



# Step-by-Step

FINANCIAL READINESS

EZ enrollment

457(b)

401(k)

## MSRP

### PERSONAL INFORMATION

(please print and provide information with the rest of your benefit paperwork—even if you're not yet ready to join an MSRP Plan.)

Name \_\_\_\_\_  Male  Female

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

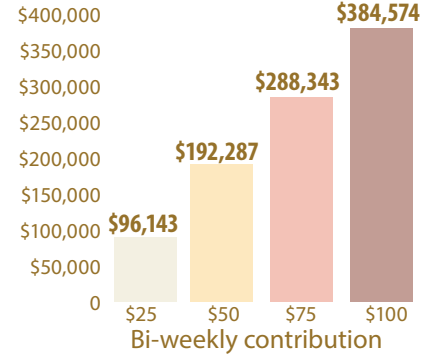
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Hire Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Check this box if you are already a member of MSRP.

### Potential balance at age 60



This illustration is a hypothetical compounding calculation assuming starting age of 25, continuous bi-weekly contributions and an annual 7% rate of return. It is not intended to serve as a projection or prediction of the investment results of any specific investment. Investments are not guaranteed. Depending on the underlying investments, the return may be higher or lower. Interest compounded annually based on beginning-year contributions. No taxes or fees are reflected in this example, which would lower the results displayed.

### SIGN ME UP!

I want to enroll in the MSRP Program and begin contributing:

\$25 per pay period OR  \$\_\_\_\_\_ per pay period

**Paperless Delivery** I am consenting to receive statements, confirmations, terms, agreements and other information provided in connection with my retirement plan electronically.

*I acknowledge that I have read the terms and conditions detailed on reverse, and I will receive a full Memorandum of Understanding in the mail. I will be enrolled into the 457(b) plan unless I am currently 55 or older, in which case I will be enrolled in the 401(k) plan.*

Social Security Number \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Beneficiary \_\_\_\_\_ Relationship \_\_\_\_\_/\_\_\_\_\_%

*Please be sure to provide your Social Security Number, signature, and date.*

*Investing involves market risk, including possible loss of principal. While Team MSRP cannot offer investment, tax or legal advice, we can help you understand the risks you may face and strategies that may help you deal with them. Not investing for retirement—or not investing enough—involves risk too. Talk with a Team MSRP Member about your options through the Maryland Supplemental Retirement Plans.*

Pre-tax contribution per pay	Amount from your take-home pay
\$25	\$17.31
\$50	\$34.63
\$75	\$51.94
\$100	\$69.25

Potential impact on take-home pay calculations, above, are based on federal tax rate of 25% and 5.75% state tax rate. These are approximate based on current salary, marital status, and W-2 tax deduction assumptions.

### NOT YET

I choose not to enroll in the MSRP Plan at this time. I understand that I can enroll any time I'm ready.

Please fill in the information below and fax this form to: 410-659-0349 or mail to: MSRP, 6 St Paul St, Ste. 200 Baltimore MD 21202

Number of pay periods per year \_\_\_\_\_ Agency Code: \_\_\_\_\_ Work Address: \_\_\_\_\_

Payroll Type (circle answer): Regular University Contractual Other Payroll Center Name (circle answer): Central University Other

## TERMS AND CONDITIONS\*

Upon receipt of this enrollment form, you will be mailed a welcome kit which will include a copy of the *Beneficiary Form*, *Memorandum of Understanding* and *Enrollment Kit or Basics* Booklet with more detailed information on the provisions outlined below:

- My account balance will be held by MSRP in trust for the exclusive benefit of me or my beneficiaries.
- I may cancel my participation, before my forms are processed, by calling 1-800-545-4730 within seven days from the date that I signed the enrollment form.
- Based on market fluctuations, the rate of return on my account could be either positive or negative. This could result in my account balance being worth less than my contributions.
- Investments may have underlying expenses or management fees that will reduce the investment results. Information on these expenses can be found in the investment profiles or the respective prospectus(es). Investment profiles and prospectus(es) can be found on the Plans website at MarylandDC.com
- **Fund prospectuses can be obtained by calling 1-800-545-4730. Read the prospectuses carefully before investing. Before investing, carefully consider the fund's investment objectives, risks, charges and expenses. The fund prospectus contains this and other important information.**
- Call Team MSRP at 800-543-5605 for a schedule of investment education opportunities.
- The Internal Revenue Code and the Plan Document impose rules which limit the times when I can make changes or receive withdrawals from the Program.
- At any time subject to timing restrictions, I may change my contribution amount and the investment allocation of my current account balance. Changes will take effect as soon as administratively possible. I may also change the investment allocation of my contribution to either or both the pre-tax or Roth plan option(s) of my choice.
- I may withdraw funds from the Program only upon:
  - 1) Severance from employment (including termination or death)
  - 2) A severe financial hardship (as defined by IRC section 401(k))
  - 3) An Unforeseeable Emergency (as defined by IRC section 457(b))
  - 4) Plans loan provision
  - 5) Total disability
  - 6) Attaining age 59½ even if still employed. Only available for 401(k)
  - 7) Attaining age 70½ even if still employed. Only available for 457(b)
- Withdrawals may begin after receipt of a Payout Request Form which includes my employer's verification of my severance of employment date.
- The funds in my account may be eligible for rollover to an IRA or to an eligible retirement plan upon severance from employment.
- I realize my participation is for long-term retirement savings and I should maintain separate, available emergency funds to cover day-to-day, unanticipated, financial shortages.

*A pre-tax payroll deduction will be invested into the T. Rowe Price Targeted Retirement Fund closest to the year in which I turn age 65. I understand that deferrals will begin as soon as administratively possible. Once this form is received, I will be sent a Welcome Kit. Changes can be made at any time, subject to timing restrictions.*

\*These Terms and Conditions are in addition to the ones outlined in the *Memorandum of Understanding* included in the welcome kit you'll receive in the mail.

Nationwide is the administrative service provider for MSRP. Nationwide Investment Services Corporation (member, FINRA), an affiliate of Nationwide, provides educational and enrollment services on behalf of MSRP. Financial & Realty Services, LLC may provide education and marketing support services on behalf of Nationwide. It's Retirement Consultants are registered representatives of Nationwide Investment Services Corporation, member FINRA.