



Building a Bridge to Your Future
Check the appropriate transaction below.

STATE OF WEST VIRGINIA
DEFERRED COMPENSATION PLAN
PARTICIPATION AGREEMENT

Rev. 7/2007

- Auto Enrollment, New Enrollment, Decline Automatic Enrollment, Restart Salary Deferral, Increase Salary Deferral, Decrease Salary Deferral, Suspend Salary Deferral, Name / Address Change

PARTICIPANT INFORMATION

Name (Last, First, Middle Initial), Date of Birth, Former Name, Social Security #, Address (Street, City, State, ZIP Code), Date of Employment, Former Plan Participant?, Agency/Department, Agency/Department Work Location, Phone (Home, Work), Email Address

DEFERRAL ELECTION

Salary Deferral Amount \$ per pay period. If applicable, include amount of catch-up and complete Catch-up Contribution section below.

Effective Date: This agreement will be effective the first day of the month following the completion of this form or the pay date indicated on the designated line below. Note: If you are suspending your salary deferral, your election will be effective the first available pay date following receipt of this form.

Effective Date:

EMPLOYEE AGREEMENT TO PARTICIPATE IN 457 DEFERRED COMPENSATION PLAN / AUTOMATIC ENROLLMENT

The State of West Virginia has established an Internal Revenue Code Section 457(b) Deferred Compensation Plan (Plan) for the benefit of its employees. The Plan provides that eligible employees may elect to join and become participants in the Plan...

The employee acknowledges the following:

- 1. I elect to participate in the Plan and agree to defer compensation to the Plan in accordance with the Plan and Internal Revenue Code (Code).
2. I agree that all rights to the deferred compensation shall be governed by the terms and conditions of the Plan and Code.
3. I agree that the elections indicated above will remain in effect until later changed or revoked by me or my contributions during any year reach the maximum dollar amount allowed under the Plan and Code.

CATCH-UP CONTRIBUTION (To learn more call 1-800-422-7498, ext. 0708)

Check below, if you wish to make catch-up contributions as permitted under the Plan. Only one option may be selected during the same year.

SPECIAL SECTION 457(b) CATCH-UP PROVISION - This option is available only during the three consecutive years prior to, but not including, the year the employee attains Normal Retirement Age under the Plan.

Calendar year to begin Calendar year to end

AGE 50+ CATCH-UP PROVISION - This option is available to employees age 50 and over by the end of the year. Date of birth

The participant cannot use both the special section 457(b) catch-up provision and the age 50+ catch-up provision during the same year.

The participant must choose the option most beneficial to him or her.

TO DESIGNATE A BENEFICIARY CALL 1-800-584-6001 OR VISIT www.WV457.com on or after July 27, 2007

I certify that the information on this form is true, complete and accurate.

KEEP A COPY FOR YOUR RECORDS. RETURN COMPLETED FORM TO YOUR BENEFITS COORDINATOR

Participant's Signature Date

For Benefits Coordinator Use only

Payroll / Benefit Coordinator Signature Date State Agency / Political Subdivision

Mail or fax a copy of this form to Office of the State Treasurer, One Player's Club Drive, Charleston, WV 25311, Fax: 304-340-1503

## **Automatic Enrollment for New Employees**

### *Congratulations and Welcome!*

One great benefit of working at the State of West Virginia is that you are eligible to be automatically enrolled in the West Virginia RETIREMENT *plus* Deferred Compensation Plan if you are hired on or after July 1, 2007. This supplemental retirement plan is a key part of our benefits program, designed to help you to plan for your retirement. To learn more about this Plan simply ask your office's benefit or payroll coordinator for an enrollment guide.

Of course, you can choose not to participate, increase, decrease or stop your salary deferral, or change the way your account is invested at any time. *If you do not want to participate in the Plan at this time, please check the "Decline Automatic Enrollment" option on the Participation Agreement and return the form to your Benefits Coordinator within 30 days of the date you begin work.* If you elect this option, you may choose to enroll in the Plan at a later date.

Unless you decline automatic enrollment, beginning with your first paycheck after the window period in which you can decline automatic enrollment (30 days from the date your date of employment), \$10 from your semi-monthly pay will be deducted on a before-tax basis and deposited into an account in your name to be invested under the Plan. Once your contributions begin, you will receive quarterly statements from ING showing your account balance and contribution history.

What's more, your deferrals (or contributions) will be allocated to the investment option chosen by the State, the ING Stable Value Option, which is the stability of principal investment option available to all employees under the Plan. Once enrolled, you will be assigned to **Steve Kern's** an **ING Financial Representative**. Steve will be glad to answer any questions you may have concerning West Virginia Retirement Plus. Steve can be reached toll free at **800-422-7498** or directly at **304-341-0708**.

After enrollment, you can select from a wide variety of investment options offered in the Plan by using the "Accessing Your Account": instructions below. The enrollment information provided to you contains an information booklet, and fact sheets about each of the available investment options, which describe fund expenses, investment objectives, strategy and investment risks.

*You should consider the investment objectives, risks, charges, and expenses of the Plan's underlying fund options carefully before investing. Prospectuses, containing this and other information, can be obtained by contacting ING's Service Center, on or after July 27, 2007, at: (800) 584-6001 Monday – Friday 8:00 a.m. – 10:00 p.m. (Eastern Time) and Saturday 8:00 a.m. – 4:00 p.m. (Eastern Time) to speak with a representative, or 24 hours a day, seven days a week, to use ING's automated voice response service.*

### **Accessing Your Account**

Our plan's investment provider is ING Life Insurance and Annuity Company. Once you've received an enrollment confirmation from ING, visit [www.WV457.com](http://www.WV457.com) and click on ING Account Information to access your personal Plan account:

- 1 – Choose "Sign me up"
- 2 – Enter your Social Security Number and Personal Identification Number (PIN) (four-digit month and year of your birth, e.g., mmyy)
- 3 – Enter the e-mail address where you would like ING to send correspondence about your account.
- 4 – Create your "User ID" and password

You will then be able to use the site to manage your account, monitor your investments, and take action on an ongoing basis. You can also call ING's Service Center to make investment allocation changes.

Group annuities are long-term investments designed for retirement purposes. Money distributed from the annuity will be taxed as ordinary income in the year the money is received. Account values fluctuate with market conditions, and when surrendered the principal may be worth more or less than the original amount invested. An annuity does not provide any additional tax deferral benefit, as tax deferral is provided by the Plan. Annuities are subject to additional fees and expenses to which other tax-qualified funding vehicles may not be subject. However, an annuity does provide other features and benefits, such as lifetime income payments and death benefits, which may be valuable to you.