***
+		
5 points for every year of service	***=***	***30 points***
John's Total Points		***330 points***

Step 3 ***John's points are divided by the total points of all participants:***

330 ÷ 20,000,000 = .0000165 or .00165%

Step 4 ***John's share of the Profit Sharing Contribution would be $825:***

$50,000,000 x .00165% = $825

John's share of the ESOP Contribution will be $16.50:

$1,000,000 x .00165% = $16.50 (which may be contributed in the form of shares)

Step 5 ***ESOP Contributions may be deposited in the form of cash or shares of Cintas Common Stock. If shares will be deposited, the***

share price as of May 31 will be used to determine the number of shares of Cintas Stock that John will receive. In this example, the share price as of May 31 is $375.

$16.50 ÷ $375 = 0.044 shares

John's share of the ESOP Contribution would be 0.044 shares. John's share of the contribution is deposited into the ESOP Contribution portion of his Plan account for retirement.

John shares in the Profit Sharing and ESOP Contributions that Cintas made because he was an eligible partner, and was credited with at least 1,000 hours during the preceding Plan Year. In addition, John was also an active partner on the last business day of the fiscal year (the fiscal year ends May 31).

C. Special Profit Sharing Contribution Allocation

Effective as of January 1, 2020, Cintas, in its sole discretion, may make a special allocation of any portion of the Profit Sharing Contributions ("Special Profit Sharing Contribution") to all salaried and hourly non-exempt participants who are entitled to receive a Profit Sharing Contribution pursuant to Subsection A of this Section III (collectively, "Non-exempt Participants"). The Special Profit Sharing Contribution is calculated based on years of service, and is allocated to Non-exempt Participants as follows: (1) a minimum contribution amount as determined by Cintas; plus (2) any additional contribution amount that is determined based on a special points system. Under the special points system, Non-exempt Participants are credited with points based on years of service in a manner as determined by Cintas in its sole discretion in a nondiscriminatory manner. Each Non-exempt Participant's points are divided by the total number of points credited to all Non-exempt Participants, and that fraction is multiplied by the remaining portion of the special Profit Sharing Contribution that is not allocated as part of the minimum contribution amount (pursuant to (1) above) to determine the amount of the Non-exempt Participant's allocation.

Except as set forth above, the Special Profit Sharing Contribution allocation is treated the same as Profit Sharing Contributions for all other purposes of the Plan.

So far, you have seen how Cintas contributes to your future financial security. Now let's discuss how you can contribute to your future financial security through the 401(k) portion of the Partners' Plan.

IV. 401(K) PERSONAL CONTRIBUTIONS

The 401(k) portion of the Partners' Plan offers you a convenient way to set aside money for your retirement. In addition, Cintas may make a discretionary Matching Contribution to the 401(k) portion of your Plan account based on the amount you have contributed during the Plan Year. Cintas hopes that by working together with you, your 401(k) Personal Contributions and the Company's Matching Contributions add up to a more secure financial future for you and your family. For more information about Company Matching Contributions see Section V.

A. Eligibility

The 401(k) portion of the Plan is open to all eligible partners of Cintas. To be eligible to participate, you must complete three months of service. Upon completing three months of service, you will automatically become a participant in the 401(k) portion of the Plan.

You will not be eligible if you are: (1) a member of a collective bargaining unit if benefits were the subject of good faith bargaining (except to the extent provided by the relevant collective bargaining agreement); (2) a nonresident alien; (3) an independent contractor; (4) an employee of a temporary agency; (5) performing services in any capacity other than as an employee; (6) eligible to participate in another qualified plan sponsored by Cintas or one of its subsidiaries; (7) employed by a foreign affiliate; or (8) an intern, scholar, or co-op student.

B. Enrolling in the 401(k) Portion of the Plan

You will be **automatically enrolled in the 401(k) portion of the Partners' Plan,** once you are eligible unless you have otherwise made an affirmative election. If you have not made your own individual election by the end of the three-month eligibility waiting period, you will be automatically enrolled for a 3% pre-tax contribution to be made to the Plan from your compensation ("Automatic Contribution"). The Automatic Contribution will be invested in the Plan's default fund if no other investment elections have been made by you and are on file.

You have until the end of your three-month eligibility waiting period to **opt out** of automatic enrollment or to elect a different contribution or investment. To opt out of the automatic enrollment or to elect a different contribution or investment, you must call the Cintas Service Center at **1-866-256-6559** or log on to the website at **http://partnerconnect.cintas.com.**

If you were automatically enrolled and did not timely opt out, you may change your contribution to 0% and request a **withdrawal** of your Automatic Contributions and associated earnings (gains or losses) during the 90 day period starting with the date the first contribution is posted to your account. Requests to withdraw Automatic Contributions can only be done by calling the Cintas Service Center at **1-866-256-6559**.

Prior to meeting the three-month eligibility waiting period, partners can enroll in the 401(k) portion of the plan to specify a contribution amount (other than 3%) and to make an investment election (other than the default investment alternative), and deductions will begin once the three-month eligibility waiting period has ended. To enroll this way, you must call the Cintas Service Center at **1-866-256-6559** or log on to the website at **http://partnerconnect.cintas.com**. You will create your password when you enroll in the Plan. In addition, the Cintas Service Center will mail a confirmation statement to you confirming your password was changed. After you enroll, if your deductions are not being made as you expect, you should contact the Cintas Service Center at **1-866-256-6559**. To change the amount of your contribution, log on to the website at **http://partnerconnect.cintas.com**, or contact the Cintas Service Center at **1-866-256-6559**.

You must also designate your investment elections when you enroll. This is when you indicate how you would like your Plan account invested among the available investment funds. (See Section X called Investment of Contributions for more information.)

If you do not designate investment elections, your contributions will be invested in the Plan's default fund, which is the T. Rowe Price Target Retirement Fund option that corresponds to your age at the time your 401(k) Personal Contribution is made. To change how your contributions are invested after enrollment, you should call the Cintas Service Center at **1-866-256-6559** or log on to the website at **partnerconnect.cintas.com**.

In addition to the enrollment process, you must designate a beneficiary for your Plan account by completing a beneficiary designation form. If you are married and do not elect your spouse as your 100% primary beneficiary, your spouse will need to provide written consent in the manner specified by the Plan Administrator. If you are not married, when completing the beneficiary designation form, you will need to certify that you are not married. If you are a married participant with no designated beneficiary on file, in the event of your death, your Plan account balance will be paid to your legal spouse. If you are a single participant with no designated beneficiary on file, your Plan account balance will be paid to your estate. To designate a beneficiary, you should call the Cintas Service Center at **1-866-256-6559** or log on to the website at **http://partnerconnect.cintas.com**.

C. Amount of Savings

You may elect to save up to 75% of your pay as your 401(k) Personal Contribution. Your 401(k) Personal Contribution will be made on a pre-tax basis and must be a whole percentage from 1% to 75%. In addition, federal law limits the dollar amount you can contribute.

If you are a Highly Compensated Employee (an "HCE"), which is defined annually by the Internal Revenue Service ("IRS"), you may elect to make 401(k) Personal Contributions on a pre-tax basis in whole percentages from 1% to 6% of your eligible compensation. Current IRS regulations may also restrict the amount of 401(k) Personal Contributions that may be made because of limits on compensation that are considered in making these contributions.

These limits are required to ensure that the Plan is operating in a non-discriminatory manner with respect to contributions. Nondiscrimination tests of partner 401(k) Personal Contributions are mandated by IRS regulations. In the course of performing these tests, contributions may need to be further limited. If your contributions are limited by the performance of these nondiscrimination tests, you will be notified.

D. Catch-Up Contributions

The federal government has enacted a special provision to allow participants age 50 and over to elect to make additional contributions called catch-up contributions. These contributions are permitted for participants who are making the maximum 401(k) Personal Contributions permitted by the Plan or federal law. For 2023, eligible partners may contribute up to $7,500 in catch-up contributions, but this amount may change each year to reflect increases in the cost of living as required by federal law. The Company Matching Contributions do not apply to catch-up contributions.

E. <u>Changing Elections</u>

1. <u>Changing Your 401(k) Personal Contribution Percentage</u>

If you wish to make changes to your 401(k) Personal Contribution percentage, you must do so by calling the Cintas Service Center at **1-866-256-6559** or logging on to the website at **http://partnerconnect.cintas.com**.

The system will allow you to make changes to your 401(k) Personal Contribution percentage daily; however, the last 401(k) Personal Contribution percentage change made prior to payroll running for that pay period will be the percentage taken from your pay for that entire period. The change will become effective within two payroll cycles after you make the change. You should contact the Cintas Service Center at **1-866-256-6559** if your changes are not being made as you expect. While this is the normal procedure and every reasonable effort will be made to complete transactions within this time, there may be exceptions on occasion.

2. <u>Changing Investments</u>

When you enroll in the 401(k) portion of the Plan, you have the opportunity to select from a variety of investment options for the 401(k) portion of your Plan account. (See Section X called Investment of Contributions for more information.) The Plan's investment options are periodically reviewed by the Investment Policy Committee. If changes are made, you will be given information and materials to help you understand the options available.

NOTE: When you select your investment options, the choices will apply to your 401(k), Matching, and Profit Sharing Contributions, as well as your Rollover Contributions and Transfer Contributions, if applicable. Even if you choose not to participate in the 401(k) portion of the Plan, you should still select your investment allocations for the Profit Sharing Contributions and monitor your selections from time to time.

Following your initial enrollment, you can change your investment elections at any time. If you wish to make changes to your investment elections for future contributions or to transfer existing fund balances, you must do so by calling the Cintas Service Center at **1-866-256-6559** or logging on to the website at **http://partnerconnect.cintas.com**.

The new investment elections will affect future 401(k) Personal Contributions, Matching Contributions, Rollover Contributions, Transfer Contributions and Profit Sharing Contributions as well as your existing amounts in these accounts, if elected. If you elect not to participate in the 401(k) portion of the Plan, you may still change the way your Profit Sharing Contributions are invested.

Changes made before 4:00 p.m. (Eastern Standard Time) on the days the stock market is open will be effective the same day that the transaction is requested. While this is the normal procedure and every reasonable effort will be made to complete transactions within this time, there may be exceptions on occasion.

F. The 401(k) Advantage

Your 401(k) Personal Contributions portion of your Plan account are made on a pre-tax basis, which saves you money. Saving on a pre-tax basis is very different from saving the way most of us are used to – like opening a regular savings account at a bank or credit union. That money goes into your savings account after taxes have been taken out of your pay.

Pre-tax savings through your 401(k) Personal Contributions offers an important tax advantage. Your savings are deducted from your pay before any federal and state income taxes are calculated. This lowers your taxable income, which means you pay less in current taxes. In fact, your 401(k) Personal Contributions, Matching Contributions and your account's investment return are not taxed until they are paid out to you.

An example:

Let's compare pre-tax savings through 401(k) Personal Contributions to after-tax savings outside the Plan, such as a traditional savings account. Let's look at John, our Cintas partner who earns $30,000 a year and who saves 5% of his pay (or $1,500 per year) through the 401(k) portion of the Plan. Since John's savings are contributed to his account before income taxes are taken out, the taxable income shown on his W-2 is $28,500 ($30,000 - $1,500 = $28,500). It is this lower amount on which he pays taxes. The chart below shows the advantage of pre-tax savings through 401(k) Personal Contributions, using assumed tax rates.

	Pre-tax Saving Through 401(k) Personal Contributions	***Traditional After-Tax Saving***
Annual pay	***$30,000***	***$30,000***
Minus 401(k)Personal Contributions	***- $1,500***	***$0***
Net taxable income	***$28,500***	***$30,000***
Minus estimated income tax withheld (15% tax bracket)	***- $4,275***	***- $4,500***
Take-home pay	***$24,225***	***$25,500***
Minus after-tax saving	***$0***	***- $1,500***
Spendable pay	***$24,225***	***$24,000***
Increase in spendable pay	***$225***	***None***

As you can see, John not only saved $1,500 for the future through his 401(k) Personal Contributions (5% of his pay), he also has $225 more spendable income each year. That's the real advantage to saving the pre-tax way.

V. CINTAS MATCHING CONTRIBUTIONS

When you make 401(k) Personal Contributions to the Partners' Plan, you may receive an additional contribution from Cintas called a Matching Contribution. With your 401(k) Personal Contributions and the discretionary Matching Contributions, you and Cintas can work together toward building your Plan account for retirement. The amount of the Matching Contribution made to the Plan, if any, is determined at the discretion of Cintas after the close of each fiscal year (May 31) and is usually contributed to your Plan account approximately 60 to 90 days after the last day of the fiscal year. Here's how the Matching Contribution works:

Step 1 Each year the Board of Directors, at its sole discretion, determines the amount of the Matching Contribution.

Step 2 Your share of the Matching Contribution depends upon how much you save by making 401(k) Personal Contributions to the Plan. The more you save through 401(k) Personal Contributions, the more you receive in Matching Contributions. However, the Company may limit the percentage of 401(k) Personal Contributions it will match.

An example:

We will assume that the Company Matching Contribution is determined to be 20% of the 401(k) Personal Contributions made for the Plan Year. Let's say John earns $30,000 a year and saves 5% of his pay (or $1,500) through payroll deductions deposited into the Plan. This means that his share of the Matching Contribution would be 20% of his 401(k) Personal Contributions -- or $300.

To receive a Matching Contribution, you must be an eligible partner on the last business day of the fiscal year, be making 401(k) Personal Contributions, and have been credited with 1,000 hours of service (unless a different number of hours is provided in the Plan for prior employees of a company acquired by Cintas) during the Plan Year for which the Matching Contribution is made. The Matching Contribution may only apply to a certain percentage of your 401(k) Personal Contributions that you make to your Plan account.

An example:

Let's assume that the Company Matching Contribution is determined to be 20% of the 401(k) Personal Contributions made for the Plan Year. Janet earns $30,000 a year and saves 12% of her pay (or $3,600) through payroll deductions deposited into the Plan. However, the Matching Contribution only applies to the first 10% of pay contributed as 401(k) Personal Contributions, so her share of the Matching Contributions would be 20% of $3,000 (10% of her pay) – or $600.

Remember that the Matching Contribution is only **one** way Cintas contributes to your retirement income. When you add in Profit Sharing and ESOP Contributions, you can see that the Partners' Plan represents an important investment in your future.

VI. OTHER CONTRIBUTIONS

There are three additional types of contributions that may be held in the 401(k) portion of your Plan account.

A. Rollover Contributions

If you are an eligible partner, you may roll over funds from a previous employer's qualified plan or a conduit individual retirement account (an "IRA") into the Partners' Plan at any time. Rollover Contributions may be invested in the Plan before you become eligible to begin making 401(k) Personal Contributions from your paycheck or before you are eligible for Profit Sharing or ESOP Contributions. You should have the rollover check made payable to ***Fifth Third Bank, Trustee for the Cintas Partners' Plan***. To receive a rollover form, call the Cintas Service Center at **1-866-256-6559** or log on to the website at **http://partnerconnect.cintas.com**.

B. After-Tax Contributions

Prior to July 2, 1993, the Plan allowed contributions to the Plan on an after-tax basis. Although new After-Tax Contributions are no longer permitted, these contributions continue to be held in the Plan and are identified as After-Tax Contributions under the Contribution Summary section of your quarterly statement.

C. Transfer Contributions

As Cintas acquires the stock of other companies, the 401(k) plans of these other companies may be merged into the Partners' Plan. If you participated in one of the 401(k) plans that was merged into the Partners' Plan, the assets from your prior 401(k) plan were transferred to the trustee of the Partners' Plan and held in the 401(k) portion of your Plan account. These contributions are identified as Transfer Contributions under the Contribution Summary section of your quarterly statement. The Transfer Contributions may have different requirements for vesting and distributions than other contributions in the Partners' Plan. These different rules will be continued, as required by federal law, for the Transfer Contributions. If you have any questions about your Transfer Contributions, you should contact the Cintas Service Center at **1-866-256-6559** or log on to the website at **http://partnerconnect.cintas.com**.

VII. WITHDRAWALS FROM THE PLAN

The Partners' Plan is designed to be your retirement plan. Therefore, withdrawals from your Plan account while you are working for Cintas are limited. Profit Sharing, ESOP and Matching Contributions made by Cintas are not available for withdrawal while you are an active partner except as described in this Section VII.

A. Loans

While you are an active partner, you may request a loan from your 401(k) Personal Contributions, Rollover Contributions and any vested Transfer Contributions (if permitted under the Plan). **You may not take out loans from the Matching Contribution, Profit Sharing Contribution or ESOP Contribution portions of your Plan account**.

1. To request a loan, you should contact the Cintas Service Center at **1-866-256-6559** or log on to the website at **http://partnerconnect.cintas.com**.
2. There is a $75 initial loan-processing fee that will be deducted from your Plan account for each loan requested.
3. On the first business day of each Plan Year, a $10 annual loan maintenance fee will be deducted from your Plan account for each active or taxed loan that is outstanding.
4. You may not have more than two loans from the Plan outstanding at any one time.
5. The minimum loan amount is $500.
6. The loan, together with all other existing loans, may not exceed the lesser of (1) $50,000, minus your highest outstanding loan balance during the last 12 months, even if repaid; or (2) 50% of your available 401(k) Personal Contributions, Rollover Contributions and vested Transfer Contributions minus your highest outstanding loan balance during the last 12 months, even if repaid. For example, if your highest loan balance was $37,000 in the last year, you would be limited to $13,000 in additional or new loans.
7. The loan will be treated as an investment directed by you.
8. Your loan check will be mailed to your home address on file with the Cintas Service Center within 7 to 10 business days. There are no forms to complete when applying for a loan. Your signature on the check is your agreement to the terms of the loan. You may request that the loan be directly deposited into your bank account instead of having a check mailed to you.
9. The repayment term for any loan may not be less than six months and no more than five years. The amount of interest payable under the loan will be 1% over the prime interest rate as announced by the *Wall Street Journal*, as of the 15th day of the month prior to the first day of the month in which the loan is taken. The interest rate will remain in effect for the entire term of the loan.
10. The loan is repaid through payroll deductions and is applied to your Plan account, according to your investment elections on file. You may prepay the full amount of

the loan plus interest at any time, without penalty, by calling the Cintas Service Center at **1-866-256-6559** or logging on to **http://partnerconnect.cintas.com**.

11. Your loan is immediately due and payable if you terminate employment for any reason or fail to make a required payment. If you terminate employment and fail to make payment within 30 days from the request for payment or termination of employment (for reasons other than death), your Plan account balance will be reduced by the amount outstanding on the loan.

12. The unpaid portion of a loan will be deducted prior to making a final distribution. This is considered a taxable distribution from your Plan account, and all applicable taxes would be deducted.

13. If you are involved in a bankruptcy (voluntary or involuntary), your loan is immediately due and payable. If you fail to repay it, the unpaid portion of a loan will be considered defaulted. You will be responsible for payment of applicable taxes for the year the loan is defaulted unless the loan is repaid in full in the year it is defaulted.

14. If you have previously defaulted on a loan while an active partner (for a reason other than termination of employment), you are not permitted to take any new loans. However, if the taxed loan is repaid in full (including applicable interest), the Plan Administrator may permit you to take future loans. Partners on an unpaid leave of absence are not permitted to take a new loan while on unpaid leave.

15. In the event of your death, your beneficiary(ies) may repay the outstanding loan balance. The unpaid portion of the loan will be deducted prior to making a final distribution to your beneficiary(ies).

16. If you have an outstanding loan balance and transfer employment to an affiliate of the Company located in Canada, you may continue to repay any remaining principal and interest on such loan each pay period. In addition, you are eligible to request a loan in accordance with this subsection A of Section VII.

An example:

Let's assume that Chris has the following accounts in the Plan:

401(k) Personal Contributions	***$30,000***
Rollover Contributions	***10,000***
Transfer Contributions	***0***
Matching Contributions	***6,000***
Profit Sharing Contributions	***10,000***
ESOP Contributions	***10,000***

Chris has $40,000 available for a loan ($30,000 of 401(k) Personal Contributions + $10,000 of Rollover Contributions). Remember your Matching Contributions, Profit Sharing Contributions and ESOP Contributions are not available for a loan. Chris may take a loan up to $20,000 (50% of his $40,000 that is available for a loan).

If Chris had taken a loan last year of $5,000, he would only have up to $15,000 available for a loan this year ($20,000 less the $5,000 loan taken last year).

If Chris had $120,000 total in his 401(k) Personal Contributions and Rollover Contributions accounts available for a loan, he may only borrow $50,000. Even though 50% of $120,000 is $60,000, loans may never exceed $50,000.

B. Hardship Withdrawals

In the event of a financial hardship, you may request a Hardship Withdrawal first from your 401(k) Personal Contributions, then from your vested Matching Contributions, and finally from your vested Transfer Contributions, if applicable. **Hardship Withdrawals may not be taken from your Profit Sharing and ESOP Contributions**.

1. Hardship Withdrawals may only be requested after all available loans and in-service withdrawals have been exhausted from the Partners' Plan, as well as any other plan(s) sponsored by the Company.
2. The Internal Revenue Service has guidelines for the approval of Hardship Withdrawal requests. Requests may be approved for the following reasons:
   a. Medical expenses that would be deductible under Section 213(d) of the Internal Revenue Code of 1986 (the "Code") and that are not reimbursed (for you and your eligible dependents);
   b. Purchase of your primary residence (excluding mortgage payments);
   c. Tuition, room and board expenses, and related educational fees for post-secondary education for the next 12 months (for you and your eligible dependents);
   d. Prevention of eviction or foreclosure from your primary residence;
   e. Burial or funeral expenses for your deceased spouse, parents, children or dependents; or
   f. Expenses incurred for repairs of damage to your principal residence that would qualify as deductible casualty expenses under Section 165 of the Code (determined without regard to Section 165(h)(5) of the Code and whether the loss exceeds 10% of adjusted gross income).
   g. Expenses and losses (including loss of income) incurred by you on account of a disaster declared by the Federal Emergency Management Agency (FEMA), provided that your principal residence or principal place of employment at the time of the disaster was located in an area designated by FEMA for individual assistance with respect to the disaster.
   h. Any other event the Secretary of Treasury has deemed to be a reason for a hardship withdrawal.
3. You will be required to provide documentation that supports both the reason and amount of the financial hardship.

4. If your request is not approved, you will be sent a letter explaining why the Hardship Withdrawal cannot be granted.

5. The minimum Hardship Withdrawal request is $500.

6. There is a $25 transaction fee that will be deducted from your Plan account for each Hardship Withdrawal.

7. Because a Hardship Withdrawal is considered to be a distribution, it is subject to certain taxes. These taxes are as follows:

    a. 10% withholding of federal income tax.

    b. If you are under age 59½, a 10% early withdrawal tax may be due to the IRS at the time you file your income taxes. At your request, Cintas will withhold this amount from your Hardship Withdrawal.

8. The amount of your Hardship Withdrawal will not exceed the amount needed to satisfy your immediate and heavy financial need plus the amount necessary to pay any federal, state and local income taxes or penalties reasonably anticipated as a result of the distribution.

If you are considering a Hardship Withdrawal from your Plan account, you may want to consult a personal financial advisor to find out how the Hardship Withdrawal will affect your taxable income.

C. Age 65 Withdrawal

Once you have attained age 65 and, have 10 years vesting service, you may withdraw all or a portion of your vested Matching, Profit Sharing, and ESOP contributions that have been in the Plan for two or more years, even if you are actively employed. There is a $25 transaction fee that will be deducted from your Plan account for each age 65 withdrawal.

D. Distributions After Age 59½

You may withdraw your 401(k) Personal Contributions, After-Tax Contributions, and Rollover Contributions and Transfer Contributions after you are age 59½ for any reason even if you are actively employed. The minimum withdrawal amount is $500. This type of withdrawal is not subject to the 10% early withdrawal penalty tax, but is still subject to ordinary income taxes and the mandatory 20% withholding of federal income tax, unless you direct the Trustee to roll over your withdrawal into another qualified retirement plan or an IRA. There is a $25 transaction fee that will be deducted from your Plan account for each distribution after age 59 ½.

E. Other Withdrawals

You may withdraw your After-Tax and Rollover Contributions at any time. The minimum amount of a withdrawal from these accounts is $500. In addition you may also be able to withdraw money from your vested Transfer Contributions if your previous employer's plan would have permitted the withdrawal. There is a $25 transaction fee that will be deducted from your Plan account for each withdrawal. For more information about these types of withdrawals, you should contact the Cintas Service Center at **1-866-256-6559** or log on to the website at **http://partnerconnect.cintas.com**.

VIII. VESTING

Vesting is the term used to describe your "ownership" of the funds in your Plan account. You are always 100% vested in your 401(k) Personal Contributions, After-Tax Contributions and Rollover Contributions.

Vesting of your Matching, Profit Sharing and ESOP Contributions is dependent on your years of service calculated by Plan Years ("Plan Years of Service"). For each Plan Year that you are credited with 1,000 hours of service, you receive one Plan Year of Service (i.e., one year of vesting credit). Vesting of any Transfer Contributions (a prior plan of a company acquired by Cintas) will vary based upon the vesting schedule of the prior plan.

Matching Contributions will vest on the following "five-year graded" schedule:

Plan Years of Service	Percentage Vested
1 year	0%
2 years	20%
3 years	40%
4 years	60%
5 years	100%

Profit Sharing and ESOP Contributions are completely vested after you have been credited with three Plan Years of Service with no partial vesting before you have three Plan Years of Service.

If you leave the Company before you complete the required Plan Years of Service, the Company contributions made to your account will be forfeited.

If you retire at the age of 65 or older, become totally disabled at any age, or in the event of your death while an active partner, your account will automatically be 100% vested, regardless of your years of vesting credit.

Notwithstanding the above, if you were a partner of: (i) CC Shredding Holdco LLC ("CC Shredding") who was leased to Shred-it USA LLC or CDD LLC ("Shred-It") and separated from service from CC Shredding on December 31, 2014, and reemployed with Shred-it as of January 1, 2015, you will be 100% vested in your ESOP Contributions, Profit Sharing Contributions and Matching Contributions as of January 1, 2015; (ii) the Document Storage division of Cintas Corporation No. 2 (a "Storage and Imaging Partner") who separated from service on October 31, 2014 in connection with the corporate transaction relating to Storage and Imaging Partners, and was reemployed with Access CIG, LLC or a related entity as of November 1, 2014, you will be 100% vested in your ESOP Contributions, Profit Sharing Contributions and Matching Contributions as of October 31, 2014; or (iii) the Tile, Carpet and Coil Cleaning division of Cintas Corporation No. 2 (“Tile, Carpet and Coil Cleaning Partners”) and separated from service on September 18, 2020 in connection with the corporate transaction relating to Tile, Carpet and Coil Cleaning Partners, you will be 100% vested in your ESOP Contributions, Profit Sharing Contributions and Matching Contributions as of September 18, 2020.

IX. FORFEITURE AND REINSTATEMENT

You are always vested and cannot forfeit the value of your 401(k) Personal Contributions, Rollover Contributions, and After-Tax Contributions. However, if your employment terminates, and you are not fully vested in the value of Cintas' contributions (Profit Sharing, ESOP and Matching Contributions) you will forfeit the nonvested value of these contributions. You will also forfeit the nonvested value of any Transfer Contributions.

If your Company contributions are forfeited and you are later rehired by Cintas or any subsidiary of Cintas prior to having five consecutive one-year breaks in service, the forfeited contributions will be restored if you repay any distribution you have received. Certain Transfer Contributions and Matching Contributions will not be restored unless you repay any amounts that may have been distributed to you. For purposes of this provision, a "one-year break in service" means a Plan Year during which you are not credited with more than 500 hours of service with Cintas or any affiliate.

If you have five consecutive one-year breaks in service, you permanently forfeit your non-vested Company contributions, even if you are later rehired. Forfeitures will be used first to restore forfeitures of partners who are rehired; next, to make administrative corrections and offset the cost of administering the Plan; and next, to reduce future contributions to the Matching Contributions, Profit Sharing Contributions or ESOP Contributions.

X. INVESTMENT OF CONTRIBUTIONS

A. <u>Your Direction of Investments</u>

When you are eligible to participate in the Plan, you will need to choose how you want your money invested. The Partners' Plan currently has several investment options, including Cintas Common Stock. The choice you make will not apply to ESOP Contributions that are invested solely in Cintas Common Stock (as described in Section B below), but will apply to your 401(k) Personal Contributions, Matching Contributions, Rollover Contributions, Transfer Contributions and Profit Sharing Contributions.

Detailed information about investment options is contained in a separate document. A fund fact sheet for each option is available by calling the Cintas Service Center at **1-866-256-6559** or logging on to the website at **http://partnerconnect.cintas.com**.

The number of investment options and the type of investment options may be changed by the Investment Policy Committee (the "IPC") from time to time. You will be informed of any change in investment options.

Neither Cintas, the Plan Administrator, nor any officer or partner of Cintas or a subsidiary may advise you of the manner in which your accounts should be invested. The fact that an investment fund is available under the Plan should not be construed as a recommendation for investment in that investment fund.

If you fail to make any investment allocations, your 401(k) Personal Contributions, Matching Contributions, Profit Sharing Contributions and Rollover Contributions will be invested in the default fund, the T. Rowe Price Target Retirement Fund option, that corresponds to your age at the time the Profit Sharing and Matching Contribution is made or the time the Rollover Contribution is received by the Plan. The default funds may be changed by the Investment Policy Committee from time to time.

B. <u>ESOP Contributions Account</u>

ESOP Contributions are invested primarily in Cintas Common Stock. For purposes of ESOP Contributions, the value of Cintas Common Stock is based on the fair market value of the stock.

C. <u>Diversification of ESOP Contributions Account</u>

The Partners' Plan allows you to elect to move any portion of your account that is invested in Cintas Common Stock from that investment into other investment alternatives under the Partners' Plan. This right extends to all of the Cintas Common Stock held under the Partners' Plan, except that it does not apply to your account balance attributable to the ESOP Contributions Account until you have three years of service. You may contact the Cintas Service Center for specific information regarding this right, including how to make an election. In deciding whether to exercise this right in the future, you will want to give careful consideration to the importance of diversification. All of the investment options under the Partners' Plan are available to you if you decide to diversify out of Cintas Common Stock.

Diversification is a complex issue. If you are considering this option, you should direct any questions to the Cintas Service Center at **1-866-256-6559** or log on to the website at **http://partnerconnect.cintas.com**. If you have questions about your specific situation, you should consult your personal advisor.

D. <u>ESOP Stock Dividends</u>

You may elect how to receive dividends on Cintas Common Stock in your ESOP Contributions Account. You may elect to:

- Continue having the dividends reinvested in Cintas Common Stock and remain in your ESOP Contributions Account; or
- Receive the dividends as a cash payment.

To continue reinvesting dividends on Cintas Common Stock in your ESOP Contributions Account:

- No action is required;
- Your dividends will not be taxed until they are withdrawn from your ESOP Contributions Account; and
- Your dividends can earn dividends, which is a way to grow your ESOP Contributions Account.

To receive dividends on Cintas Common Stock in your ESOP Contributions Account as a cash payment:

- You must make that election by the dividend's ex-date (which generally occurs in early November).
- The cash payment will be taxed as income, so you will be required to pay taxes on the dividends when you file your annual tax return. You will receive an IRS Form 1099-R each year which reflects any dividends received in cash.
- To make an election for cash payment, you may either call the Service Center at **1-866-256-6559** or log onto the website at **http://partnerconnect.cintas.com.**

E. <u>Compliance With ERISA Section 404(c)</u>

The Plan's investments and investment rules are intended to comply with Section 404(c) of ERISA and the related regulations. This allows the fiduciaries of the Plan to be relieved of liability for losses experienced as a result of your investment instructions.

XI. PROCEDURE FOR DESIGNATING A BENEFICIARY

A. Unmarried

If you are not married, you may designate anyone as your beneficiary or beneficiaries. If no beneficiary information is on file, then your Plan balance will be paid to your estate. To designate a beneficiary, you should contact the Cintas Service Center at **1-866-256-6559** or log on to the website at **http://partnerconnect.cintas.com**.

B. Married

If you are legally married, you are required to designate your spouse as primary beneficiary for 100% of your Plan benefits, unless spousal consent has been obtained and the appropriate signatures and notarization have been provided on the Beneficiary Form. **It is not necessary to obtain your spouse's signature or notarization if you are designating your legal spouse as the primary beneficiary of 100% of your benefits**. If you are married and have no beneficiary designation on file or invalid beneficiary designations on file, your Plan balance will be paid to your legal spouse. You may contact the Cintas Service Center at **1-866-256-6559** or log on to the website at **http://partnerconnect.cintas.com** to designate a beneficiary.

C. Additional Requirements

A beneficiary designation is not effective for any purpose unless it has been received by the Plan Administrator in the prescribed manner. The Plan Administrator may impose additional requirements including requiring you to update your beneficiary designation from time to time.

D. Failure to Designate

If you fail to designate a beneficiary, if your beneficiary designation is ineffective, or if all designated beneficiaries predecease you or die simultaneously (as determined under the Plan), the distribution will be made to your spouse or, if none, to your estate.

XII. DISTRIBUTIONS FROM THE PLAN

A. <u>Distributions Upon Termination of Employment</u>

You may request a distribution of contributions from the 401(k) portion of the Plan at any time after having been terminated from Cintas. All distributions will be made as soon as administratively practicable after your termination of employment.

Upon termination or retirement, the Cintas Service Center will send a distribution letter to you, explaining your eligibility to request a distribution. Along with the letter, you will receive a *Payment Rights Notice*, which provides information related to taxes and Plan payments. You should expect to receive your letter approximately six weeks following your date of termination or retirement.

If you do not call the Cintas Service Center to request a distribution within 30 days of receiving your distribution letter, and your vested account balance is $1,000 or less, you will automatically be issued a lump sum cash payment to you (less 20% withholding for federal income taxes on the taxable portion of the distribution as well as any state withholding taxes, if applicable). Federal income tax and state withholding tax, if applicable, are not withheld from distributions that are less than $200.

If your Plan account has a total vested balance of **more than $1,000**, you **must** request a distribution. Otherwise, your account will remain in the Partners' Plan.

You may request a distribution by calling the Cintas Service Center at **1-866-256-6559** or logging on to the website at **http://partnerconnect.cintas.com**. Plan representatives are available for distribution requests between the hours of 7:00 a.m. and 5:00 p.m. Central Time Monday through Friday, except on days the stock market is closed.

You may elect to receive your final distribution in the form of:

- a lump sum cash payment;
- monthly, quarterly, semi-annual or annual installment payments, over a period of less than 10 years **(only for vested balances of more than $1,000);** or
- a rollover to another qualified plan or Individual Retirement Account. **After-Tax Contributions are not eligible for a direct rollover**.
- NOTE: ESOP Contributions may be requested in full shares of Cintas Common Stock. Payment of a fractional share of Cintas Common Stock will be made in cash.

Distribution requests will be processed daily. If your request is received by 4:00 p.m. Eastern Standard Time it will be processed in the ***same*** day. If not, it will be processed the following day. You should expect to receive a check within 7 to 10 business days after your request is processed. You may request that your distribution be directly deposited into your bank account instead of mailed to you.

When you receive your distribution, you will owe ordinary income taxes on the full amount, except for any After-Tax Contributions you may have made in prior years and any net unrealized appreciation of distributions of Cintas Common Stock. The taxable portion of your distribution may be subject to a mandatory 20% withholding of federal income tax unless you direct the Trustee to roll over your distribution into another employer's qualified plan or IRA. Additionally, you may owe a 10% penalty tax if you are under age 59½ (this penalty tax does not apply if you terminate employment any time after age 55). The tax consequences of your distribution are explained in the *Payment Rights Notice* . You may want to consider consulting a tax advisor before you receive a distribution from the Plan.

There is a $25 transaction fee that will be deducted from your Plan account for each distribution. If you elect to receive your distribution in the form of installment payments, the $25 transaction fee will only apply to the initial payment.

B. <u>Distributions Upon Retirement, Death Or Disability</u>

If you retire at age 65 or older, become totally disabled at any age, or if you should die while you are an active partner, your account will automatically become 100% vested and eligible for distribution to you or your beneficiary(ies). The distribution may be taken in one of the following forms:

- a lump sum cash payment;
- monthly, quarterly, semi-annual or annual installment payments, over a period of less than 10 years **(only for vested balances of more than $1,000);** or
- a rollover to another qualified plan (partners only) or to an Individual Retirement Account (partners and beneficiaries). After-Tax Contributions are not eligible for a direct rollover.

In addition, you may request to receive your ESOP Contribution in full shares of Cintas Common Stock. Payment of a fractional share of Cintas Common Stock will be made in cash.

In the event of a partner's death, beneficiaries should contact the Cintas Service Center at 1-866-256-6559. Beneficiaries are required to send an **original certified** death certificate to the Cintas Service Center and additional information from the beneficiary may be requested. A beneficiary(ies) account(s) will be established and a password will be sent. The password will allow the beneficiary(ies) access to their Plan beneficiary account. A distribution can then be requested by calling the Cintas Service Center at **1-866-256-6559** or logging on to the website at **http://partnerconnect.cintas.com**. Representatives are available between 7:00 a.m. and 5:00 p.m. Central Time, Monday through Friday, except on days that the stock market is closed.

Distribution requests will be processed daily. You should expect to receive a check within 7 to 10 business days after your request is processed. You may request that your distribution be directly deposited into your bank account instead of mailed to you.

There is a $25 transaction fee that will be deducted from your Plan account for each distribution. If you elect to receive your distribution in the form of installment payments, the $25 transaction fee will only apply to the initial payment.

When you receive your distribution, ordinary income taxes will apply to the full amount, except for any After-Tax Contributions you may have in your account. The taxable portion of your distribution is subject to a mandatory 20% withholding of federal income tax unless you direct the Trustee to roll over your distribution into another employer's qualified plan or an IRA. Additionally, a 10% penalty tax may apply to the amount of the distribution if you are under age 59½. The tax consequences of your distribution are explained in the *Payment Rights Notice* . You may want to consider consulting a tax advisor before you receive a distribution from the Plan.

C. Distributions Under a Qualified Domestic Relations Order

There are certain procedures that must be followed if your spouse, former spouse, child(ren) or other dependent are to receive any part of your Plan Account pursuant to a court order, judgment or decree. The Plan Administrator must approve a Qualified Domestic Relations Order (a "QDRO"). There is a $400 QDRO processing fee that will be charged to the alternate payee when the order is qualified. You, your spouse or children may obtain a free copy of the Plan's procedures for a QDRO along with a model QDRO by visiting www.QOcenter.com or by calling the Cintas Service Center at **1-866-256-6559**.

XIII. KEEPING TRACK OF YOUR PARTNERS' PLAN ACCOUNT

You will receive a quarterly statement that gives a complete overview of the earnings and value of your Partners' Plan account so that you can see how the Plan is working for you. The statement will show the following:

- 401(k) Personal Contributions (including Before-Tax, After-Tax, Rollover and Transfer Contributions, as applicable);
- Cintas Profit Sharing, ESOP and Matching Contributions;
- Investment return, including gains and losses, on your accounts; and
- Other activity such as loans, withdrawals, rollovers and forfeiture allocations.

You can expect to receive your quarterly statement two to three weeks after the end of the calendar quarter (March 31, June 30, September 30 and December 31). Questions about your statement should be directed to the Cintas Service Center at **1-866-256-6559**.

XIV. CIRCUMSTANCES RESULTING IN INELIGIBILITY

If you cease to be an eligible partner of Cintas for any reason including change in status, full disability or retirement, you will no longer be eligible to participate in the Plan.

If your employment is terminated for any reason other than death or full disability, and you are not completely vested in the Profit Sharing and ESOP Contributions made by Cintas, you will forfeit the value of those accounts. See Section IX of this SPD for more information about forfeitures following termination of employment.

XV. COSTS OF THE PLAN

The costs associated with operating the Plan may be paid out of the Plan, unless Cintas elects to pay these expenses. Expenses attributable to your Plan Accounts due to investment elections, loans, withdrawals, distributions, domestic relations orders or other reasons, may be directly deducted from the Plan Account for which the expense was incurred.

XVI. PROCEDURE FOR MAKING A CLAIM FOR BENEFITS

A. Making a Claim

The Plan Administrator has the power and authority in its sole, absolute and uncontrolled discretion to manage and interpret the Plan and, in particular, to determine who is entitled to a benefit and the amount of the benefit. The determination of the Plan Administrator as to any question involving the general administration and interpretation of the Plan will be final, conclusive and binding on all persons except as otherwise provided by the Plan document or by law. However, if you have a complaint regarding the nonpayment of all or part of a Plan benefit, you or your duly authorized representative may mail or deliver a letter stating your complaint to the Plan Administrator.

B. Review of a Denied Claim

If a claim for benefits is denied, either in whole or in part, you, or your beneficiary, will be sent written or electronic notice of the denial together with the specific reason or reasons why the claim was denied, a reference to the specific Plan provisions on which the denial is based, a description of any additional material or information necessary for you to perfect the claim (along with an explanation of why such material or information is necessary), and the steps you should take if you want to submit a request for review, the time limits for submitting an appeal, and a statement of your right to bring a civil action under ERISA Section 502(a) following an adverse benefit determination on appeal. This notice will be provided within a reasonable time not to exceed 90 days, unless special circumstances require an extension. If an extension is necessary, the Plan Administrator will notify you before the initial 90-day period is over and tell you the circumstances requiring a delay and the date that the Plan Administrator expects to make its decision. If an extension is necessary due to your failure to submit necessary information, the timeframe for making a benefit determination is tolled from the date you are sent the extension notification until the date you respond to the request for additional information. If the Plan Administrator does not respond to your claim within 90 days, you should treat your claim as being denied and submit a written appeal.

You, your beneficiary, or an authorized representative may submit a written appeal to the Plan Administrator requesting a review of the denied claim within 60 days of receipt of the written or electronic notice that the claim was denied. The appeal should include any written comments, documents, records, or other information relating to the claim. You, your beneficiary, or an authorized representative may also review the pertinent documents and submit comments in writing as well as be represented by counsel at your own or your beneficiary's expense. The Plan Administrator will review your appeal, considering all comments, documents, records and other information you submit relating to the claim, regardless of whether the information was submitted or considered in the initial benefit determination.

The Plan Administrator must notify you of its decision within 60 days after receipt of the appeal, unless special circumstances exist that require an extension. If special circumstances require an extension of time to process your claim, the 60-day period may be extended for an additional 60 days. If an extension is necessary, the Plan Administrator will notify you before the initial 60-day period is over and tell you the circumstances requiring a delay, and the date a decision is expected. If an extension is necessary due to your failure to submit necessary information, the timeframe for making a benefit determination is tolled from the date you are sent the extension notification until the date you respond to the request for additional information.

You will be notified of the appeal decision in writing or electronically. If your appeal is denied, it will include the specific reason or reasons why your appeal is denied, a reference to the specific Plan provisions on which the denial was based, notice that you will be provided, upon request and free of charge, reasonable access to, and copies of, all documents, records and other information relevant to your claim, and notice of your right to bring an action under ERISA Section 502(a).

The Plan Administrator has the sole discretion in making decisions with respect to a claim, and its decisions are final and binding, subject to the right to appeal to the Plan Administrator and unless found by a court to be arbitrary and capricious. Similarly, the decision of the Plan Administrator with respect to an appeal of a denied claim is final and binding unless the decision is determined by a court to be arbitrary and capricious.

All written notices referred to above may be sent to you in electronic form, to the extent permitted by applicable law.

In 2020 and 2021 U.S. Departments of Labor and the Treasury (the "agencies") issued guidance that temporarily extends the deadlines for certain benefit changes and processes associated with claims/appeals. To protect individuals from losing benefits, the agencies temporarily extended certain deadlines by disregarding the COVID-19 "Outbreak Period," which began March 1, 2020, and ends 60 days after the end of the National Emergency. While the National Emergency is ongoing, the period that may be disregarded for determining extended deadlines is subject to a statutory duration limitation of one year. This means that for purposes of calculating your extended deadline(s), the period that may be disregarded will end the earlier of one year from the date you were first eligible for relief (March 1, 2020 or the start of the otherwise applicable deadline period if it started after March 1, 2020), or the end of the "Outbreak Period" which is 60 days after the announced end of the National Emergency. In no case will a disregarded period exceed one year.

C. <u>Exhausting Administrative Review</u>

You must comply with the claims procedures in order to bring an action in court. If you do not file a claim, or comply with the claims procedures, including but not limited to timely filing an appeal, you will give up legal rights including your right to file a suit in federal court, as you will not have exhausted your internal administrative appeal rights. Generally, you must exhaust your internal administrative appeal rights before you can bring a suit in federal court. Any lawsuit regarding the denial of an appeal must be filed within one year of the date the Plan Administrator denied the appeal.

XVII. NOTICES AND CORRESPONDENCE

You should direct all requests for information, including an address change if you are a terminated participant, to the Cintas Service Center at **1-866-256-6559** or log on to the website at **http://partnerconnect.cintas.com**. All other correspondence to the Plan Administrator should be sent to the attention of the Benefits Department, Cintas Corporation, 6800 Cintas Boulevard, Mason, Ohio 45040. The telephone number is (513) 459-1200.

XVIII. TOP HEAVY RULES

A retirement plan is "top heavy" if the sum of the account balances for key employees for any Plan Year exceeds 60% of the sum of all account balances. Federal tax laws require that if the Plan is top heavy it must provide a more rapid vesting schedule and certain minimum contributions. "Key employees" are generally officers and other highly compensated individuals. You will be notified in the unlikely event the Plan becomes top heavy.

XIX. PLAN AMENDMENT AND TERMINATION

Cintas expressly and specifically reserves the sole and exclusive right at any time by action of the Board of Directors to amend, modify or terminate the Plan. Any amendment, modification or termination must be in writing, authorized by the Board of Directors or the Executive Committee of the Board of Directors and signed by an officer of Cintas. If the Plan is terminated, you will automatically become vested in any forfeitable part of your account. Cintas may direct that: (i) benefits be distributed in one lump sum payment after the Internal Revenue Service determines that the termination does not adversely affect the Plan's qualification; or (ii) the trust continue and benefits be distributed at the same time and in the same manner as if the Plan had not terminated (but without any additional contributions).

If Cintas is dissolved, liquidated or adjudged bankrupt, the Plan will automatically be terminated. The Plan will also be terminated upon the merger, consolidation or reorganization of Cintas or the sale of substantially all of its assets, unless the successor or purchasing entity, whichever is the case, agrees to be substituted for Cintas and to assume all of Cintas' obligations under the Plan.

The Employee Retirement Income Security Act of 1974 (“ERISA”) established the Pension Benefit Guaranty Corporation to guarantee the benefits under certain plans. This Plan is not covered by that program.

XX. STATEMENT OF ERISA RIGHTS

You are entitled to certain rights and protections under ERISA. ERISA provides that all Plan participants are entitled to: (1) Examine, without charge, at the Plan Administrator's office and at other specified locations, all documents governing the Plan and a copy of the latest annual report (Form 5500 Series) filed by the Plan with the U.S. Department of Labor and available at the Public Disclosure Room of the Employee Benefits Security Administration. (2) Obtain, upon written request to the Plan Administrator, copies of documents governing the operation of the Plan and copies of the latest annual report (Form 5500 Series) and updated summary plan description. The Plan Administrator may charge a reasonable amount for the copies. (3) Receive a summary of the Plan's annual financial report. The Plan Administrator is required by law to furnish a copy of this summary annual report. (4) Obtain a statement once a year setting forth the value of your accounts under the Plan and whether you are vested in any portion of employer contributions. The Plan must provide the statement free of charge. This statement is not required to be given more than once every 12 months.

In addition to creating rights for Plan participants, ERISA imposes duties on the people who are responsible for the operation of the Plan. The people who operate the Plan, called "fiduciaries" of the Plan, have a duty to do so prudently and in the interest of you and other Plan participants and beneficiaries. No one may prevent you from obtaining a benefit or exercising a right under ERISA by firing or otherwise discriminating against you in any manner.

If your claim for a benefit is denied or ignored, in whole or in part, you have a right to know why this was done, to obtain copies of documents relating to this decision without charge and to appeal any denial, all within certain time schedules.

Under ERISA, there are steps you may take to enforce the above rights. For instance, if you request materials from the Plan and do not receive them within 30 days, you may file suit in a federal court. In such a case, the court may require the Plan Administrator to provide the materials and pay you up to $110 a day until you receive the materials, unless the materials were not sent because of reasons beyond the control of the Plan Administrator. If you have a claim for benefits denied or ignored, in whole or in part, you may file suit in a state or federal court. In addition, if you disagree with the Plan's decision or lack thereof concerning the qualified status of a domestic relations order, you may file suit in a federal court. If it should happen that the Plan fiduciaries misuse the Plan's money, or you are discriminated against for asserting your rights, you may seek assistance from the U.S. Department of Labor or you may file suit in a federal court. The court will decide who should pay court costs and legal fees in such a proceeding. If you are successful, the court may order the person sued to pay these costs and fees. If you lose, the court may order you to pay these costs and fees, for example, if it finds the claim to be frivolous.

If you have questions about the Plan, you should contact the Plan Administrator. If you have questions about this statement or about your rights under ERISA or if you need assistance in obtaining documents from the Plan Administrator, you should contact the nearest area office of the Employee Benefits Security Administration, U.S. Department of Labor, listed in your telephone directory or the Division of Technical Assistance and Inquiries, Employee Benefits Security Administration, U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C. 20210. You may also obtain certain publications about your rights and responsibilities under ERISA by calling the publications hotline of the Employee Benefits Security Administration.

XXI. ADMINISTRATION AND SPONSORSHIP

A. Sponsors

Cintas Corporation and certain of its subsidiaries sponsor the Plan. The full address and identification number for Cintas Corporation is:

Cintas Corporation
6800 Cintas Boulevard
Mason, Ohio 45040
(513) 459-1200

IRS Employer Identification Number: 31-1188630

Cintas and its subsidiaries are sometimes referred to collectively as "Cintas" or the "Company." A complete list of Plan sponsors is available upon written request to the Plan Administrator at the above address and is also available for examination by participants and beneficiaries as required by law.

B. Plan Administrator

The Plan Administrator is Cintas Corporation.

The Plan Administrator may adopt rules and regulations to carry out and administer the Plan. The Plan Administrator has the exclusive right, power, and authority, in its sole and absolute discretion, to construe, interpret, and administer the Plan and make factual determinations as it deems appropriate, as well as all powers reasonably necessary to carry out its responsibilities under the Plan. Under the Plan, decisions and determinations of the Plan Administrator will be final, conclusive, and binding upon all parties to the extent permitted by law. Any determination made by the Plan Administrator shall be given deference in the event the determination is subject to judicial review and shall be overturned by a court of law only if it is arbitrary and capricious.

The Plan Administrator may be contacted by directing a request to:

Benefits Department
Cintas Corporation
6800 Cintas Boulevard
Mason, Ohio 45040
Attention: Partners' Plan Administrator.

The telephone number is (513) 459-1200.

C. Plan Trustee

The Plan is funded through a trust. The Plan is for the exclusive benefit of participants, and its assets do not belong to Cintas.

The Trustee of the Plan is:

THE FIFTH THIRD BANK
38 Fountain Square Plaza
Cincinnati, Ohio 45202

The Board of Directors of Cintas may remove the Trustee and appoint a successor at any time.

D. Service of Process

The Agent for Service of Legal Process is:

Cintas Corporation
Attn: Chief Diversity Officer & Senior Vice President of Human Resources
6800 Cintas Boulevard
Mason, Ohio 45040

Service of legal process may also be made upon the Trustee or the Plan Administrator.

E. Type of Plan

The Plan is a "defined contribution" type of plan under the Employee Retirement Income Security Act of 1974 ("ERISA"). It specifically is a 401(k) profit sharing plan with a matching contribution and an ESOP feature. It is designed to qualify as a contributory profit sharing plan and an employee stock ownership plan under Sections 401(a), 401(k) and 4975(e)(7) of the Internal Revenue Code of 1986 (the "Code") in order that the trust established by the Plan may qualify as a tax exempt trust under Section 401(a) of the Code. The Plan is also intended to comply with Section 404(c) of ERISA.

F. Plan Records

The Plan and all of its records are kept on a Plan Year basis beginning January 1 and ending December 31 of each year. A Plan Year before June 1, 2005 was the 12 consecutive month period beginning June 1 and ending May 31. A short Plan Year occurred beginning June 1, 2005 and ending December 31, 2005.

G. Plan Identification Number

The Plan identification number is 006.

XXII. FREQUENTLY ASKED 401(k) QUESTIONS AND ANSWERS

The following questions and answers give you a few important facts about the Partners' Plan. Any time you have a specific question or if you need information about the Plan, you should log on to the web site at **http://partnerconnect.cintas.com**. You may also speak with a Plan Representative by calling **1-866-256-6559** between the hours of 7:00 a.m. and 5:00 p.m. Central Time, Monday through Friday, except on days when the stock market is closed.

Q. Can I make After-Tax Contributions to the Partners' Plan?

A. No. The 401(k) portion of the Partners' Plan allows you to make Personal Contributions of 1% to 75% up to the annual IRS maximum ($22,500 in 2023) of your pay on a pre-tax basis (6% for an HCE). Saving the pre-tax way through 401(k) Personal Contributions gives you an immediate tax break on all money that goes into the 401(k) portion of your Plan account. Before July 2, 1993, the Plan allowed partners to make After-Tax Contributions. However, if you made After-Tax Contributions to the Plan before this date, these funds are held in the 401(k) portion of your Plan account.

Q. Since my 401(k) Personal Contributions are deducted from my paycheck on a pre-tax basis, when do I have to pay taxes?

A. With the exception of After-Tax Contributions, income taxes will apply to your 401(k) Personal Contributions (as well as other money in your account such as vested Company contributions and investment returns) when you receive a distribution of your account balance -- but not until then. In other words, as long as your money stays in the Partners' Plan, you will not be required to pay income tax on the value of your account. If you receive a distribution from the Plan, you may still be able to defer the taxes by requesting a rollover to another employer's qualified plan or an IRA.

Q. What happens if I have a financial emergency and need to take my money out of my 401(k) Personal Contributions account?

A. Because the Partners' Plan is designed to encourage long-term saving for retirement, access to your Plan account is limited. However, you are permitted to take loans from your 401(k) Personal Contributions, Rollover Contributions and vested Transfer Contributions (if permitted under the Plan). The Plan also permits Hardship Withdrawals first from your 401(k) Personal Contributions, then from your vested Matching Contributions, and finally from your vested Transfer Contributions, if applicable. There is a $75 initial loan processing fee that will be deducted from your Plan account for each loan requested, as well as a $10 annual loan maintenance fee that will be deducted from your Plan account on the first business day of the Plan Year for each active or taxed loan that is outstanding. There is a $25 transaction fee that will be deducted from your Plan account for each Hardship Withdrawal. Further discussion of loans and Hardship Withdrawals is found in Section VII called "Withdrawals from the Plan."

Q. Who may I designate as my beneficiary under the Partners' Plan?

A. You may designate anyone as your beneficiary under the Partners' Plan. However, if you are legally married and do not designate your legal spouse as the primary beneficiary of 100% of your benefits, you must have your spouse's written and notarized consent to your designation. If you do not designate a beneficiary, your beneficiary designation is invalid or ineffective, or if all designated beneficiaries predecease you or die simultaneously (as determined under the Plan), the value of your account will be paid to your spouse, or, if none, to your estate.

Q. How do I change my address?

A. You will need to call the Cintas Service Center at **1-866-256-6559** or log on to the website at **http://partnerconnect.cintas.com** to change your address. You will need to have your password available. It is your responsibility to make sure the Plan has your current address.

Q. Will Cintas provide me with tax or investment advice?

A. Cintas is not able to provide tax or investment advice, such as how much to save, if you should make a withdrawal from your account, or which investment options to choose. We will do all that we can to explain how the Plan works, describe its tax advantages and provide you with the phone number and web site to request fund fact sheets or to speak with a Cintas Service Center Representative. It is your responsibility to seek personal tax or investment advice as needed.

XXIII. CINTAS PARTNERS' PLAN OVERVIEW

Here is an overview of the key features of the Cintas Partners' Plan. This is a summary only. You should review the rest of this SPD for more details.

	Profit Sharing	ESOP	401(k) Personal Contributions and Matching Contributions
Who is eligible	All eligible Cintas partners who are credited with 1,000 Hours of Service in a 12-month period (either in the first year of employment or any subsequent Plan Year).		All eligible Cintas partners who complete three months of service.
When you participate	Any time after being credited with 1,000 Hours of Service in a 12-month period.		You will automatically become a participant as of the date you have completed three months of service. You will be enrolled automatically if you do not make an election.
Your contributions	You are not permitted to make any contributions to either the Profit Sharing or the ESOP portions of the Plan.		You can save from 1% to 75% of your pay up to the annual IRS maximum ($22,500 in 2023). Highly Compensated Employees may contribute from 1% to 6% to the Plan. Your savings are deducted on a pre-tax basis. If you do not make an election, you will be enrolled automatically for a 3% contribution.
Cintas' contributions	Cintas may make discretionary Profit Sharing and Employee Stock Ownership (ESOP) Contributions to the Plan.		Cintas may make discretionary Matching Contributions to the Plan.
Vesting	Cintas' contributions vest on a "three-year cliff" meaning that you must have three Plan Years of Service to be 100% vested, with no partial vesting.		Partner contributions are always 100% vested. Cintas' Matching Contributions are vested on a "five year graded" schedule as follows: 1 Plan Year of Service – 0% vested 2 Plan Years of Service – 20% vested 3 Plan Years of Service – 40% vested 4 Plan Years of Service – 60% vested 5 Plan Years of Service – 100% vested

	Profit Sharing	ESOP	401(k) Personal Contributions and Matching Contributions
Withdrawals from your account	No withdrawals are permitted while you are still an active Cintas partner unless you are age 65 and have 10 years of vesting service.		Loans on 401(k) Personal Contributions are permitted. Withdrawals for a financial hardship or at age 59½ are permitted from your 401(k) Personal Contributions. Withdrawals for a financial hardship are also permitted from your vested Matching Contributions. You may withdraw any Rollover or After-Tax Contributions in your account at any time and for any reason.
	There is a $25 transaction fee that will be deducted from your Plan account for each distribution or Hardship Withdrawal. There is a $75 initial loan processing fee that will be deducted from your Plan account for each loan requested, as well as a $10 annual loan maintenance fee that will be deducted from your Plan account on the first business day of the Plan Year for each active or taxed loan that is outstanding.		
When you can request your vested account	If you leave Cintas, all Section 401(k) Personal Contributions and Cintas Contributions (your entire Account balance) may be requested immediately following your termination.		

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