



# Do something good for those you care about

## Review or name your beneficiaries for your Delaware **DEFER** account today!

Designating beneficiaries for your **Delaware DEFER** account helps make sure that, in the event of your death, your wishes are being followed. That's because it can ensure the savings you've worked so hard to accumulate are passed along to the right people.



Log in to your account at **DelawareDEFER.com**



Click **Add/Edit Beneficiary Information** from the Personal Information menu.



If beneficiaries are already listed, no action is needed unless you want to make changes.

You may also update your beneficiary through a Customer Service Associate by calling **800-584-6001** Monday through Friday from 8 a.m. to 9 p.m. Eastern Time (excluding New York Stock Exchange holidays).

Remember, if you have money in more than one plan, you must name beneficiaries for each of your Delaware **DEFER** Plan accounts. For example, if you have a balance in the 457(b) Plan, 403(b) Plan and/or 401(a) Plan, you must name beneficiaries for each separately.

**Need some help? Schedule an appointment with a local representative\*.**

To schedule an appointment, go to Delaware**DEFER**.com or call **302-318-8840**.

\*Investment adviser representative and registered representative of, and securities and investment advisory services offered through, Voya Financial Advisors, Inc. (member SIPC).



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DELAWARE RETIREMENT SAVINGS PLAN

**DEFER**

For a brighter tomorrow™

Voya Financial®  
One Orange Way  
Windsor, CT 06095

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Do something  
good for those  
you care about



**Delaware Retirement Savings Plan**



DELAWARE RETIREMENT SAVINGS PLAN

**DEFER**

For a brighter tomorrow™

# Review or name your beneficiaries for your Delaware **DEFER** account today!

Designating beneficiaries for your **Delaware DEFER** account helps make sure that, in the event of your death, your wishes are being followed. That's because it can ensure the savings you've worked so hard to accumulate are passed along to the right people.

**Plan records indicate you do NOT have a beneficiary on file.**



Log in to your account at **DelawareDEFER.com**



Click **Add/Edit Beneficiary Information** from the Personal Information menu.



If beneficiaries are already listed, no action is needed unless you want to make changes.

Remember, if you have money in more than one plan, you must name beneficiaries for each of your Delaware **DEFER** Plan accounts. For example, if you have a balance in the 457(b) Plan, 403(b) Plan and/or 401(a) Plan, you must name beneficiaries for each separately.

Designating a beneficiary is easy. Don't wait! Do it today!

**Log in to: DelawareDEFER.com**

**Need some help? Schedule an appointment with a local representative\*.**

To schedule an appointment, go to Delaware**DEFER**.com or call **302-318-8840**.

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# Invest in yourself

A quick guide to your Delaware Retirement Savings Plan



DELAWARE RETIREMENT SAVINGS PLAN  
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## 5 reasons to get started now

The choices you make today will help you prepare for what you'll need tomorrow. Take advantage of the State of Delaware's Retirement Savings Plans, and plan ahead for the kind of future you envision.

**You're always in control**

The choices you make about your contributions and investments are up to you. And you can easily make changes any time online, on the phone or with the *Voya Retire* mobile app.

**Save automatically**

Your contributions are automatically deducted from your paycheck, so it's simple to set a little aside each pay period.

**Help lower your taxable income**

Every dollar you contribute before taxes reduces your taxable income. That's more money working for you. Remember taxes will be due upon withdrawal.

**Invest your way**

Would you prefer to make investment elections yourself or would you appreciate having some guidance? No matter what you decide, we offer investment solutions that fit your style.

**Time, not timing, is key**

The sooner you start, the longer your savings will have to potentially grow. And, by making contributions on a regular basis, you could buy more shares at lower prices and fewer shares at higher prices, effectively averaging the overall price of the shares.\*

## Invest in yourself

Enroll in your retirement savings plan

**DelawareDEFER.com**

\*Dollar cost averaging does not ensure a profit or guarantee against loss in declining markets. Investors should consider their financial ability to continue their purchases through periods of low price levels.

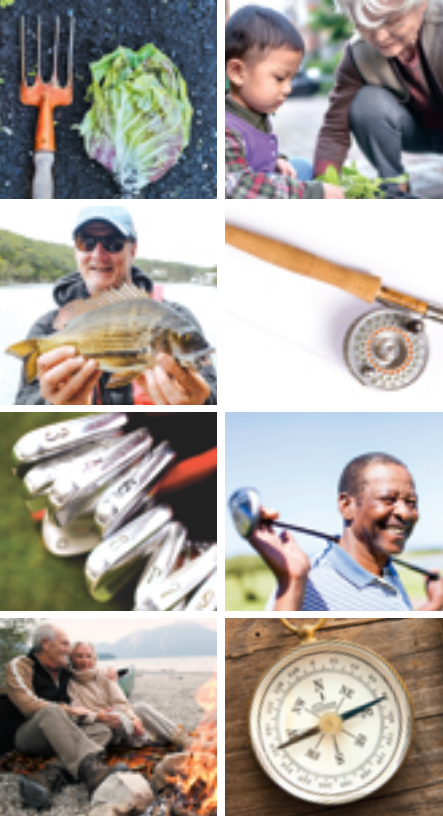
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# Because you deserve to feel good about your future

We all need to slow down long enough to think about our future. How will you spend your retirement? Will you spend more time with your grandkids? Take that trip you've been postponing? Start a new career? Or stay up late and sleep in?

## It's up to you

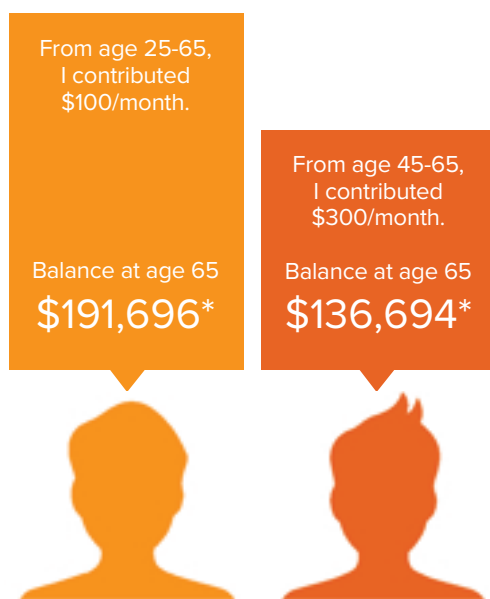
And it starts when you enroll in a retirement savings plan. Ask yourself where you want to be when you're no longer working. Consider things like how comfortable you'd like to be, where you want to live and how you hope to spend your days. Then, with our help, you'll go about the business of saving for your future.

Enroll in your [State of Delaware 457\(b\) Deferred Compensation Plan](#) or the [403\(b\) TSA Plan](#)  
**DelawareDEFER.com**



## The earlier the better

Invest over a longer period of time in a tax-deferred account and compounding could work in your favor. That means any earnings go back into your account without being taxed and can generate their own earnings, improving growth opportunities. Someone who contributes for an extended period can come out ahead of someone who contributes more per month for a shorter period.



\*Assumes 6% interest compounded monthly. This hypothetical illustration is not guaranteed and does not reflect the performance of any specific investment option. Taxes due upon withdrawal.

## It's easy to get started

All you need is your Social Security Number and the information listed here to sign up for either plan.

- 1 Go to [DelawareDEFER.com](#) and click Enroll Now
- 2 Enter the plan number of your choice
  - 457(b) Deferred Compensation Plan: 664093
  - 403(b) TSA Plan: 664095
- 3 Enter your verification number 122437

State of Delaware 457(b) Deferred Compensation Plan and 403(b) TSA Plan



Please call **800-584-6001**.

Representatives are available Monday through Friday from 8 a.m. to 9 p.m. ET (excluding New York Stock Exchange holidays).

### Local Representatives

You may schedule an appointment with a local representative\* online at [DelawareDEFER.com](#).  
 Phone: 302-318-8840

\*Investment adviser representative and registered representative of, and securities and investment advisory services offered through, Voya Financial Advisors, Inc. (member SIPC).

# Delaware DEFER Retirement Checklist

Retirement on the Horizon? Review Delaware DEFER's retirement checklist to help navigate the road ahead.

| Delaware DEFER (457(b) and 403(b) Plans                                |   | Delaware Public Employees Retirement System (DPERS)  |
|--|---|--|
| <b>5 Years</b><br><b>Let's start planning!</b>                         | <ul style="list-style-type: none"> <li>Meet with a Voya representative to begin the planning process. Visit <a href="https://delawaredefer.com">DelawareDEFER.com</a> to schedule an appointment.</li> <li>Use myOrangeMoney to estimate what your retirement income will look like.</li> <li>Review your investment allocation and contribution level to your Delaware DEFER account(s) to ensure they are consistent with your retirement goals.</li> <li>Consider catch-up contributions to help maximize your savings.</li> </ul> | <ul style="list-style-type: none"> <li>Review your Comprehensive Annual Statement (CAS).</li> <li>Review your beneficiary information on CAS and submit changes if necessary.</li> <li>To estimate your pension, use the pension calculator at <a href="https://open.omb.delaware.gov/benefitsCalculators.shtml">open.omb.delaware.gov/benefitsCalculators.shtml</a>.</li> </ul> |
| <b>3 Years</b><br><b>The day will be here sooner than you know it!</b> | <p>If eligible, consider using the 457(b) Special catch-up option. Learn more at <a href="https://delawaredefer.com">DelawareDEFER.com</a> or by contacting a Voya representative.</p>  | <ul style="list-style-type: none"> <li>Attend a Group Counseling session. Check the schedule for upcoming dates at <a href="https://open.omb.delaware.gov/retirementCounseling.shtml">open.omb.delaware.gov/retirementCounseling.shtml</a>.</li> <li>Revisit the pension calculator to get a current estimate of your pension.</li> </ul>  |
| <b>3-6 Months</b><br><b>Here we go, let's get busy!</b>                | <p>Meet with your agency or district HR or payroll representative to discuss accumulated sick and/or vacation pay. Consider deferring the amount that you will receive in your final paycheck to your Delaware DEFER retirement account.</p>  | <ul style="list-style-type: none"> <li>Notify your supervisor and HR department four months prior to your retirement date to ensure timely processing of your pension.</li> <li>Meet with your HR department to submit a pension application to verify your service and collect the required documents and forms.</li> </ul>   |
| <b>45 Days</b><br><b>Almost there! Time to get into the details.</b>   | <p>Make sure that your sick and vacation deferral form is faxed to the Office of the State Treasurer (OST) <b>at least 30 days</b> before your final paycheck. You can get a copy of the form from your HR/payroll office or from the Treasurer's website at <a href="https://treasurer.delaware.gov/forms-documents-library">treasurer.delaware.gov/forms-documents-library</a>.</p>   | <p>Confirm your signed pension application and required forms have been received by the pension office. If you are Medicare eligible, make sure you have submitted a copy of your benefit card or verification letter.</p>   |
| <b>Retirement Day!</b><br><b>Congratulations!</b>                      | <p>If you are eligible for a buy-in to the State pension plan, complete the Trustee to Trustee paperwork and fax a copy to the OST. You can get a copy of the form on the OST website at <a href="https://treasurer.delaware.gov/forms-documents-library">treasurer.delaware.gov/forms-documents-library</a>.</p>   | <p>Make sure buy-in statements are returned to the pension office before you receive your first pension check. If eligible to buy in, verify that the pension office has received a copy of your Trustee to Trustee transfer forms.</p>  |
| <b>After you retire</b>  | <p>Be wary of sales people or brokers trying to get you to move your money out of your DEFER account. DEFER is designed to help you through retirement and features some of the lowest fees in the industry. And there is never a cost to meet with a Voya representative.</p>  | <p>Make sure to keep your personal information at DPERS up to date and check the website periodically for news and important information.</p>  |
| <b>For more information</b>  | <p>Go to <a href="https://delawaredefer.com">DelawareDEFER.com</a> or call (800) 584-6001.</p>  | <p>Go to <a href="https://open.omb.delaware.gov">open.omb.delaware.gov</a>.</p>  |

To access your Delaware Retirement Savings Plan account or to schedule a one-on-one appointment with a local Voya representative\*, go to [DelawareDEFER.com](https://delawaredefer.com). To access your account by phone, please call (800) 584-6001. Representatives are available between 8 a.m. and 9 p.m. ET, Monday through Friday (excluding New York Stock Exchange holidays).

## Deciding which option is right for you

By participating in Delaware DEFER, you've taken an important step in preparing for retirement. When you retire, or leave employment with the State, you have options for your DEFER balance. You may:

| Option                               | Description  | Tax Implications  |
|--------------------------------------|--|---|
| <b>Keep it in the Plan</b>           | DEFER is designed to help you get to and through retirement. At age 72, you will have to begin Required Minimum Distributions, however the remaining balance will continue to grow tax deferred.   | Since your money remains in the Plan, you do not have to pay any taxes until you begin to withdraw the money.   |
| <b>Take installment payments</b>     | You may elect to receive a set dollar amount, or to have your account paid out over a certain period of time. Installment payments may be paid monthly, quarterly or annually, and allow you to gradually draw on your retirement savings. | You will owe taxes on the amount you withdraw. Money you keep in the Plan remains in a tax-deferred status.   |
| <b>Periodic distributions</b>        | Once retired, you don't have to withdraw all of your money. You can take what you need and leave the rest invested in the Plan to continue to potentially grow tax deferred.   | You will owe taxes on the amount you withdraw. Money you keep in the Plan remains in a tax-deferred status.   |
| <b>Rollover to a new plan or IRA</b> | You may elect to move your Plan balance to a new employer's plan or IRA.   | A direct rollover maintains the tax-deferred status of your account, which preserves more of your savings. It also eliminates mandatory withholding of federal and state taxes that would apply if the account is paid directly to you.<br><br>Note: if rolled to another retirement plan or IRA, a 10% early withdrawal penalty may apply to distributions taken prior to age 59½. |
| <b>Take a lump sum</b>               | You may elect to withdraw your entire Plan balance at one time.  | Lump-sum payouts are subject to a 20% federal withholding, which is taken out before the money is paid to you. Since money is taxable in the year received, you may owe additional taxes above the amount withheld.   |

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