



New York State
Deferred Compensation Plan

A 457(b) Plan for Your Future

ENROLLMENT GUIDE

You have time

Make the most of it with the New York State
Deferred Compensation Plan (NYSDCP)

Our people are your greatest asset

Contact one of our Account Executives to set up a time for a one-on-one conversation. Account Executives conduct individual and group sessions on enrolling in the Plan, education on investment selections and planning for retirement. [Find an Account Executive](#) near you.

If you are working remotely or are in a facility that prohibits visitors, AE Connect gives you immediate access to an Account Executive and all the services they provide, including:

Enrollment
assistance

Account
reviews

Financial
guidance

Pre-retirement
consultations

[AE Connect](#) is available weekdays, 9 a.m. to 5 p.m. ET. Just call 1-844-867-8197.

Want to enroll now?



Once you enroll, you'll receive a Welcome Letter with details about how to set up your online account, quarterly account statements and newsletters, quarterly Investment Performance Reports, website updates and more.



When you enroll, sign up for eDelivery to make your information arrive faster and easier!



Account Executive #

Internal Use Only

ENROLLMENT APPLICATION

PERSONAL DATA

Male
 Female

Name (Please Print) _____ Social Security Number _____

Home Address _____ Date of Birth _____

City _____ State _____ Zip _____ Home Telephone Number _____

Employer _____ Work Telephone Number _____

Email Address (Required – Please see eDelivery section for additional detail) _____ Local Plan ID Number or State Department ID Code* _____

New York State Employee ID Number* _____

**If you are unaware of this number, please contact your Payroll Center or the HELPLINE as your enrollment cannot be completed without it. Department ID can also be found on your State Paystub.*

DEFERRAL INFORMATION

If your employer is a local town, village, or school, please check with your payroll department or the HELPLINE to determine whether to request a deferral dollar amount or percentage. Also, if your employer is a school and utilizes OMNI as a third-party payroll administrator please contact OMNI to complete the enrollment of your deferral request.

You may select both Pre-tax and Roth. Maximum combined deferral percentage is 100%. **If you are paid through the State Comptroller, please enter a deferral PERCENTAGE.**

Pre-Tax Deferral: _____ % or \$: _____ Roth Contributions: _____ % or \$: _____
Your deferral cannot be less than 1% of your gross salary or less than \$10 per pay period.

BENEFICIARY DESIGNATION

Please complete all requested information for each of your primary and contingent beneficiaries. A person **may not** be listed as both a primary and contingent beneficiary. If you select "Equal Percentage" for your beneficiaries, there may be some minor variance based upon the number of beneficiaries you have listed. For example, if you list three beneficiaries, the oldest beneficiary will be designated 33.34% and the other two will be 33.33%.

- Primary Beneficiary(ies): A primary beneficiary is the person or persons who receive your Plan benefits in the event of your death.
- Contingent Beneficiary(ies): A contingent beneficiary is the person or persons who would receive your Plan benefits if all of your primary beneficiaries predecease you.

Primary Beneficiary (ies) (must be in whole percentages and total 100%)

Equal percentages for each primary beneficiary

Beneficiary Name _____	Relationship _____	Date of Birth _____	Social Security Number _____	_____% Percent
Beneficiary Name _____	Relationship _____	Date of Birth _____	Social Security Number _____	_____% Percent
Beneficiary Name _____	Relationship _____	Date of Birth _____	Social Security Number _____	_____% Percent
				Total = 100%

Contingent Beneficiary(ies) (must be in whole percentages and total 100%)

Equal percentages for each contingent beneficiary

Beneficiary Name _____	Relationship _____	Date of Birth _____	Social Security Number _____	_____% Percent
Beneficiary Name _____	Relationship _____	Date of Birth _____	Social Security Number _____	_____% Percent
				Total = 100%



ENROLLMENT APPLICATION

Welcome to the New York State Deferred Compensation Plan. The Plan is a voluntary, long-term retirement savings program designed for your retirement needs. The amount you contribute to the Plan is deducted from your pay and any investment returns grow on a tax-deferred basis.

Contributions to the Plan: The minimum contribution to the Plan is 1% of your gross pay (at least \$10 per pay period). The maximum contribution you may make in 2018 is \$18,500. If you are at least age 50 prior to the end of the current calendar year, you are eligible to contribute a maximum of \$24,500. If you are within four years of the date that you are able to retire without a reduction in pension benefits, you may be eligible to make additional contributions. Contact an Account Executive or HELPLINE Representative at 1-800-422-8463 for more information and the forms to use the higher limits.

Pre-Tax Deferrals: The amount you contribute to the Plan will be deducted from your pay on a pre-tax basis for federal and New York State income tax purposes, thereby reducing your taxable income for the calendar year. The investment returns also grow on a tax-deferred basis and income taxes are paid only when money is withdrawn from the Plan.

Roth Contributions: These deductions are made from your pay on an after-tax basis. Contributions grow tax deferred, but when money is distributed from the Plan, qualifying distributions are not subject to federal or New York State income taxes.

Processing Time Frame: Enrollments are processed upon receipt; however, federal law states that deferrals may not begin before the start of the next calendar month, unless you make your election prior to your first day of service. You may change or cancel your deferral amount at any time, but these changes may also be subject to these timing limits.

Next Steps: Please read the bullets below to understand the basics of the Plan and then complete your application.

I understand that:

- Withdrawals from the Plan may be taken only upon separation from employment, absence due to qualified military service, death, an unforeseeable financial emergency, attainment of age 70½, from an account that has been in inactive status for two years and has a balance of \$5,000 or less (inclusive of any outstanding loan balance but exclusive of assets in a rollover account) or as a loan.
- Participation in the Plan is not intended to replace a regular savings program necessary to cover day-to-day unanticipated financial expenses. Plan distributions for "Unforeseeable Financial Emergencies" are strictly regulated by federal laws. Should I need an unforeseeable emergency distribution, the request must be made in writing and detail the circumstances supporting the financial emergency. If my request is denied, I may appeal to the Review Committee.
- I may enroll in the Plan for the purpose of transferring assets from another 457(b) deferred compensation plan, a 403(b), 401(k), 401(a), Keogh plan, a traditional or rollover IRA without becoming an active participant.
- Unless I have opted for a paper statement, I will receive an email notification when my quarterly statement, Quarterly newsletter and investment performance report are available on the Web site. Please call the HELPLINE promptly with any changes.
- If my employer has opted to allow Roth contributions, contributions to the Roth account may not be reclassified after made. The investment allocation for Roth contributions will be the same as for any pre-tax deferrals. Distributions of Roth contributions must meet the same withdrawal requirements as pre-tax withdrawals.
- There is an administrative fee deducted from my Plan account on a semi-annual basis as outlined in the Plan's Investment Options Guide. These fees are subject to change.

Information relating to the Plan or a copy of the Plan Document may be obtained by calling the HELPLINE at 1-800-422-8463 or visiting the Plan's Web site at www.nysdcp.com.