February 28, 2013

City of Seattle Voluntary Deferred Compensation Plan Frequently Asked Questions (FAQs)

Staff members of and consultants to the City of Seattle Voluntary Deferred Compensation Plan frequently address certain questions about the Plan. The table below lists the general topics that come up and the specific questions that address them; the associated answers are current as of February 28, 2013. A more detailed table of contents listing each question we answer in this document is provided on pages 13 and 14. For additional information, contact deferredcompquestions@seattle.gov

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NOTE: The definitive source of the Plan terms is the Plan Document, which can be found on the Inweb at **http://personnelweb/benefits/retirement/deferredcomp.aspx** behind the *Documents* tab and at **www.cityofseattledeferredcomp.com**. If there is any conflict between the information contained in these FAQs and the Plan Document, the Plan Document will prevail (govern).

Definitions

D1. Eligible Deferred Compensation Plan
An eligible deferred compensation plan is an arrangement recognized by the United States Internal Revenue Service or IRS (see below) that allows workers to delay receiving a portion of their earnings until a later year (e.g., until retirement, separation from employment). Under this arrangement, federal income taxes are also delayed until the worker receives a distribution of his/her plan account investments and earnings.

D2. 457 Plan
"457" refers to the section of the Internal Revenue Code or IRC (see below) that contains many of the rules the plan must follow to delay taxation of the deferrals and earnings until distribution.

D3. Internal Revenue Service (IRS)
The IRS is a bureau of the Department of the Treasury and is the U.S. government agency responsible for collecting federal taxes and for administering the Internal Revenue Code (see below).

D4. Internal Revenue Code (IRC)
The Internal Revenue Code is the main federal statute concerning income tax and other federal taxes. Because the IRC is quite complex, the IRS also publishes numerous regulations which provide the official interpretation of the IRC by the Department of the Treasury.

Frequently Asked Questions

Eligibility and Enrollment

Q1. Who is eligible for the City of Seattle Voluntary Deferred Compensation Plan?

- ***City officers and any person identified as an employee under the Seattle Municipal Code*** are immediately eligible to enroll in the Plan, and may begin to contribute at any time. During City employment, there are only limited options for access to funds in your defer Plan account.
- ***Retirees and separated employees*** may leave their contributions in the Plan or receive distributions subject to applicable IRS requirements. Additionally, public safety retirees (those who served as a law enforcement officer, firefighter, chaplain, or member of a rescue squad or

ambulance crew) may have up to $3,000 of their health and long-term care premiums paid out of their Plan accounts annually with pre-tax funds. Special notes:

  - ***If you are planning to retire soon***, you may be able to defer the value of unused vacation, and in some cases, a portion of the value of unused sick leave, to your account.
  - ***Separating employees with a deferred compensation loan*** may want to work out a new repayment arrangement by contacting Prudential Retirement at 800.833.5761 (toll-free). If loan repayments are not continued, the unpaid balance may be reported to the IRS as a distribution subject to taxes and possible penalties.
- ***Retirees who engage in limited City employment*** may leave their contributions and investment earnings in the Plan, receive distributions and contribute from subsequent active pay.

Q2. How many people are enrolled in the Plan?
As of January 7, 2013, there were over 8,300 accounts held by Plan participants.

Q3. How do I enroll?
You have a number of enrollment options.

- Enroll online at **www.retirement.prudential.com** , or
- Print out an enrollment form at **www.cityofseattledeferredcomp.com**. After completion send it to Prudential Retirement, 30 Scranton Office Park, Scranton, PA18507-1789 or fax it to 866.439.8602, or
- Call 800.833.5761 (toll-free) for enrollment assistance, or
- Meet with our onsite Deferred Compensation Plan Counselor, Chad Kasper in Seattle Municipal Tower, Floor 40, Room 4020. (For an appointment with Chad, call 206.447.1924 or send an email to **chad.kasper@prudential.com** or register online by going to **www.cityofseattledeferredcomp.com** and click on "Schedule an Onsite Appointment.")

Contributions

Q4. How much may I contribute?

- ***All non-uniformed participants*** can contribute on a pre-tax basis as little as $10 per pay period and up to a maximum of $17,500 per year in 2013. The maximum annual amount may be increased in subsequent years for cost-of-living adjustments.
- ***Police Officers and Fire Fighters*** can also contribute on a pre-tax basis as little as $10 per pay period but generally cannot contribute the entire annual maximum from their paychecks. Most of Seattle's uniformed employees receive a contribution from the City toward Deferred Compensation in accordance with applicable collective bargaining agreements, reducing the remaining amount they may contribute from their paychecks toward the maximum. For more information on the amount Police Officers and Fire Fighters can contribute, contact Payroll staff in SFD or SPD as appropriate, or **deferredcompquestions@seattle.gov**.

- ***Participants age 50 and over*** may contribute an extra $5,500 per year (in 2013) as an Age 50 Catch-Up Contribution. This amount may be increased in subsequent years for cost-of-living adjustments. No extra paperwork is required as was in the past; participants age 50 and over may simply increase their deferrals up to the "age 50 catch-up" amount by calling Prudential Retirement toll-free at 800.833.5761 or going online to **www.retirement.prudential.com**.
- ***Employees within three years of Normal Retirement Age*** may also contribute additional amounts, depending on their past contribution history. For more information or to obtain a calculation of the additional amounts you may be able to contribute, contact **deferredcompquestions@seattle.gov** about the Last 3-Year Catch-Up option.
- ***Retiring employees*** may be able to arrange for an extra Deferred Compensation contribution of the full value of unused vacation, and a portion of the value of unused sick leave, if any applicable collective bargaining agreement does not direct such funds toward a health care VEBA (see the *2012-2013 Eligibility Chart* behind the Forms tab at **http://personnelweb/benefits/retirement/veba.aspx**).

  The amount of unused vacation or sick leave a retiring employee may "convert" is limited by other deferrals made during the year of retirement, any City contributions (for Police Officers and Fire Fighters) on contributions during the year of retirement and applicable contribution limits in the Internal Revenue Code (IRC). For further information or assistance, contact **deferredcompquestions@seattle.gov** at least two (2) weeks before your last day of work.

Q5. How do I calculate how much to defer? How do I set up or change contributions?
You may start, stop or change the amount of your contributions at any time by calling 800.833.5761 (toll-free) or going online to **www.retirement.prudential.com** or). Changes, including increasing, decreasing or stopping contributions, generally take effect in the month following the change request.

To contribute the maximum with regular contributions throughout a year, make your calculations and deferral election before the publicized election cut-off date in December. You will need to check a payroll calendar or with your department's Payroll staff to confirm how many pay dates (paychecks) employees will be getting during the coming year. To maximize deferrals during the coming Plan (calendar) year

- with 26 pay dates, divide the maximum contribution you want taken out by 26 pay dates.
- with 27 pay dates, divide the maximum contribution you want taken out by 27 pay dates.

Make the resulting amount your regular deferral for the year by calling 800.833.5761 (toll-free) or entering the information at **www.retirement.prudential.com** published before the cut-off date. For assistance, call the toll-free number, or contact **deferredcompquestions@seattle.gov**.

Q6. What does "pre-tax basis" mean?
Contributing on a pre-tax basis means that your deferrals from paychecks will not be subject to federal income tax when they go into your Deferred Contribution account. As a result, you may pay lower federal income taxes for the year the contribution is made. No federal income taxes are due on

your contributions or investment earnings until you withdraw them. (NOTE: Contributions will be subject to withholding for Social Security and Medicare at the time of the contribution.)

Q7. Do deferred compensation contributions *always* get taken from my paycheck?
No. Deferrals would not be taken if you don't have enough pay to cover other deductions (such as taxes, health care premiums, etc.). This might happen, for example, if you work a reduced schedule and have a smaller than usual paycheck. Additionally, if your pay is not taxable (for instance, if you are on a workers' compensation leave, deferrals (and other pre-tax deductions) may not be taken from your time loss (wage replacement) benefit. For more information, contact your department's HR representative.

Q8. What happens when I go on leave?
Unpaid leaves can affect your ability to contribute to the Plan or repay a loan you may have from the Plan. For more information on the impacts of a leave, please contact your department's HR representative.

Q9. May I roll over balances from other retirement plans to this Plan?
Yes. You may consolidate prior retirement plans (457, 403(b), 401(k), 401(a) and IRA) into your City of Seattle Voluntary Deferred Compensation Plan account. Please contact our onsite Deferred Compensation Plan Counselor, Chad Kasper, at 206.447.1924 for details.

Q10. Can I make a rollover into Deferred Compensation from the Seattle City Employees Retirement System (SCERS) or the Washington Department of Retirement System (DRS)?
SCERS refers to the City's pension plan covering most employees and DRS is the State pension plan covering uniformed personnel (e.g., police and fire fighters).

You many make a rollover from one of these plans into your Deferred Compensation account. However, you should weigh your decision very carefully. Contact SCERS at 206-386-1293 or DRS at 1-800-547-6657 (toll free) for more information on their rollover rules and procedures, and contact your own personal financial consultant for advice on maximizing your retirement income.

Q11. When will I be vested?
"Vesting" refers to your ownership of the money in your account. In this Plan, you are always immediately 100% vested in any contributions.

Investments

Q12. How much does it cost to invest?
The expense ratios shown in the following table are charged against your holdings in specific investments (in quarterly, partial increments). For example, an account with $100 in the Hotchkis & Wiley Small Cap Value Fund would have $1.08 taken out each year. An account with $100 in the Fidelity Contrafund would have $0.81 taken out each year.

Participants who also elect a Self-Directed Brokerage Account will pay an annual fee plus transaction fees.

Plan Investment Option	Expense Ratio		Plan Investment Option	Expense Ratio
Wells Fargo Stable Return	0.40%		Dodge and Cox Stock	0.52%
PIMCO Total Return Instl	0.46%		Fidelity Contrafund	0.81%
Vanguard Target Retirement Inc	0.17%		Vanguard Institutional Index	0.04%
Vanguard Target Retirement 2015	0.17%		Sterling Capital Mid Cap Value Instl	0.94%
Vanguard Target Retirement 2025	0.18%		Vanguard S&P Mid-Cap 400 Index Instl	0.10%
Vanguard Target Retirement 2035	0.19%		TimesSquare Mid Cap Growth Instl	1.08%
Vanguard Target Retirement 2045	0.19%		Vanguard S&P Small-Cap 600 Index Instl	0.09%
Vanguard Target Retirement 2055	0.19%		Hotchkis& Wiley Small Cap Value Instl	1.08%
American Funds Growth Fund of Amer R5	0.38%		Essex Sm/Micro Growth A	1.40%
Calamos Growth I	1.02%		American Funds EuroPacific Gr R5	0.55%
Calvert Equity Instl	0.69%		Dodge and Cox International Stock	0.64%
Current as of **9/28/2012**. For up-to-date expense ratio information, go to **www.retirement.prudential.com**.				

Q13. What happens to the money in my account if I don't choose specific investments?
If you don't make investment elections, your holdings will be placed in the Target Date Retirement Fund closest to the year in which you turn 65. For example, if you will turn age 65 in 2017 the default investment would be the Vanguard Target Retirement 2015 fund.

Q14. If I choose one or more investments, may I ever change them?
Yes. You can make changes among the options offered in the Plan, or if you have a Self-Directed Brokerage Account (SDBA), you may trade mutual funds in addition to the Plan's investment options Changes (trades) are subject to certain restrictions on frequency and size, and require that the financial markets be open.

Q15. How do I choose among the investments options in the Plan?
Investment fees (expense ratios) -- and for Self Directed Brokerage Account (SDBA) users, annual fees and transaction fees -- are only part of what you should consider when choosing investments; you should consider potential risks (losses) and rewards (gains).

- You can choose among the investment options in the Plan, which represent different asset classes. Most experts recommend diversifying your investments to spread your risk and to help you to better tolerate the ups and downs in the financial markets.
- Prudential Retirement also offers GoalMaker®, and the Plan's investment options include a series of Target Retirement Date Funds. These offer pre-selected investment combinations based on your investor style (conservative, moderate or aggressive) and/or your years to retirement.
- For more knowledgeable and confident investors, the Plan also offers a Self-Directed Brokerage Account (SDBA), which allows the purchase of mutual funds, but not individual stocks, CDs, real estate or other types of assets.

Q16. What is GoalMaker?
GoalMaker is an *optional* free investment tool offered by Prudential Retirement to Plan participants. Using just two pieces of information—your investor style and years to retirement—GoalMaker matches you to one of 12 model portfolios made up of the individual investment options in the Plan. GoalMaker automatically rebalances your portfolio to make sure your portfolio stays true to your original intentions, and with its age adjustment feature, the portfolio automatically becomes more conservative as you get closer to retirement. To learn about or use GoalMaker, go to **www.cityofseattledeferredcomp.com**.

Q17. What are Target Retirement Date Funds?
Target Retirement Date Funds generally are constructed under the assumption that investors will retire and start taking distributions when they reach age 65. The Target Retirement Date Funds in the City's Plan are professionally managed, and are made up of low-cost index funds designed to track many market indexes. As the target date (e.g., 2015) approaches, the fund becomes more conservative by reducing equity (stock) exposure and increasing exposure to fixed income type securities (e.g. bonds). It is important to note that the principal value is never guaranteed, including at the target date. Target Retirement Date Funds serve as the Plan's default options for participants who do not choose an investment(s).

Q18. What is a Self-Directed Brokerage Account (SDBA)?
Self-Directed Brokerage Accounts (SDBAs) allow knowledgeable investors the opportunity to invest in mutual funds in addition to the Plan's designated investment options. (Individual stocks and many other investments may not be traded.) There are restrictions on using an SDBA (e.g., regarding the frequency and size of trades) and participants who use an SDBA do so at their own risk and of their own choice. For more information about an SDBA, please call Prudential Retirement, Monday through Friday, 5:30 a.m. to 6:00 p.m. PT, at 800.833.5761 (toll-free). You can find more written information on SDBAs and also access your brokerage account after it has been established at **www.retirement.prudential.com** .

Q19. Why does the Plan have these particular investment options and not others?
The Plan Committee, working with its investment consultant, regularly reviews the performance of the Plan's investment options and expenses, looks at industry trends, considers legal restrictions and considers participant feedback. The Committee can change the investment line-up within certain limits, and always aims to have the Plan offer an appropriate mix of options suitable for a range of investors. To provide comments on the investment menu, send an email to **deferredcompquestions@seattle.gov**.

Q20. Speaking of investments, how much money is in the Plan?
As of February 25, 2013 account holdings of all participants totaled almost $724 million. This amount was made up of contributions (deferrals), investment gains and losses, and is net of plan expenses.

Q21. I do not understand investing. Is there someone who can help me?
Yes. You may contact our onsite Deferred Compensation Plan Counselor, Chad Kasper, for investment information and assistance. Chad provides group meetings, webinars and one-on-one appointments.

To contact Chad, go to **www.cityofseattledeferredcomp.com** and click on "Schedule an Onsite Appointment", call 206.447.1924 or send an email to **chad.kasper@prudential.com**.

Withdrawals and Distributions

Q22. Can I get my money out of the Plan at any time?

Not "any time". The Internal Revenue Code (IRC) allows your deferrals and any investment earnings to grow tax-deferred to encourage saving for retirement. Therefore, access to account funds before retirement is limited by law. The major options for getting your money out of the Plan are:

- ***Permanent separation*** from the City (e.g., retirement or leaving for a job with another employer). See **Q23**.
- ***An Unforeseeable Emergency Withdrawal (UEW)*** for IRC-specified situations. See **Q24**.
- ***If you haven't contributed for over two years and your account balance is less than $5,000*** (through an In-Service Distribution). If you qualify, you can find the *In-Service Withdrawal Form* behind the Forms tab at **http://personnelweb/benefits/retirement/deferredcomp.aspx.** See **Q24**.
- ***If you want to take a loan***. (The size of the loan is limited, must be repaid within certain time frames, and will be charged both interest and fees.) See **Q25**.
- ***To meet the requirements of a court-ordered Domestic Relations Order*** (e.g., following a divorce, legal separation, child support assignment). See **Q26**.
- ***To purchase service credit*** in a governmental defined benefit plan (e.g., SCERS or a DRS plan). See **Q27**.
- ***If you have retired and reached 70-1/2 years without having taken distributions***. See **Q28**.

Q23. What are my choices when I leave the City?

- When you leave City employment for any reason, you may choose to take your account balance as a single lump sum, or a series of periodic payments. Some things to know:
    - Distributions are subject to taxation in the year of distribution.
    - If your account balance at the time of separation is $1,000 or less, it will automatically be paid to you in a single lump sum.
    - Retired public safety officers (PSOs) may have certain health and long-term care insurance premiums paid directly from their accounts on a pre-tax basis. To obtain a *Retired PSO Distribution Form* go to the Forms tab at **http://personnelweb/benefits/retirement/deferredcomp.aspx**.

- Another alternative is to roll over your balance to another qualified retirement plan or eligible tax-deferred account (e.g., an IRA).
- To arrange distributions when leaving the City, call Prudential Retirement at 800.833.5761 (toll-free) or contact our onsite Plan Counselor. (see next bullet)
- Another option available is to leave your money in the Plan. You may want to discuss this option further with our onsite Counselor, Chad Kasper, by contacting 206-447-1924 or **chad.kasper@prudential.com** or by going to **cityofseattledeferredcomp.com** and clicking on "Schedule an Onsite Appointment."

Q24. What are Unforeseeable Emergency Withdrawals (UEWs) and In-Service Distributions?
Access to funds under these rules requires detailed verification, and requests will only be approved in accordance with federal law and Plan policy:

- ***Unforeseeable Emergency Withdrawals (UEWs)*** from your account may be available for certain specified unforeseeable emergencies (e.g., serious medical bills or to prevent the loss of the house or apartment in which you live). Tuition bills, regular home or car repair bills, and credit card bills do not qualify as unforeseeable emergencies. Additionally, UEWs are not granted for non-medical repeat requests within a 24-month period. For a UEW form and information on documentation requirements, contact Prudential Retirement at 800.833.5761 (toll-free). Once the documentation is completed and submitted, it may take up to two weeks for the multiple reviews at Prudential Retirement and the City to be completed.
- ***In-Service Distributions*** are only available once. In addition, this option is available only if your account balance (not including any rollover contributions) is less than $5,000 and no contributions have been made during the previous 24 months. If you qualify, go to **http://personnelweb/benefits/retirement/deferredcomp.aspx** and print out the *In-Service Withdrawal Form* behind the *Forms* tab. Send the completed original form to City of Seattle, Personnel Department, Benefits Unit, SMT 55-01, P.O. Box 34028, Seattle, WA 98124-4028.

Q25. May I take a loan from the Plan?
Yes. Loans are available from your account. You may have only one outstanding (unpaid) Plan loan at a time, and the maximum loan amount is 50% of your account balance up to $50,000, subject to any loan balance you've had within the Plan during the prior 12 months. Generally you must repay a plan loan with interest within five years (or within fifteen years for a loan on the home you live in), although repayments may be suspended temporarily during authorized leaves (See **Q7** and **Q8**). In a leave situation, the *Loan Repayment Change Form* can be located behind the *Forms* tab at **http://personnelweb/benefits/retirement/deferredcomp.aspx**). If you do not repay your loan in a timely manner, the unpaid balance may be subject to taxation and possible IRS penalties.

Call Prudential Retirement at 800.833.5761 (toll-free) for information and assistance on securing a loan. Loans are also subject to origination and annual fees. Loan repayment may be accelerated with no pre-payment penalty.

Q26. I need to provide part of my Deferred Compensation account to another family member -- my spouse from whom I'm separating, my former spouse, my child or another dependent. What do I do?
You will have to send an original domestic relations order (DRO) – a document issued and certified by a court – to the Benefits Unit in Personnel (Mail Stop SMT-55-01). General information on what a DRO must describe can be found at **http://personnelweb/benefits/retirement/deferredcomp.aspx** under the *Domestic Relations Order* heading within the text. Once complete and determined to qualify, processing will take up to two weeks and a separate account will be created for the "Alternate Payee" by Prudential Retirement. For more assistance, contact **deferredcompquestions@seattle.gov**.

Q27. What if I want to buy missing service credits in a governmental defined benefit pension plan?
Some employees may need to purchase missing service credit in order to be eligible for a service retirement, to meet pension vesting requirements, or to increase expected pension benefits. You may obtain a Deferred Compensation distribution to purchase retirement service credits – for example, in SCERS or in DRS. To obtain this distribution, you must obtain a signed, official statement from the receiving pension plan that specifies the exact amount due and the due date. Provide the original version of the statement to the Benefits Unit in Personnel (Mail Stop SMT-55-01) for processing and payment to the receiving governmental pension plan. For more information, contact **deferredcompquestions@seattle.gov.**

Q28. Are there any circumstances under which I must take out money from my Deferred Compensation account? What is the issue about reaching 70-1/2?
The Internal Revenue Code (IRC) requires the Plan to start making "Required Minimum Distributions (RMDs)" to you in March of the year after you retire or reach age 70½, whichever is later. RMD amounts are calculated in accordance with an IRS disbursement schedule, and will be sent to you if you do not make specific distribution arrangements earlier. RMD amounts must be paid annually and are generally paid in December of each year following the initial payment. There will be two payments in the first year.

Instead of getting RMDs after you retire or reach age 70½, you can arrange distributions in amounts and at the frequency you prefer, by calling Prudential Retirement at 800.833.5761 (toll-free). You can also meet with our onsite Deferred Compensation Plan Counselor, Chad Kasper in Seattle Municipal Tower, Floor 40, Room 4020, by contacting him at 206.447.1924 or **chad.kasper@prudential.com**. You can also register online for an appointment at **www.cityofseattledeferredcomp.com** (click on "Schedule an Onsite Appointment.")

Q29. What happens to any money in my account if I die? Do I need to choose a beneficiary?
It is very important that you designate a beneficiary. That way you can specify who will receive your Plan account balance if you die. Married participants who wish to name a primary beneficiary other than their spouse must obtain written consent from their spouse. If you do not choose a beneficiary, the Plan will pay your benefits in the following order of priority:

1. Your surviving spouse or state registered domestic partner ("SRDP")
2. If no surviving spouse or SRDP, to your surviving children, including adopted children, in equal shares
3. If no surviving children, to your surviving parents, in equal shares
4. If no surviving parents, to your surviving brothers and sisters, in equal shares
5. If none of the above, to your estate

You may review, designate and change your beneficiary online at **www.retirement.prudential.com**. After logging in, click on the "Personal Information" tab on the left-hand side of the page. Next, find "Beneficiary Information" and click "Add". A paper beneficiary designation form can also be found at **www.cityofseattledeferredcomp.com** or by calling 800.833.5761 (toll-free). Note: if you are married, but are having the City withhold taxes at the "Single rate", contact **deferredcompquestions@seattle.gov** for assistance.

NOTE: For the purpose of determining the rights of a spouse under any federal law (including, for example, the tax treatment of a same-sex surviving spouse who is named as a beneficiary under the Plan) the federal definition of "spouse" supersedes the Washington state definition. Please consult your professional tax advisor for additional information.

General Information

Q30: Does the City pay for the costs of running the Plan?

No, the City does not cover the Plan's operating costs. A portion of the Plan's investment returns are returned to cover operating costs. This is commonly called "revenue sharing" and is done to pay for legal counsel, investment advice, recordkeeping services, annual audits, some dedicated staffing and other Plan costs.

Q31.Who makes the rules that govern the City's Deferred Compensation Plan?

Although the Plan was created by City ordinance and is maintained by the City, it must comply with federal laws and regulations, including provisions of the Internal Revenue Code (IRC), to maintain its tax-preferred status. The Plan is also subject to Administrative Rules adopted and periodically revised by a seven-member Plan Committee. The Plan Committee includes representatives of management and of labor, and meets every two months.

Q32. What else is the Plan Committee responsible for?

The Plan Committee is responsible for overall compliance, policy development, determining investment options and setting the terms of plan operation. To do its work, the Plan Committee has three subcommittees -- one to decide on unforeseeable emergency withdrawal (UEW) requests (names and other identifying information are not provided), another focused on the investment portfolio, and a third addressing plan communications, operations and plan design.

Q33. What happens if I am unable to manage my own Deferred Compensation account?

Occasionally because of poor health, a participant is unable to manage his/her finances, including getting access to funds needed to pay for health care. Before such a situation develops, participants may wish to obtain a *Durable Power of Attorney* that names trusted person(s) to manage their finances. For more information on documentation requirements, contact **www.deferredcompquestions@seattle.gov.**

Q34. What resources are available to help me learn more about the Plan and planning for retirement?

- ***Official Plan documents, forms, links and basic information*** can be found on the Inweb at **http://personnelweb/benefits/retirement/deferredcomp.aspx**, on PAN at **http://www.seattle.gov/personnel/benefits/retirement/deferredcomp.asp** and at **cityofseattledeferredcomp.com**.
- ***For information on all the investments in the Plan, including past performance***, go to the Prudential Retirement participant website at **www.retirement.prudential.com .**
- ***For an easy-to-use online tool that shows if you're saving enough to reach retirement with confidence***, use the Retirement Income Calculator available at no charge at

www.retirement.prudential.com. By entering some basic data about yourself, the Calculator will create an action plan to ensure your retirement savings are on track. The Calculator is also available as a free application ("app") for your smart phone.

- ***For general information about financial topics in a variety of formats***—articles, podcasts, calculators, interactive courses – go to **www.PreparewithPru.com** so you can learn the way you want to. Information and articles on the site are presented for general educational value and may not reflect specific features of the City of Seattle Voluntary Deferred Compensation Plan.
- ***For general questions and processing assistance (e.g., re: loans, UEWs and distributions)***,the Prudential Retirement Customer Service Center is available toll-free at 800.833.5761 from 5:30 a.m. to 6:00 p.m. PT Monday through Friday
- ***For education and assistance concerning enrollment, contributing, investing/asset allocation and retirement account consolidation and rollovers,*** contact our onsite Deferred Compensation Plan Consultant, Chad Kasper, at 206.447.1924 during regular business hours Monday through Friday. You can also visit him at the Deferred Compensation Center located in the Seattle Municipal Tower, 40th floor, Room 4020.
- ***For information on and assistance with confirming the beneficiaries you have named, Last Three-Year Catch Up deferrals, Plan Committee and Subcommittee work, understanding overall Plan operations, converting unused vacation and sick leave, and Plan policy issues***, contact Plan staff at **deferredcompquestions@seattle.gov** from 8:00 a.m. to 5:00 p.m. PT. Plan Staff are located on the 54th floor of the Seattle Municipal Tower.

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Contributions Q4. How much may I contribute? Q5. How do I setup or change contributions? Q6. What is "pre-tax basis"? Q7. Are contributions always taken out of my paycheck Q8. What if I go on leave? Q9. & Q10. What about rollovers? Q11. When will I be vested?
Investments Q12. How much does it cost to invest? Q13. What happens if I don't choose specific investments? Q14. If I choose investments, may I ever change them? Q15. How do I choose among the investments options in the Plan? Q16. What is GoalMaker? Q17. What are Target Retirement Date Funds? Q18. What is a Self-Directed Brokerage Account (SDBA)? Q19. Why does the Plan have these particular investment options and not others? Q20. Speaking of investments, how much money is in the Plan? Q21. I do not understand investing. Is there someone who can help me?
Withdrawals and Distributions Q22. Can I get my money out of the Plan at any time? Q23. What are my choices when I leave the City? Q24. What are Unforeseeable Emergency Withdrawals (UEWs) and In-Service Distributions? Q25. May I take a loan from the Plan? Q26. I need to provide part of my deferred compensation account to another family member -- my spouse from whom I'm separating, my former spouse, my child or another dependent. What do I do? Q27. What if I want to buy missing service credits in a governmental defined benefit pension plan? Q28. Are there any circumstances under which I must take out money from my deferred compensation account? What is the issue about reaching 70-1/2? Q29. What happens to any money in my account if I die? Do I need to choose a beneficiary?
General Information Q30: Does the City pay for the costs of running the Plan?

Q31.Who makes the rules that govern the City's Deferred Compensation Plan?
Q32. What else is the Plan Committee responsible for?
Q33. What happens if I am unable to manage my own deferred compensation account?
Q34. What resources are available to help me learn more about the Plan and planning for retirement?