

Washington State  
Department of Retirement Systems

# DCP Enrollment Guide



Save more with the Deferred  
Compensation Program



Low fees and flexible  
investment options



Ready to enroll?  
See the form on page 19



[drs.wa.gov/dcp](https://drs.wa.gov/dcp)



Washington State Deferred Compensation Program (DCP)

# Enrollment Book

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# Save more with DCP

Dear prospective participant:

You are taking the first step toward a successful retirement by enrolling in the Washington State Deferred Compensation Program (DCP).

DCP is a supplemental retirement savings program (IRC Section 457 plan) that offers you the opportunity to invest money toward securing the retirement you envision. Whether you've been saving for years, or are just getting started, DCP offers you an excellent opportunity to enhance your financial future.

### Reasons to enroll in DCP

- Easy Start building your retirement security with as little as \$30 per month and get an immediate federal income tax reduction.
- Flexible Change your monthly contribution amount when necessary with 24 hours a day, 7 days a week account access at [drs.wa.gov/dcp](https://drs.wa.gov/dcp) or 888-327-5596. Roll over eligible retirement balances into your DCP account. Just complete the *Rollover In Request* form included in this booklet.
- Smart Pay yourself first by joining DCP. Choose from investment options selected by the Washington State Investment Board, with fees among the lowest in the marketplace.

### Enroll today

Review this booklet.

1. Choose the fund that supports your investment approach and strategy.
2. Complete and sign the **Enrollment Form** and return it to us in the enclosed envelope.

Call 888-327-5596 to be connected with one of our customer service representatives if you have any questions. Or, visit us online at [drs.wa.gov/dcp](https://drs.wa.gov/dcp). We look forward to assisting you.

Sincerely,



Lanette Barton

Deferred Compensation Program Administrator

## What is DCP?

The Washington State Deferred Compensation Program (DCP) is a retirement savings program offered in addition to your state pension.

You authorize your employer to defer a part of your income, before taxes are calculated, and have that money invested in your DCP account. Both the money you contribute and the investment earnings grow tax-deferred until they are distributed.

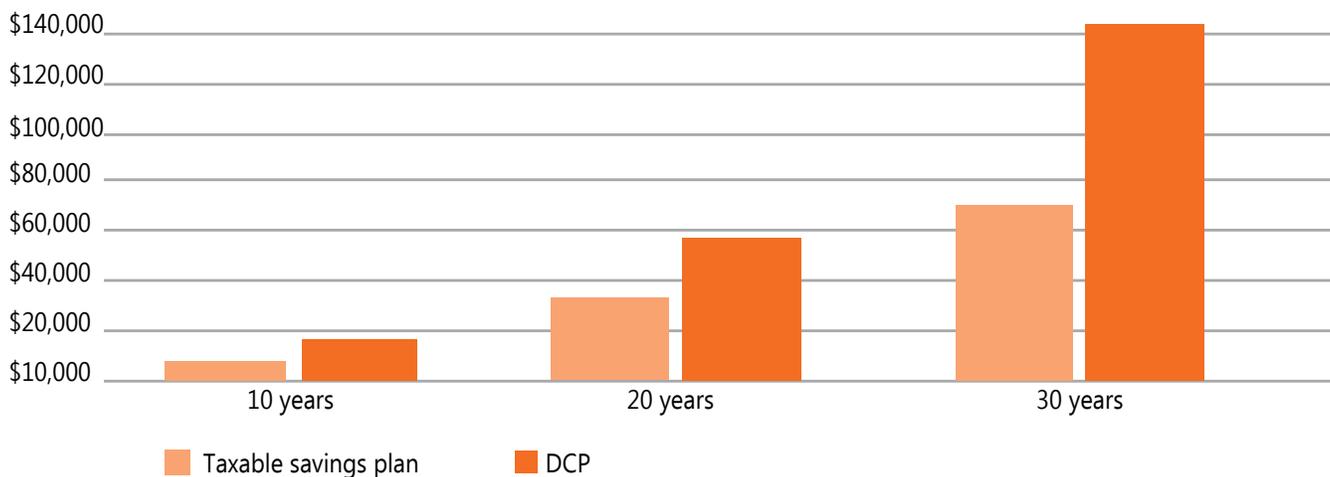


When you enroll in DCP, you decide how much money you want deducted from each paycheck. That can be as little as \$30 per month (\$360 per year) or as much as the 2016 maximum of \$18,000 per year. You also decide how to invest that money, choosing from the available investment options.

Since the money you contribute to DCP is deducted from your paycheck before taxes are taken out, you lower the amount you pay in current federal income taxes. With a conventional savings or investment account, you pay tax on the money you save and you pay tax on the money your investments earn. As a result, you have less money to save and less when you retire. The example below shows how money invested in DCP accumulates faster than money in a taxable savings plan.

### Advantages of tax-deferred savings

Saving \$100 per month  
8% rate of return



Contributions to a taxable savings account are \$75 (\$100 less tax of \$25) assuming a 25% tax bracket. Savings in a DCP account are taxed at the applicable tax rate when distributed.

## Why should I consider DCP?

Even the best pension plan may not provide all you need at retirement. DCP can help close the gap between your final salary and your monthly pension payments.

Consider the following:

- **Washington state pension benefits:** If you are a member of a public retirement system, you will receive a pension benefit calculated according to a formula that varies from plan to plan. Your retirement system calculates an average final compensation at retirement and then pays a percentage of that amount based on your years of service. For example, in Public Employee's Retirement System (PERS) Plan 2, a participant with 10 years of service would receive a benefit of 2% multiplied by 10 and then multiplied by his or her average final salary for a retirement benefit of 20% of that salary. In most cases, the benefit you receive from your pension plan is less than your pre-retirement salary.
- **Social Security benefits:** The minimum age to receive full benefits has gradually increased and may go even higher in the future. Social Security benefits are likely to meet a decreasing portion of retirement needs.
- **Life expectancy:** People are living longer than ever before. With an increased life expectancy of 80 years and beyond, it is likely you will need income for a longer period of time than previous retirees.

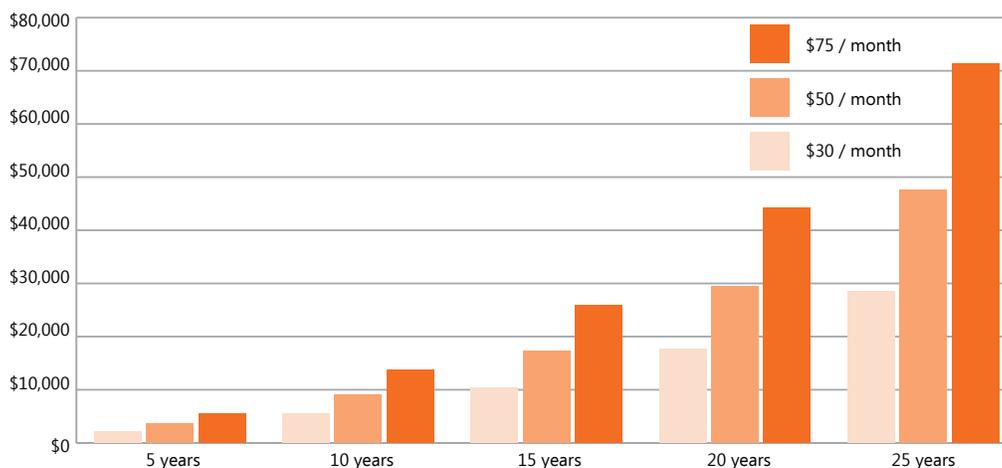
Whether you've been saving for years, or are just getting started, DCP offers you an excellent opportunity to enhance your financial future. Start saving for your future now.

## How does DCP work?

With DCP, you elect to contribute a portion of your salary until your retirement and/or withdrawal date. Automatic payroll deduction makes saving easy, as the amount you contribute is taken from your gross income before taxes are calculated.

For example, if you are in the 15% tax bracket, for every \$100 you earn you keep only \$85 because \$15 is withheld for federal income taxes. If you elect to contribute \$100 into a DCP account, however, your take-home pay is only reduced by \$85 because the \$100 is deferred before taxes are calculated. When deciding how much to save, consider adding that extra income to your contribution amount. It can have a significant impact at the time you retire.

### Your savings grows over time



#### Assumes 8% Rate of Return

\$30/month = \$1.00/day

\$50/month = \$1.67/day

\$75/month = \$2.50/day

Your actual rate of return may be more or less depending on actual fund performance.

## Program highlights

### Administration

The Department of Retirement Systems (DRS) administers the Deferred Compensation Program (DCP). The Washington State Investment Board (WSIB) selects and monitors DCP's investment options.

### Eligibility

DCP is available to Washington state public employers and their employees, as well as elected and appointed state officials.

Employees of political subdivisions such as school districts, cities and counties may also participate if their employer has adopted DCP. If you are unsure of your eligibility to participate, contact DCP.

### Ownership

Your contributions (tax-deferred compensation) and their earnings, which are always owned by you, are held in a trust by the WSIB. The trust is established for the exclusive benefit of all DCP participants and eligible beneficiaries.

### Contribution amounts

#### Minimum

To enroll in DCP, a minimum contribution of \$30 per month is required.

#### Maximum

In 2016, the maximum amount you may defer from your annual compensation is \$18,000 (\$1,500 monthly). In future years, the maximum contribution amount will be the current year maximum plus Cost-of-Living Adjustments, if any, established by the IRS.

Contributions to DCP do not reduce the amount you may contribute to other state retirement plans.

### Contribution changes

You may increase or decrease your contribution amount at any time by calling the DCP Information Line at 888-327-5596 (TTY 800-766-4952) and following the voice instructions, or by logging on to the DCP website at [drs.wa.gov/dcp](http://drs.wa.gov/dcp).

### Stopping contributions

You can suspend your deferral at any time by changing your contribution to zero (0) when you log in to your online account or call the DCP Information Line. Your account balance will remain in DCP according to your investment selections and will continue earning returns until distributed.

### Catch-up

There are two catch-up options for DCP participants; however, they may not be used concurrently.

- The **age 50-plus catch-up provision** may be used during the year you turn 50 or older. In 2016, you may contribute an additional \$6,000 beyond the maximum annual deferral of \$18,000 per year.
- The **three-year catch-up provision** allows you to contribute up to twice the maximum (\$36,000 for 2016) during the three years before your normal retirement age.

Contact DCP to verify your eligibility and/or sign up to participate in either catch-up provision.

### Tax credit

You may be eligible for a credit on your federal taxes equal to a percentage (up to 50%) of the first \$2,000 you invest in DCP. This is a credit you claim on your tax return, and if you take it, you can still deduct your contributions to qualified retirement savings plans as allowed under current law. The credit is available if your "adjusted gross income" does not exceed the following limits.

## Program highlights continued

### Qualifying adjusted gross incomes for claiming saver's tax credit in 2016:

- Single or Married Filing Separately: \$30,750
- Head of Household: \$46,125
- Married (filing jointly): \$61,500

You may want to seek the help of a financial or tax advisor concerning the tax credit.

### Enrolling in DCP

To enroll, complete the **Enrollment Form** in the back of this guide. To see the effect your contribution will have on your take-home pay, use the calculators on the DCP website at [drs.wa.gov/dcp](http://drs.wa.gov/dcp).

### Start dates

You are enrolled when your completed **Enrollment Form** is approved by DCP. Contributions will be taken automatically from your pay each pay period, usually within 30 days after approval by DCP. Your payroll earnings statement will show the deferral amount.

### Investment choices

DCP offers you two different approaches to investing and several different fund options to choose from. Allocations to a specific fund must be in increments of 1% and your total allocation among all your selected funds must equal 100% of your contribution.

Information on the funds can be found on pages 10-16 of this booklet or by visiting the website. Both the website and DCP Information Line at 888-327-5596 (TTY 800-766-4952) give you access to current fund performance.

### Managing your account

To access and manage your account, log on to the DCP website at [drs.wa.gov/dcp](http://drs.wa.gov/dcp) or call the DCP Information Line at 888-327-5596 (TTY 800-766-4952). Both are available 24 hours a day, 7 days a week except for weekly scheduled maintenance. Through either system, you can:

- Access your current account balance
- Transfer account balances between investment options
- Change your contribution amount
- Change your investment elections
- Obtain information on investment options, including up-to-date fund performance

You may also call the DCP Information Line to speak with a representative weekdays from 8 am to 5 pm PT.

Transactions requested before 1 pm PT Monday through Friday will be processed the same business day. Transactions requested at or after 1 pm PT Monday through Friday will be processed the next business day. Transactions requested on Saturday and Sunday will also be processed the next business day.

Your account statement will be mailed approximately 10 business days following the close of each quarter. You will also receive an investment performance report and newsletter.

### Investment allocation changes

Change how your contributions are invested at any time by logging on to the website or calling the DCP Information Line and following the voice instructions.

## Program highlights continued

### Transferring money between funds

Move money between funds by logging in to your account on the website or by calling the DCP Information Line. Transfers must be made in either whole dollar or whole percentage increments.

There are three types of transfers available to you:

- **Fund-to-fund:** transferring money directly from one fund to another.
- **Reallocate your existing funds:** changing your existing balances to look like the percentages you selected.
- **Rebalance your existing funds:** one-time, quarterly, semi-annually or annually automatic rebalancing of your existing account to match your current allocation percentage.

Transfers made before 1 pm PT will be effective the same business day. Transfers made at or after 1 pm PT will be effective the next business day. You may cancel a transaction on the same day you placed the original transaction if you cancel it before 1 pm PT. You cannot transfer money from one fund to another and back to the original fund in the same business day. Business days are Monday through Friday, except on holidays observed by the New York Stock Exchange.

### Trading restrictions information

- To safeguard participants against the effects of excessive trading, the Washington State Deferred Compensation Program has established trading restrictions. You are responsible for abiding by these restrictions. See the **DCP Investment Guide** for complete details.
- A participant transferring more than \$1,000 out of a fund is required to wait 30 calendar days before transferring money back into that same fund.

### Other retirement benefits

Participation in DCP supplements your other retirement benefits, and does not affect them in any other way.

### Rollovers into DCP

You may roll over certain distributions into DCP from an Individual Retirement Account (IRA) or from a former employer's retirement plan. Contact your IRA custodian or former employer to determine how rollovers are handled, then complete the **Rollover In Request** form. Funds received will be invested according to your current investment allocation. Contact DCP if you have any questions.

### Withdrawing money from DCP Separation from employment

Upon retiring or separation from employment you are eligible to receive payment from your DCP account. The IRS requires payment to begin by April 1 following the year in which you reach age 70½ or retire, whichever comes later.

In the event of your death, your beneficiaries will receive payment. Keeping your beneficiaries updated is important. You can name anyone as your beneficiary: spouse, child, domestic partner, friend, neighbor, etc. You can also designate a charity or trust. If you die without a current beneficiary designation on file, a distribution will be made to your estate. Update your beneficiaries instantly online through [drs.wa.gov/oa](https://drs.wa.gov/oa) or complete a **beneficiary designation form**.

Payment options include whole or partial lump sum, periodic payment amounts and an annuity purchase. You must select your payment method at least 30 days before your distribution date.

All distributions, with the exception of a rollover to another eligible retirement plan or a traditional IRA, are treated as income in the year you receive them and are subject to federal income taxes.

For specific payment option information, refer to the **Separation From Employment Withdrawal Request** available on the DCP website at [drs.wa.gov/dcp](https://drs.wa.gov/dcp). You may request a printed copy by calling the DCP Information Line.

## Program highlights continued

### In-service withdrawal

You may request a voluntary in-service withdrawal if:

- Your entire account value does not exceed \$5,000;
- Your contributions have been suspended for two years or longer; and,
- You have not previously received an in-service withdrawal.

### Unforeseeable emergency withdrawals

In the event of an unforeseeable emergency or severe financial hardship, you may request a complete or partial distribution of your accumulated contributions. Withdrawal is limited to an amount to satisfy the emergency need. Specific IRS restrictions apply.

If your unforeseeable emergency withdrawal is approved, your contributions under the program must cease for a period of at least six months.

### Rollovers to an IRA or another eligible employer plan

The following payments can be rolled over to an Individual Retirement Account (IRA) or another eligible employer plan.

- Lump sums (including in-service withdrawals)
- Installments over less than 10 years

Except for a Roth IRA, if you elect a direct rollover, you will not owe federal income taxes on the rollover amount until distribution is taken from the traditional IRA or another eligible employer plan. Payments you receive that will exhaust your account in less than 10 years must have 20% withheld for federal income taxes.

### Purchasing service credit

You may use your DCP funds to purchase service credit or restore previously withdrawn retirement contributions in any qualified defined benefit government retirement plan. Both actions will increase your monthly retirement benefit from Washington state retirement plans. Contact DCP for more information.

### Returning to work

If you return to work for the state of Washington or a participating political subdivision, you may re-enroll in DCP. If payments from your account have started, they will stop.

### Fees

Because DCP is profit-neutral, we keep the fees low. As of July 2016, the administrative fee is 0.13%<sup>1</sup> (13<sup>1</sup> basis points) annually. This fee covers recordkeeping, communications, customer service and the Washington State Investment Board expenses. Administrative fees are posted to participant accounts quarterly.

Management fees and other expenses vary with each investment option and are deducted from each fund's earnings (refer to the **Investment Guide** for more information on specific fees).



For more  
information

Visit the website  
[drs.wa.gov/dcp](http://drs.wa.gov/dcp) or call  
the DCP Information Line at  
888-327-5596  
(TTY 800-766-4952)

<sup>1</sup> Administrative fee has been rounded; actual is 0.1283%.

## Investments

### Asset allocation

In deciding how to invest your contributions, consider all of your assets, including any retirement savings outside of DCP. Then ask yourself:

- Q How much money will I need for my retirement?**
- Q How many years do I have before retirement?**
- Q How much risk am I willing to tolerate?**

No single approach is right for everyone because, among other factors, individuals have different financial goals, different time horizons for meeting their goals, and different tolerances for risk. It is important to periodically review your investment portfolio, investment objectives, and the investment options in DCP to help ensure that your retirement savings will meet your retirement goals.

DCP offers you two different approaches to investing and several different fund options to choose from.

To determine which approach – **One-Step Investing** or **Build and Monitor** – might be right for you, ask yourself these questions:

- Q Do I have the desire to select my own mix of individual funds?**
- Q Am I comfortable deciding how much to invest in each fund?**
- Q Do I have the time to keep an eye on my investments and make changes as I get closer to retirement?**

If the answer to any of these questions is yes, you may be interested in the **Build and Monitor** approach to investing. If the answer to any of these questions is no, you may be interested in the **One-Step Investing** approach.



## Build and Monitor

The **Build and Monitor** approach allows you to create your investment portfolio by selecting from any or all of the following professionally managed funds.

The amount of potential risk and return associated with each fund, as well as your tolerance for risk, is one way to think about which investment(s) you might be interested in. With this in mind, remember diversification is also important.

- Savings Pool
- Washington State Bond Fund
- Socially Responsible Balanced Fund
- U.S. Large Cap Equity Index Fund
- Global Equity Index Fund
- U.S. Small Cap Value Equity Index Fund
- Emerging Market Equity Index Fund

Choosing from the seven investment funds above means you are responsible for monitoring your portfolio and rebalancing the allocation mix as necessary to maintain your investment objectives.



## One-Step Investing

If you find you don't have the desire, comfort level and/or time to select your own mix of funds, monitor them and make changes, allocating your investments to a Retirement Strategy Fund may be right for you.

Each Retirement Strategy Fund is a complete portfolio that automatically adjusts and rebalances as you move closer to your target date.

## One-Step Investing continued

To select the Retirement Strategy that's right for you, pick your target date for retiring or withdrawing your funds and select the fund with the date closest to your target date:

### Retirement Maturity Strategy

- 2005 Retirement Strategy
- 2010 Retirement Strategy
- 2015 Retirement Strategy
- 2020 Retirement Strategy
- 2025 Retirement Strategy
- 2030 Retirement Strategy
- 2035 Retirement Strategy
- 2040 Retirement Strategy
- 2045 Retirement Strategy
- 2050 Retirement Strategy
- 2055 Retirement Strategy
- 2060 Retirement Strategy

If your target date changes, you can transfer your money to a Retirement Strategy Fund that more closely matches your revised date.

The Retirement Maturity Strategy Fund is allocated for investors who have been retired for 15 years or more.

## Diversification

To help achieve long-term retirement security, your portfolio should include investments in several different objective categories.

Spreading your assets among different types of investments may help you achieve a favorable rate of return, while minimizing your overall risk of losing money.

Market or other economic conditions that can cause one category of assets, or one particular security, to perform very well can often cause another asset category, or another particular security, to perform poorly. Although diversification is not a guarantee against loss, it is an effective strategy to help you manage investment risk.

With the **One-Step Investing** approach, your Retirement Strategy portfolio is already well diversified and will automatically adjust as you move closer to your target date. With the **Build and Monitor** approach to investing, you can allocate your contributions among the available funds to achieve diversification and support your investment goals.

For information on investing and diversification, visit the U.S. Department of Labor website at [dol.gov/ebsa/investing.html](http://dol.gov/ebsa/investing.html).

## Understanding types of investment funds

- **Mutual funds** pool your money with that of other people. A professional manager, assisted by analysts, invests this money in many different securities. A prospectus is the official document that describes the mutual fund, including the type of investments the fund holds. The securities held by the fund make up the fund's portfolio. The share price of the portfolio (or net asset value) is determined by dividing the number of shares into the market value of the entire portfolio. For example, if the portfolio is worth \$100,000,000 and there are 10,000,000 shares, each share would be worth \$10.
- **Commingled funds** differ from mutual funds in that they are privately managed for large deferred compensation programs such as DCP. Use of commingled funds generally allows participants to benefit from lower investment fees. Because the general public cannot invest in commingled funds, their performance is not listed in the daily newspaper. **Fund Fact Sheets, available on the DCP website**, provide detailed performance information for your review.

## Investment fund types

Each fund has an investment goal or objective. A fund manager invests in particular types of securities (stocks, bonds or short-term instruments) to achieve the fund's investment objective. Objectives generally fall under the following categories:

- **Preservation of capital:** to maintain the value of your original investment.
- **Income:** to generate a stream of income from interest payments from bonds and/or preferred stocks.
- **Capital appreciation:** to generate a return on your investment by investing in common stocks to achieve an increase in value over time from rising stock prices and potential dividend/other credits reinvestments.

These are just a few of the ways a professional manager can achieve a profit. With any investment fund, share price and return will vary at different times, and some funds will yield more than others. You may have a gain or loss when you sell your shares.

Fund types	DCP funds
<p><b>Stable value funds</b> invest in conservative securities such as guaranteed investment contracts (GICS), cash, U.S. Treasury bills and/or fixed-rate Certificates of Deposit. Their aim is to provide stability and safety of principal and a predictable, stable yield over the long term. Because of the nature of their investments, stable value funds are not generally subject to market fluctuations.</p>	Savings Pool
<p><b>Income</b> (or bond) <b>funds</b> invest in securities that pay interest. Such funds hold a variety of government, municipal and corporate debt obligations, money market instruments, and other fixed income instruments. The price of shares in a bond fund, and the yield and return, will fluctuate depending on the bond, current interest rates and the value of your shares at the time they were bought and sold.</p>	Washington State Bond Fund
<p><b>Social funds</b> are investment funds that employ both investment objectives and social concern criteria. The criteria may include environmental standards, product safety and usefulness, worker satisfaction and involvement, and/or animal testing. Also, certain companies, such as nuclear utilities or weapons manufacturers, may be excluded from a social fund. Social criteria can be combined with almost any investment objective including income, balanced, growth and income, or growth.</p>	Socially Responsible Balanced Fund
<p><b>Large cap funds</b> invest in the largest companies in a particular universe, in this case, the U.S. equity market. Large cap is an abbreviation of the term "large market capitalization." Market capitalization is calculated by multiplying the number of a company's shares outstanding by its stock price per share. In general, this fund will invest in the largest 500-1,000 stocks in the U.S. stock market by market capitalization. One of the major advantages of large cap funds is they historically have been somewhat less volatile than mid cap and small cap funds. On the flip side, large cap funds have historically offered somewhat lower returns than mid cap or small cap funds over long time periods.</p>	U.S. Large Cap Equity Index Fund  (Also see index fund definition)
<p><b>Global funds</b> invest in the stocks of companies throughout the world, including both developed markets and emerging markets. This option will invest in all capitalization ranges, including large and small cap stocks. This diversity allows opportunities that can be greater than any one country's strong or weak economic environment at any point in time. However, there can also be additional risks with global funds, including currency fluctuations and political and economic instability in some countries. Many people confuse a global fund with an international fund. The difference is that a global fund includes the entire world; whereas an international fund does not include companies in the investor's home country (<i>i.e.</i>, an international fund would not include U.S. companies).</p>	Global Equity Index Fund  (Also see index fund definition)

Fund types	DCP funds
<p><b>Small cap value funds</b> invest in the smaller and less expensive companies in a particular universe, in this case, the U.S. stock market. Size is measured by market capitalization, as defined previously. Currently, "large cap" is considered the largest 500-1000 stocks in the U.S. by market capitalization, and "small cap" is considered the next 1500-2000 stocks by market capitalization.</p> <p>A "value" approach means that the fund invests in the smaller company stocks that look cheaper based on fundamental measures, such as price-to-book and price-to-earnings ratios. A value strategy believes that such stocks, while they may have temporarily fallen out of favor with mainstream investors due to changing investor preferences or hard times in a particular industry, are trading at a substantial discount to their underlying value and therefore have prospects for appreciation. Historically, value funds have provided somewhat higher returns with less volatility than broad market or growth funds.</p>	<p>U.S. Small Cap Value Equity Index Fund</p> <p>(Also see index fund definition)</p>
<p><b>Emerging market funds</b> invest the majority of assets in the broad financial markets of developing countries. A developing country is characterized as being vulnerable to political and economic instability, having low average per-capita income, and of being in the process of building its industrial and commercial base. Investments in developing countries may offer superior opportunities for growth and diversification, but have also historically been more volatile and could be subject to a higher degree of currency fluctuation and/or political or economic instability.</p>	<p>Emerging Market Equity Index Fund</p> <p>(Also see index fund definition)</p>
<p><b>Target date/Asset allocation funds</b> are for investors who may not have the time or desire to constantly monitor and adjust their portfolio. These funds are a broadly diversified portfolio of securities in different asset classes that automatically adjust to different risk profiles as participants move toward and through retirement. Target date funds invest in a variety of securities in different asset classes including stocks, bonds, and real estate investment trusts. They start with a higher risk-return position and gradually become less risky as the investor ages. They attempt to provide investors with a "one-stop," no-hassle investment option.</p>	<p>Retirement Strategy Funds</p>
<p><b>Index funds</b> are a portfolio of securities structured in such a way to closely match the risk and return of a designated market index. This is different from an actively managed fund, which seeks to outperform its benchmark by selectively deciding which securities to buy or sell.</p> <p>Index funds are passively managed in the sense that fund managers are not trying to determine which securities they believe will perform best. Instead, index funds follow the indexes of equities, bonds or other investment vehicles either by purchasing every security in the index or by simply purchasing a representative sampling of securities in the index. The returns of an index fund are expected to be nearly the same as the returns of the index it's following, less the fund's operating cost. Index funds regularly rebalance to more closely resemble the benchmark portfolio.</p>	<p>U.S. Large Cap Equity Index Fund</p> <p>U.S. Small Cap Value Equity Index Fund</p> <p>Global Equity Index Fund</p> <p>Emerging Market Equity Index Fund</p>

Specific fund information on the investment options offered by DCP can be found on pages 10-16 of this publication or on the website at [drs.wa.gov/dcp](http://drs.wa.gov/dcp). Also, the DCP Information Line at 888-327-5596 gives you access to the current fund performance.

## DCP investment options

### Savings pool

**Investment type****Stable value fund****Investment objective**

The Savings Pool seeks to preserve principal while earning a rate of return in excess of the current yield of U.S. Treasury securities of similar maturities.

**Investment strategy**

The Savings Pool is a diversified portfolio comprising short-term cash funds and “guaranteed” investment contracts (known in the industry as GICs) that are issued and backed by insurance companies. Yields on insurance company investments, which have an average maturity between two and four years, are based on treasuries of similar maturities and will move up and down based on current market conditions. The Savings Pool is managed in a manner to facilitate liquidity needs and maintain stability of returns.

**Fund composition**

Invests in two to four year interest-bearing contracts of insurance companies rated Aa or higher by Moody’s Investors Service, Inc., and with banks that are subject to the Washington Public Deposit Protection Act. A further measure of safety is achieved by buying contracts from a number of companies. While each contract within the Savings Pool pays a fixed rate, the yield to the participant fluctuates slightly from month to month as older contracts mature and new contracts are added to the Savings Pool.

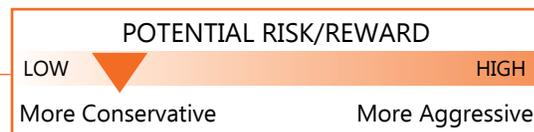
**Investment manager**

The Savings Pool is provided and managed by the Washington State Investment Board (WSIB).

**Who may want to invest**

May be an appropriate alternative for the more conservative investor or for those dollars you wish to protect against the market fluctuations that affect the other funds offered.

### Washington State Bond Fund

**Investment type****Income fund****Investment objective**

The Washington State Bond Fund seeks to provide attractive returns while controlling risk by investing in high-quality corporate bonds. The fund’s performance objective is to match or exceed the return of the Barclays Capital Intermediate Credit Index.

**Investment strategy**

Normally invests in a diversified portfolio of intermediate investment grade corporate bonds.

**Fund composition**

Invests in corporate obligations with a rating of at least Baa by Moody’s Investors Service, Inc. or BBB by Standard and Poor’s. The portfolio is expected to have an average life of approximately five years.

**Investment manager**

The Washington State Bond Fund is provided and managed by the WSIB.

**Who may want to invest**

May be an appropriate retirement investment if you are a conservative investor seeking to build capital gradually through moderate capital appreciation and through compounding of income. It may also be appropriate if you are a more aggressive investor and want to diversify your portfolio.

## DCP investment options continued

### Socially Responsible Balanced Fund



**Investment type** Social fund

**Investment objective** The Socially Responsible Balanced Fund seeks long-term capital growth through an actively managed portfolio of stocks, bonds, and money market instruments.

**Investment strategy** Seeks to participate in rising markets while protecting against losses in falling markets. This is primarily accomplished in two ways. First, the fund actively adjusts the mix of stocks, bonds, and cash over time. Second, the fund focuses on investments in the securities of companies with consistently strong histories of profitability and financial strength.

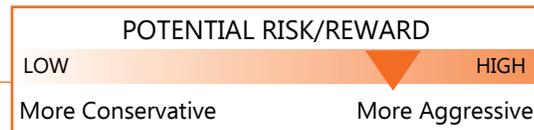
The fund strives to avoid investments in securities of companies with poor financial performance or excessive market risk. The fund does not invest in junk bonds or derivatives.

**Fund composition** Typically holds large capitalization common stocks of approximately 50-60 companies. The fund restricts its fixed income holdings to investment grade securities. All holdings pass a broadly defined set of social screens, such as product safety and desirability, workplace issues, environmental impacts, international operations and weapons contracting.

**Investment manager** This fund is provided by the WSIB and managed by Walden Asset Management, a division of the Boston Trust and Investment Management Company.

**Who may want to invest** May be an appropriate investment if you are an investor who seeks long-term growth of principal with a moderate level of risk while satisfying investment social criteria.

### U.S. Large Cap Equity Index Fund



**Investment type** Index fund

**Investment objective** This is an index fund that seeks to match the performance of the S&P 500® Index by investing in stocks that make up the index. The S&P 500® Index, considered a large-capitalization benchmark, comprises a sample of leading U.S. companies in leading industries, and accounts for more than 75% of the market value of all publicly traded stocks in the U.S.

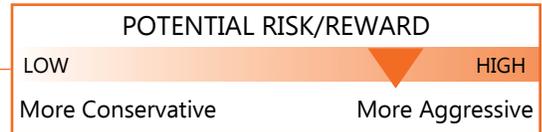
**Investment strategy** Investing in large-capitalization stocks is the most efficient way to participate in earnings from large U.S. companies. These stocks have the potential for more stable earnings than that of small or mid-capitalization stocks, and their prices tend to be less volatile.

**Fund composition** Invest in a diversified sample of publicly traded common stocks throughout the U.S.

**Investment manager** WSIB has retained BlackRock Institutional Trust Company (BTC) as the investment manager.

**Who may want to invest** This fund is intended for long-term investors seeking to capture the earnings and growth potential of large U.S. companies.

## Global Equity Index Fund



### Investment type

### Index fund

### Investment objective

This is an index fund that seeks to match the performance of the MSCI ACWI Investable Market Index (ACWI IMI), which represents approximately 99% of the world's total market capitalization. Covering large-, mid- and small-capitalization securities across 45 developed and emerging market countries, the ACWI IMI provides broad global equity market exposure.

### Investment strategy

Investing in foreign markets may offer additional diversification benefits to an investment portfolio. Diversification increases the chances that one investment's strong performance will offset another investment's poor performance.

### Fund composition

Invests in a broadly diversified portfolio of small, medium, and large companies in developed and emerging markets.

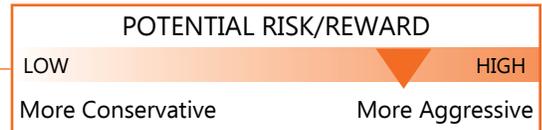
### Investment manager

WSIB has retained BlackRock Institutional Trust Company (BTC) as the investment manager.

### Who may want to invest

This fund is intended for long-term investors seeking to capture the earnings and growth potential of domestic and foreign companies in both developed and emerging markets.

## U.S. Small Cap Value Equity Index Fund



### Investment type

### Index fund

### Investment objective

This is an index fund that seeks to match the return of the Russell 2000® Value Index by investing in a diversified sample of the stocks in the Index. The Index comprises small-cap U.S. companies that have high dividend yields and low prices relative to their earnings or book value. These stocks are a subset of the Russell 2000® Index, which measures the performance of the 2000 smallest companies in the Russell 3000® Index. The Russell 3000® Index represents 98% of the total U.S. equity market capitalization.

### Investment strategy

Value investing focuses on long-term gains through a portfolio of stocks that experience lower volatility than higher growth stocks.

### Fund composition

Invest in a diversified sample of publicly traded common stocks throughout the U.S. It is an index fund that invests in the 2000 smallest companies in the Russell 3000® Index from every sector and industry of the U.S. equity market.

### Investment manager

WSIB has retained BlackRock Institutional Trust Company (BTC) as the investment manager.

### Who may want to invest

This fund is intended for long-term investors seeking growth of capital. The risk level for this fund is high, as small capitalization stocks tend to exhibit more volatility than larger capitalization stocks.

## DCP investment options continued

### Emerging Market Equity Index Fund



<b>Investment type</b>	<b>Index fund</b>
<b>Investment objective</b>	This is an index fund that seeks to match the performance of the MSCI Emerging Markets Investable Markets Index (IMI), comprising large-, mid- and small-capitalization securities in 26 emerging markets.
<b>Investment strategy</b>	Investing in foreign markets may offer additional return and diversification benefits to an investment portfolio. Diversification increases the chances that one investment's strong performance will offset another investment's poor performance.
<b>Fund composition</b>	Invest in a broadly diversified portfolio of small-, medium- and large-sized companies in Emerging Markets.
<b>Investment manager</b>	WSIB has retained BlackRock Institutional Trust Company (BTC) as the investment manager.
<b>Who may want to invest</b>	This fund is intended for long-term investors seeking to capture the earnings and growth potential of foreign companies in emerging market countries.

# Retirement Strategy Funds

## Investment type

## Asset allocation funds

### Investment objectives

Each Retirement Strategy Fund seeks to achieve the highest total return over time consistent with its asset mix.

### Investment strategy

Retirement Strategy Funds are diversified asset allocation portfolios designed for people who want to leave ongoing investment decisions to an experienced portfolio management team. All you have to do is pick the Retirement Strategy Fund with the date closest to your expected target date for retirement. The management team adjusts the asset mix of your Retirement Strategy Fund over time to the allocation it deems appropriate for your age.

When you are far from your target date for retirement, most of the assets are invested in globally diversified equity portfolios. As you get closer to the target date for retirement, and continuing for 15 years beyond your target date, the management team gradually adjusts your Retirement Strategy Fund to a more conservative asset mix. That means fewer stocks and more bonds and short-term investments that can help generate income and protect your savings in retirement.

### Fund composition

The Retirement Strategy Funds' underlying investments include U.S., international, large, midsize and small companies as well as bonds.

### Investment manager

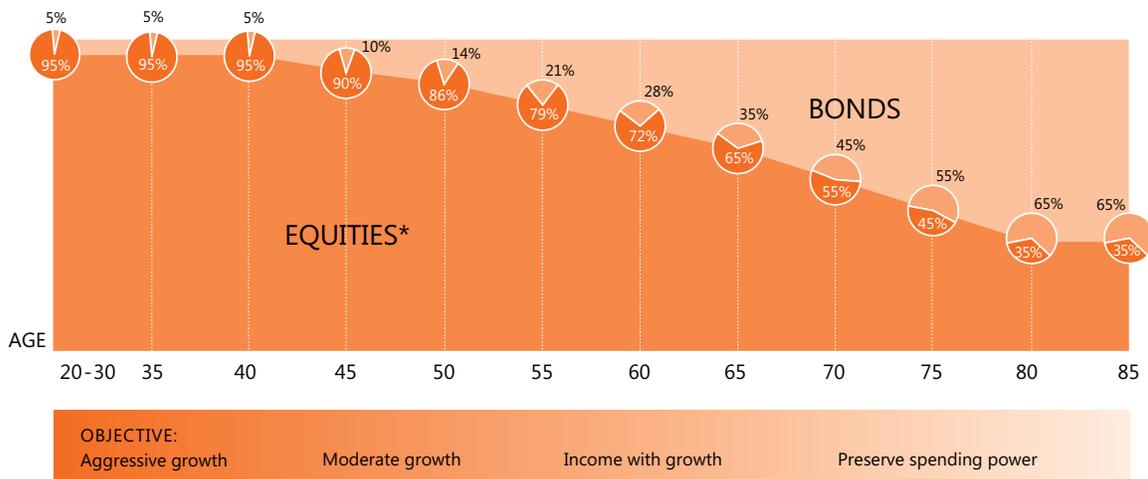
These funds are provided by the WSIB and managed by AllianceBernstein L.P.

### Who may want to invest

May be an appropriate retirement investment if you find you don't have the desire, comfort level and/or time to select your own mix of funds, monitor them and make changes. Each Retirement Strategy Fund is a complete portfolio that automatically adjusts and rebalances as you move closer to your target date.

## Asset allocation: equities and bonds

This chart shows how the mix between equities and bonds gradually changes over a lifetime.



\*Equities include stocks and global Real Estate Investment Trusts (REIT). When applying a particular asset allocation model for retirement investing, you should consider your other assets, income, and investments (e.g., equity in a home, IRA investments, savings accounts, and interests in other qualified and non-qualified plans) in addition to this program.

## FAQ

### What is DCP?

The Washington State Deferred Compensation Program (DCP) is a supplemental retirement savings program (IRC Section 457 plan) that offers you the opportunity to invest money toward the retirement you envision.

### Why should I enroll?

- **DCP is easy** – Start building your retirement security with as little as \$30/month. The money you contribute is taken out of your paycheck automatically before taxes so there's nothing you need to do.
- **DCP is flexible** – Change your monthly contribution amount or investment strategy when necessary with 24/7 account access.
- **DCP is smart** – Choose from investment options selected by the Washington State Investment Board, with fees among the lowest in the marketplace.

### When can I begin receiving payment?

DCP must receive your separation date from your employer before you can begin receiving payment. Payments are issued to you, or in the event of your death, to your beneficiary. Because DCP is meant to supplement your income in retirement, DCP payments will not affect your other retirement or social security payments.

### Can I leave my money in DCP?

Yes, you can keep your DCP account. Keeping your money in DCP may provide you with tax savings and better retirement opportunities. Balances in DCP accounts continue to receive earnings according to the performance of your chosen investment(s).

### How do I request a distribution?

When you are ready to begin receiving payments, complete and return the ***Separation from Employment Withdrawal Request*** form.

### Can I purchase service credit with my DCP funds?

Yes, if you are eligible to purchase, restore or reinstate service credit under a government retirement plan (like PERS), you can transfer amounts from your DCP account to do so. Contact DRS at 800-547-6657 for more information.

### What are my options for payments?

Payments can be made in monthly, quarterly, semi-annually or in annual installments. You may also select one-time withdrawal, partial, lump sum or periodic payments:

- Amount Certain – receive a specific dollar amount on an installment basis
- Period Certain – receive a set number of periodic installment payments
- One-time withdrawal, followed by periodic installment payments
- Single Life Expectancy
- Joint Life Expectancy
- Annuity Purchase

Once you begin to receive installment payments, you can change your payment amount, frequency or date to fit your needs at any time. If you are age 70½ or older, your payments must meet minimum distribution requirements. The payment will be prorated from all of your available investment options and contribution sources, unless you specify otherwise on the ***Separation from Employment Withdrawal Request*** form.

### What is the required minimum distribution (RMD)?

Internal Revenue Code 401(a)(9) requires that, unless you are still actively employed, beginning at age 70½, your payments must be an amount that will exhaust your entire account balance within your projected life expectancy. RMD is usually determined by dividing the prior year's Dec. 31 account balance by your distribution period obtained from the Uniform Lifetime table. You can also request an **Automated Minimum Distribution** form by contacting the DCP Information Line at 888-327-5596.

### Do I pay taxes on my DCP payments?

If you choose a lump sum or partial lump sum payment to be paid directly to you, or receive payments over a period of less than 10 years, 20 percent of your distribution will be withheld for federal taxes. If you choose installments of 10 years or more, your payments are considered ordinary income in the year they are issued. For specific tax consequences regarding your distribution, consult your tax advisor.

### Can I request distribution of my account prior to separation from service?

You can only receive a distribution prior to separation from service in one of the following situations:

A distribution for an unforeseeable emergency under **WAC 415-501-510** (contact DCP for information/application)

1. A voluntary in-service distribution if the following conditions are met:
  - Your entire account value does not exceed \$5,000;
  - You have not previously received an in-service distribution; and
  - Your contributions have been suspended during the preceding two-year period ending on the date of the in-service distribution.
2. A distribution from funds that have been rolled into the deferred compensation account
3. Any calendar year in which you reach age 70½ or older

### How do I cancel a distribution?

Send a written request with the date and your signature to:

Empower Retirement  
State of Washington DCP  
PO Box 173764  
Denver, CO 80217-3764

Or

Fax your request to 866-745-5766

### What happens if I return to work for a DCP employer?

If you return to work for the state or a participating political subdivision who offers the DCP program, your payment will cease. You may re-enroll in DCP.



Still have questions?

Call DCP at 888-327-5596

This document contains highlights of the Washington State Deferred Compensation Program, an Internal Revenue Code Section 457 plan. Should any information in this document be inconsistent with provisions of the Deferred Compensation Regulations in Title 415 of the Washington Administrative Code, the Regulations govern.

To request this publication in an alternate format, call 888-327-5596; for TTY dial 800-766-4952.

This communication was created by and is being provided at the request of DRS. Empower Retirement (the DCP record keeper) has not reviewed nor approved and is not responsible for providing updated information with respect to this material. Great-West Life & Annuity Insurance Company and/or its subsidiaries is not responsible for, has not reviewed, nor does it endorse the content contained on the drs.wa.gov website. (10/2016) PT280774



# Deferred Compensation Program (DCP) Enrollment Form

This is a participation agreement to enroll in the Washington State Deferred Compensation Program (DCP).

Send completed form to:  
Department of Retirement Systems  
Deferred Compensation Program  
PO Box 48380 • Olympia, WA 98504-8380

[www.drs.wa.gov/dcp](http://www.drs.wa.gov/dcp) • 888.327.5596  
TTY: 711 • Fax: 360.586.5474

## Personal Information

Social Security Number	Employer	Phone Number
Your name (Last, First, Middle)		Alternate Phone Number
Mailing Address	City	State ZIP
Date of Birth (MM/DD/YYYY)	Email Address	Gender <input type="checkbox"/> M <input type="checkbox"/> F

## Contribution Information

The 2016 monthly contribution amounts are: minimum \$30; maximum \$1,500; age 50 and older can defer up to \$2,000. Contact DCP if you want to contribute more than \$2,000. Using whole numbers, choose a dollar or percentage amount.

I authorize my employer to defer \_\_\_\_\_% OR \$\_\_\_\_\_ monthly.

## Investment Options

With DCP you can choose from two approaches to investing. To decide which approach may be right for you, see the Information and Instructions for this form. We encourage you to choose only one of the two approaches. You always have the option to change your investment at a later date. Total percentages must be whole and equal to 100%.

<p><b>One-Step Investing</b> Choosing just one fund gives you a diversified portfolio. To find which fund is right for you, pick your target date for retiring or withdrawing your funds.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Retirement Maturity Strategy (80)</li> <li><input type="checkbox"/> 2005 Retirement Strategy (81)</li> <li><input type="checkbox"/> 2010 Retirement Strategy (82)</li> <li><input type="checkbox"/> 2015 Retirement Strategy (83)</li> <li><input type="checkbox"/> 2020 Retirement Strategy (84)</li> <li><input type="checkbox"/> 2025 Retirement Strategy (85)</li> <li><input type="checkbox"/> 2030 Retirement Strategy (86)</li> <li><input type="checkbox"/> 2035 Retirement Strategy (87)</li> <li><input type="checkbox"/> 2040 Retirement Strategy (88)</li> <li><input type="checkbox"/> 2045 Retirement Strategy (89)</li> <li><input type="checkbox"/> 2050 Retirement Strategy (91)</li> <li><input type="checkbox"/> 2055 Retirement Strategy (92)</li> <li><input type="checkbox"/> 2060 Retirement Strategy (93)</li> </ul> <p>Percentage for selected target date _____%</p>	<p><b>Conservative</b></p> <p><b>Aggressive</b></p>	<p><b>Build and Monitor</b> Mix and match to create a diversified portfolio. Write the percentages in the space below for each fund you want to invest in.</p> <ul style="list-style-type: none"> <li>Savings Pool (10) _____%</li> <li>Washington State Bond Fund (25) _____%</li> <li>Socially Responsible Balanced Fund (30) _____%</li> <li>U.S. Large Cap Equity Index Fund (11) _____%</li> <li>Global Equity Index Fund (13) _____%</li> <li>U.S. Small Cap Value Equity Index Fund (12) _____%</li> <li>Emerging Market Equity Index Fund (14) _____%</li> </ul>
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**Please complete the other side of this form as well.**



## Beneficiary Designation

If you pick more than one primary beneficiary or more than one contingent beneficiary, the total percentage(s) for each category must add up to 100%. Use whole numbers (for example, 50% and 50% or 66% and 34%).

<input checked="" type="checkbox"/> Primary ____ %	Name (Last, First) or Full Name of Entity		Mailing Address	
Relationship	Social Security Number	Date of Birth	City, State, ZIP	Gender <input type="checkbox"/> M <input type="checkbox"/> F
<input type="checkbox"/> Primary ____ % <input type="checkbox"/> Contingent ____ %	Name (Last, First) or Full Name of Entity		Mailing Address	
Relationship	Social Security Number	Date of Birth	City, State, ZIP	Gender <input type="checkbox"/> M <input type="checkbox"/> F
<input type="checkbox"/> Primary ____ % <input type="checkbox"/> Contingent ____ %	Name (Last, First) or Full Name of Entity		Mailing Address	
Relationship	Social Security Number	Date of Birth	City, State, ZIP	Gender <input type="checkbox"/> M <input type="checkbox"/> F
<input type="checkbox"/> Primary ____ % <input type="checkbox"/> Contingent ____ %	Name (Last, First) or Full Name of Entity		Mailing Address	
Relationship	Social Security Number	Date of Birth	City, State, ZIP	Gender <input type="checkbox"/> M <input type="checkbox"/> F

## Signature Required

### DCP Enrollment

- I have read and understand all sections of this form including the Information and Instructions and the Memo of Understanding.
- I authorize my employer to deduct the amount indicated each month and transmit to the Deferred Compensation Program (DCP).
- I further authorize my employer to deduct any contribution changes I request through DCP in the future.
- This agreement will continue until further notification by me.
- I understand a DCP administrative fee will be deducted quarterly from my account balance (See DCP Enrollment Guide).

### Beneficiary Designation

Pay any funds related to my Deferred Compensation Program (DCP) account to my primary beneficiary(ies) in the percentage(s) I chose or as required by law. If any beneficiaries precede me in death, share their percentages equally among the remaining primary beneficiaries. If no primary beneficiaries survive me, send any funds to my contingent beneficiaries. All the information I have entered is true and complete.

Signature

Date

Your Social Security number is needed so DRS can report to the IRS any funds paid to you. DRS will not disclose your Social Security number unless required to do so by law. (See IRC sections 6041(a) and 6109.)



## DCP Enrollment Form

# Information and Instructions

Send completed form to:  
Department of Retirement Systems  
Deferred Compensation Program  
PO Box 48380 • Olympia, WA 98504-8380  
[www.drs.wa.gov/dcp](http://www.drs.wa.gov/dcp) • 888.327.5596

To enroll in DCP, complete the Enrollment Form. If you have questions, visit the website at [drs.wa.gov/dcp](http://drs.wa.gov/dcp) or call the DCP Information Line at 888-327-5596.

- Read the Memo of Understanding regarding the Enrollment Form.
- Complete all sections of this form electronically or print legibly in black ink.
- Sign, date and return the Enrollment Form to the address on the top of the form.
- If your employer is a political subdivision such as a school district, county or city or a higher education employer, send a copy to your payroll office. This is not required for state agency employees.
- Keep a copy for your records.

**Personal Information:** Use your legal name and provide all requested information.

**Contribution Information:** Enter the total monthly dollar or percentage amount you authorize your employer to defer. The amount you enter must be a whole number like \$200, \$153, 7% or 3%.

The minimum monthly contribution is \$30. Your contribution cannot exceed the maximum deferral amount. In 2016, you may contribute up to \$18,000 (\$1,500 monthly) or up to \$24,000 (\$2,000 monthly for participants age 50 and over) from your pay annually. If you want to contribute more than \$2,000 monthly, contact DCP.

Your contribution will begin on the earliest date possible, contingent upon the processing time required by your employer's payroll department and the provisions set forth in IRC Section 457.

**Investment Options:** The One-Step Investing approach is designed for those who don't have the desire, comfort level or time to select and maintain their own allocation mix of funds. Each Retirement Strategy Fund is well diversified and automatically rebalances, adjusting your allocation mix as you move toward a target date that meets your needs and lifestyle.

If your target date changes, you can transfer your money to a Retirement Strategy Fund that more closely matches your revised date.

The Build and Monitor approach requires you to:

- Select fund(s).
- Monitor account activity.
- Rebalance your allocation mix as necessary to maintain your investment objectives.

The DCP Enrollment Guide and Fund Fact Sheets are available to help you determine your allocation mix.

**Beneficiary Designation:** Complete this section by designating at least one primary beneficiary. You may designate more than one primary and one or more contingent beneficiaries. Provide each beneficiary's percentage, Social Security number, full name, mailing address, date of birth and relationship.

- A primary beneficiary will receive the balance of the deceased participant's account if he or she survives the participant by 30 days. The total percentages for all primary beneficiaries must equal 100%. Use whole numbers like 50% and 50% or 66% and 34%.
- A contingent beneficiary will receive the balance of the deceased participant's account if no primary beneficiary is still living at the time the participant dies. The total percentages for all contingent beneficiaries must equal 100%. Use whole numbers.

To name a trust as beneficiary, indicate name of trust and date trust was established. A copy of the trust document should be provided.

To name your estate as beneficiary, enter "my estate."

In the event of participant's death, distribution to a minor requires the following before distribution can occur:

- Guardian: A copy of court documents showing the name, address and telephone number of minor's court appointed guardian, or
- Custodian: A copy of the trust or other documents showing power of appointment under the Washington Uniform Transfers to Minors Act.

**Signature Required:** Sign and date the complete form before submitting it to the address listed.



## DCP Enrollment Form

# Memo of Understanding

Send completed form to:  
Department of Retirement Systems  
Deferred Compensation Program  
PO Box 48380 • Olympia, WA 98504-8380  
[www.drs.wa.gov/dcp](http://www.drs.wa.gov/dcp) • 888.327.5596

This memo highlights certain provisions of the Deferred Compensation Program (DCP). For specific details, refer to the DCP Enrollment Guide and Regulations.

I understand the following:

- My monthly salary will be reduced each month by the amount that I have elected to contribute.
- It is my responsibility to ensure that my contributions do not exceed the allowable amount specified in IRC 457; if they do, my employer may disallow deferral of the excess, which also may be taxed currently.
- However, during the last three years before attaining normal retirement age, or if I am 50 years of age or older, I may be able to contribute a greater portion, subject to IRS limitations. (For information about special provisions that allow you to exceed the monthly maximum, contact DCP.)
- My contributions cannot begin sooner than the month following Participation Agreement approval (WAC 415-501-410).
- My accumulated contributions will be held in trust by the Washington State Investment Board for the exclusive benefit of participants and their beneficiaries until paid to me under the rules of the plan (WAC 415-501-580).
- I may not assign or transfer my rights in the plan (WAC 415-501-570).
- I have elected to have my contributions invested as indicated on my Enrollment Form.
- Earnings, if any, will be applied to my accumulated contributions in accordance with the investment option(s) I select (WAC 415-501-475).
- I may change or stop the amount I contribute and may change my investment(s) by using the DCP website, or calling DCP.
- I can have access to my funds upon separation from employment. Refer to WAC 415-501-485 for distribution details and for exceptions that allow access to funds prior to separation.
- I may elect the date and method of distribution of my accumulated contributions according to those methods approved by the Department of Retirement Systems (DRS). See WAC 415-501-485. In the event of my death, any unpaid benefits will be paid to my designated beneficiaries (WAC 415-501-486).
- DRS retains administrative control over the plan and the Legislature retains the right to terminate the plan (WAC 415-501-530 and WAC 415-501-540).
- My employer, DRS, the record keeper and the Washington State Investment Board are not liable for the performance of investments.
- I will receive an enrollment confirmation notice, indicating acceptance into the plan.
- If I have not already done so, I need to read the Investment Guide. This publication at [drs.wa.gov/dcp](http://drs.wa.gov/dcp) describes the investment funds available to me.



# Deferred Compensation Program (DCP) Rollover In Request

DCP participants can use this form to roll over or transfer retirement funds into their DCP account.

Send completed form to:  
Department of Retirement Systems  
Deferred Compensation Program  
PO Box 48380 • Olympia, WA 98504-8380

[www.drs.wa.gov/dcp](http://www.drs.wa.gov/dcp) • 888.327.5596  
TTY: 711 • Fax: 360.586.5474

## Important Information

- Your financial institution may require you to complete a form to initiate a rollover or transfer of funds. Contact your financial institution for more information.
- Keep a copy of this form for your records.
- Funds received into the program will be invested according to your current investment allocation.

## Personal Information

Social Security Number	Name (Last, First, Middle)	Phone Number
Mailing Address	City	State ZIP

## Source of Rollover

Check the box that describes the source of your pre-tax rollover.

- 457 Governmental Plan (Current Employer)
- 457 Governmental Plan (Previous Employer)
- Individual Retirement Account (IRA)
- 401 (a) or (k)
- 403 (b) – check with your 403 (b) plan to ensure you meet the requirements to roll over your 403 (b) funds

Include the contact information for the plan that will be the source of your pre-tax rollover funds.

Financial Institution Name	Account Number
Mailing Address	City State ZIP
Contact Name	Contact Phone Amount (as \$ or %)

**Financial Institution** Make check payable to: Department of Retirement Systems  
Mail payment to: Deferred Compensation Program; PO Box 9018; Olympia, WA 98507-9018

## Signature

Your signature confirms these funds are eligible to roll over.

Participant Signature	Date
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Your Social Security number is needed so DRS can report to the IRS any funds paid to you. DRS will not disclose your Social Security number unless required to do so by law. (See IRC sections 6041(a) and 6109.)



These forms are also fillable from the DRS website.  
Visit the DCP forms and publications section at [drs.wa.gov/dcp](https://drs.wa.gov/dcp).



## Contact Department of Retirement Systems

For questions about your statement, Plan 3 contributions or DCP, **contact Empower Retirement**

<b>Call</b> 	<b>Email</b> 	<b>Website</b> 
Phone 888.327.5596 Fax 866.745.5766 TTY 711	Plan 3 and DCP savewithwa@ empower-retirement.com	<a href="http://www.drs.wa.gov/Plan3">www.drs.wa.gov/Plan3</a> <a href="http://www.drs.wa.gov/DCP">www.drs.wa.gov/DCP</a>

For other assistance with your retirement accounts, **contact Department of Retirement Systems**

<b>Call</b> 	<b>Write</b> 	<b>Email</b> 
Phone 360.664.7000 800.547.6657 TTY 711	Department of Retirement Systems PO Box 48380 Olympia, WA 98504-8380	<a href="mailto:recep@drs.wa.gov">recep@drs.wa.gov</a>  It might be possible for other people to read messages sent over the Internet. If you contact us by email, please include only the last four digits of your Social Security number.
<b>Visit</b> 	<b>Hours</b> 	<b>Website</b> 
6835 Capitol Blvd. Tumwater, WA 98501  <i>Directions are available on the DRS website.</i>	Monday - Friday 8 am to 5 pm Pacific Time	<a href="http://www.drs.wa.gov">www.drs.wa.gov</a>  You can also send us email through the DRS website. Visit the <i>Contact Us</i> page.

# Save more with DCP



DCP is administered by the Washington State Department of Retirement Systems