



# City of Baltimore 401(a) Retirement Savings Plan Participation Agreement

Use this form to enroll in the mandatory 401(a) Retirement Savings Plan.

## Personal Information

Plan Name: City of Baltimore 401(a) Retirement Savings Plan Agency Code: \_\_\_\_\_

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

SSN: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Primary Phone: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Hire Date: \_\_\_\_\_ Email: \_\_\_\_\_

Employer:  City of Baltimore  Baltimore City School (E4000)

How would you like to be contacted if additional information is required?  Phone  Email

## Paperless Delivery Consent

**Paperless Delivery:** By providing your email address you are consenting to electronic (paperless) delivery of documents related to your retirement plan, e.g. - statements, confirmations, terms, agreements, etc. Check the box below if you would prefer to receive paper copies of the documents via U.S. Mail to the address provided above.

I do NOT consent to Paperless Delivery. Please provide the documents related to my retirement plan via U.S. Mail.

## Mandatory Enrollment for 401(a) Retirement Savings Plan

Participants MUST pick one of the options below.

**401(a) Hybrid:** I will contribute 5% of my earnable compensation per pay period as a pre-tax contribution to the Employees' Retirement Systems. The City will contribute 3% of your earnable compensation per pay period on your behalf.

**401(a) Non-Hybrid:** I will contribute 5% of my earnable compensation per pay period as a pre-tax contribution to my 401(a) account. The City will contribute 4% of your earnable compensation per pay period on your behalf.

If you would like additional details regarding the two different 401(a) options, please visit [retirewithbmore.com](http://retirewithbmore.com).

## Beneficiary Designation (will replace any prior designation)

**IMPORTANT NOTES:** 1) Allocations must total 100% for each category of beneficiary; and 2) If you designate a single primary or contingent beneficiary and do not list a percentage, the allocation will be designated as 100%.

I have additional beneficiaries. If you want to designate more than 2 of each type of beneficiary, you may attach a page with the additional beneficiary information. Allocations must still total 100% for each category.

**Primary Beneficiary(ies)** (Allocations must total 100%):

1. Full Name: \_\_\_\_\_ Allocation: \_\_\_\_\_%

Relationship: \_\_\_\_\_ SSN: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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

2. Full Name: \_\_\_\_\_ Allocation: \_\_\_\_\_%

Relationship: \_\_\_\_\_ SSN: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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

**Contingent Beneficiary(ies)** (Allocations must total 100%):

1. Full Name: \_\_\_\_\_ Allocation: \_\_\_\_\_%

Relationship: \_\_\_\_\_ SSN: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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

2. Full Name: \_\_\_\_\_ Allocation: \_\_\_\_\_%

Relationship: \_\_\_\_\_ SSN: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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

## Funding Options

If you don't want to direct your own funding options, contact a Nationwide ProAccount representative at 1-888-540-2896 to discuss the managed account option.

### Asset Allocation - Target Retirement Series

- \_\_\_\_\_% American Funds Target Retirement 2010 Fund  
- Investor
- \_\_\_\_\_% American Funds Target Retirement 2020 Fund  
- Investor
- \_\_\_\_\_% American Funds Target Retirement 2030 Fund  
- Investor
- \_\_\_\_\_% American Funds Target Retirement 2040 Fund  
- Investor
- \_\_\_\_\_% American Funds Target Retirement 2050 Fund  
- Investor
- \_\_\_\_\_% American Funds Target Retirement 2060 Fund  
- Investor

### Balanced

- \_\_\_\_\_% Nuveen Real Asset Income I Fund

### Small Cap

- \_\_\_\_\_% MFS Blended Research Small Cap Equity - R4

### Mid Cap

- \_\_\_\_\_% Brown Advisory Mid Cap Growth - Institutional

### Large Cap

- \_\_\_\_\_% LSV Value Equity Fund
- \_\_\_\_\_% Pax MSCI EAFE ESG Leaders Index Fund  
- Institutional
- \_\_\_\_\_% T. Rowe Price Institutional Large Cap Growth Fund
- \_\_\_\_\_% Vanguard FTSE Social Index Fund - Investor

### International

- \_\_\_\_\_% JP Morgan Emerging Markets Equity Fund - Select
- \_\_\_\_\_% Wellington Hartford International Opportunities - R5

### Bonds

- \_\_\_\_\_% Dodge & Cox Income Fund
- \_\_\_\_\_% Fidelity US Bond Index
- \_\_\_\_\_% Payden & Rygel Low Duration Fund

**100 % Total for both columns must equal 100%**

<sup>1</sup>I understand that if I do not make an investment option allocation or if the total investment allocation percentage equals less than 100% the difference will be invested in the default option, the American Funds Target Retirement Fund closest to the date that I turn 65.

## Authorization

- Please send me a copy of the informational brochure/prospectus(es).
- Please contact me regarding transferring my other pre-tax retirement plans.
- Please send me forms regarding the catch-up provisions.
- Please send me forms regarding the managed account option.

**I have read and understand each of the statements on the front and back of this form, which have been drafted in compliance with the Internal Revenue Code. I accept these terms and understand that these statements do not cover all the details of the Plan or products.**

**Participant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Retirement Specialist Name (Print): \_\_\_\_\_ Agent #: \_\_\_\_\_

## Form Return

**By Mail:** Nationwide Retirement Solutions  
PO Box 182797  
Columbus, OH 43218-2797

**By Email:** rpublic@nationwide.com

**By Overnight Mail:** Nationwide Retirement Solutions  
3400 Southpark Pl Ste A - DSPF-F2  
Grove City, OH 43123-4856

**By Fax:** 1-877-677-4329



# City of Baltimore 401(a) Retirement Savings Plan

## Memorandum of Understanding

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I understand that my participation in the Plan is governed by the terms and conditions of the Plan Document.

1. The annual defined contribution plan limit to all 401(a) plans is the lesser of the IRS maximum 415 limit, or 100% of my eligible compensation. This amount may be adjusted annually. More information on the maximum contribution limits can be found at [irs.gov](http://irs.gov). Current or future participation in additional retirement plans, such as 403(b) and/or 401(a) plans, may affect the maximum annual contribution limit under this 401(a) plan.
2. The Plan Document governs when distributions may be made from the Plan. In general, distributions may be made only upon separation from service and reaching normal retirement age, or upon the death of the participant. It is strongly recommended that the participant consult with his/her tax advisor prior to requesting a distribution.
3. 414(h) Mandatory Employee Contributions - Your employer will specify the amount of these contributions if they are required by the Plan. Generally, these contributions are expressed as a percentage of pay. If an amount is specified, all eligible employees are required, as a condition of employment, to make this contribution to the Plan. These contributions will not be included in your taxable gross income; however, they do come out of your paycheck. The tax on these contributions will be deferred until benefits are distributed. Other plans may permit the participant to make a one time irrevocable election to contribute a percentage of compensation to the Plan prior to his/her Plan entry that cannot be modified later. The participant should consult the Plan Document for specific contribution provisions.
4. Participation in any of the employer's plans is governed by the terms and conditions of the Plan Document which should be consulted for plan details. Fund prospectuses are available upon request at [retirewithbmore.com](http://retirewithbmore.com) or by calling 1-855-826-5407.
5. Generally, you must begin taking distributions from the Plan no later than April 1 following the year you reach age 72. If you continue to work for this employer beyond age 72, generally, your distributions must begin no later than April 1 following the year you separate from service or retire. Please consult the Plan Document for additional information. All distributions are taxable as ordinary income and subject to income tax in the year received. You must take distributions in a manner that satisfies the minimum distribution requirements of Section 401(a)(9) of the Code, which currently requires benefits to be paid at least annually over a period not to extend beyond your life expectancy. Failure to meet minimum distribution requirements may result in the payment of a 50% federal excise tax.
6. I understand that if an allocation is made to a closed or unavailable investment option, the allocation will be made to the default option, the American Funds Target Retirement Fund closest to the date that I turn 65. I understand that if the total investment option allocation percentage equals less than 100%, the difference will be invested in the default option, the American Funds Target Retirement Fund closest to the date that I turn 65. I understand that if the total investment option allocation is greater than 100%, my application will be rejected and my allocations will not be processed.
7. Any beneficiary designation I made on this form will supersede any prior beneficiary designation and shall become effective on the date accepted by the Plan, provided that this designation is accepted by the Plan prior to my death. Further, any benefits payable at my death shall be paid in substantially equal shares to my beneficiaries unless I specify otherwise. My death benefits will be paid first to my Primary Beneficiaries. If any of my Primary Beneficiaries predecease me, then my death benefits will be paid to the remaining Primary Beneficiaries. Contingent Beneficiaries will only receive benefits if no Primary Beneficiary survives me. If no beneficiary designation is on file, benefits will be paid as set forth in the Plan Document. If I participate in both a 457(b) plan and a 401(a) plan administered by Nationwide, I understand my beneficiary designations made on this form will apply to both plans unless I have indicated otherwise.
8. Participants must notify Nationwide of any address changes, beneficiary changes, contribution changes, allocation changes or errors on the participant's account statement.
9. Participants will receive a statement of their account quarterly.
10. All Plan transactions initiated using the telephone will be recorded for the participant's protection.

### MUTUAL FUND SERVICE FEE PAYMENTS

Nationwide Retirement Solutions, Inc. and its affiliates (Nationwide) offer a variety of investment options to public sector retirement plans through variable annuity contracts and trust or custodial accounts. Nationwide may receive service fee payments from mutual funds or their affiliates in connection with the processing of transactions and distribution of those investment options. For more detail about the service fee payments Nationwide may receive, please visit [retirewithbmore.com](http://retirewithbmore.com).

### ENDORSEMENT DISCLOSURE

Nationwide Retirement Solutions, Inc. and Nationwide Life Insurance Company have endorsement relationships with the National Association of Counties, the United States Conference of Mayors, and the International Association of Firefighters Financial Corporation. More information about the endorsement relationships may be found online at [retirewithbmore.com](http://retirewithbmore.com).

### CONSENT TO PAPERLESS DELIVERY AND ACCESS

By providing your email address here, you agree and consent to receive and view plan benefit statements, correspondence, confirmations, and other communications electronically. Nationwide will notify you via email that electronic documents are available online for you to view, save, and print. Electronic delivery replaces all hard-copy communication associated with your Retirement Plan(s) serviced by Nationwide; you will no longer receive these documents via U.S. Mail. By consenting to electronic delivery, you acknowledge and confirm that you have access to view, save, and print your documents from the website. If you would like to receive hard-copy versions of the above-referenced documents via U.S. Mail, you can request them by contacting Customer Solutions at 1-877-677-3678. You may opt out of electronic delivery of your plan-related documents at any time. There is no additional cost to receive documents in paper format via U.S. Mail.

### CHANGING YOUR EMAIL ADDRESS AND YOUR PAPERLESS DELIVERY PREFERENCES

You are able to update your email address or change your Paperless Delivery Preferences anytime either on the web site or via Customer Service.

### YOUR RIGHT TO REVOKE CONSENT

You have the right to revoke your consent to receive documents electronically. Your consent shall be effective until you revoke it by changing your delivery preferences via Customer service or on the website by selecting U.S. mail delivery.