

# Enrollment Form

## I. Personal Information

Name

Social Security Number (SSN)

Date of Birth

Address

Primary Phone

City, State, Zip

Email Address

## II. Employer Information

Agency Name / Employer Name

Agency Number (if applicable)

Hire Date (mm/dd/yyyy)

## III. Contribution Election

Please select your contribution percent or dollar amount in a whole amount only. The total per paycheck minimum is \$25 for each contribution type (pre-tax or Roth). There is not a minimum for percent-of-pay contributions. The per paycheck maximum you may contribute is 75%, there is not a maximum dollar amount limit besides the IRS limits or the full dollar amount of your paycheck, whichever comes first. It is your responsibility to monitor your contributions to be sure you do not exceed the annual IRS limits. Please visit [voya.com/irslimits](http://voya.com/irslimits) for more information.

You can split your annual elective deferrals between Roth contributions and pre-tax contributions, but your combined contributions can't exceed the applicable annual limit. You may change your contribution amount and how you are contributing by logging into your account.

Please select how you would like to begin contributing per pay period below. **You must only choose percent contributions or dollar contributions, not both.** If you are deferring on a percentage basis, please note, the percentage you elect will be applicable to all pay periods, including mid-month paychecks. This is only applicable to state employees.

### Percent-of-Pay (You may only choose whole percent contributions.)

#### Pre-tax

☐ 25% ☐ 20% ☐ 15% ☐ 10% ☐ 5%

AND/OR

☐ Other \_\_\_\_\_ % Total paycheck maximum is 75%

#### Roth (after-tax)

☐ 25% ☐ 20% ☐ 15% ☐ 10% ☐ 5%

☐ Other \_\_\_\_\_ % Total paycheck maximum is 75%

### Dollar Amount

#### Pre-tax

☐ \$800 ☐ \$500 ☐ \$300 ☐ \$200 ☐ \$125

AND/OR

☐ Other \$ \_\_\_\_\_ Total paycheck minimum is \$25

#### Roth (after-tax)

☐ \$800 ☐ \$500 ☐ \$300 ☐ \$200 ☐ \$125

☐ Other \$ \_\_\_\_\_ Total paycheck minimum is \$25

It is your responsibility to monitor your contributions to be sure you do not exceed the annual IRS limits. Please visit [voya.com/irslimits](http://voya.com/irslimits) for more information. Once you select your contribution amounts, you will select your investments from the options on the next page.

NOTE: The combined total of your before-tax and after-tax Roth contributions cannot exceed the lesser of 100% of your compensation or the maximum 457(b) limits for applicable plan year as indexed by the IRS.

# Enrollment Form (Cont.)

## IV. Terms and Conditions

1. By agreeing to these terms and conditions, I authorize my employer to deduct the contribution amount specified on this form and invest in the investment options selected. I understand contributions will begin in the pay period following the month I enroll into the Plan. If my job falls in the category of Legislator this statement may not be relevant.\*
2. I understand that the maximum combined pre-tax and Roth after-tax deferral amount, plus catch-up contributions, cannot exceed the annual IRS maximum contribution amount found at [voya.com/irslimits](http://voya.com/irslimits). I further understand that it is my responsibility to monitor total annual contributions to ensure that I do not exceed the amount permitted. If I exceed the contribution limit, I assume sole liability for any tax, penalty or costs that may be incurred.
3. I understand that I need to complete a designation of beneficiary form. If I fail to provide a designation of beneficiary form, upon my death, my estate will be my beneficiary of record.
4. The Oregon Savings Growth Plan (OSGP) assets may be eligible for rollover into an Individual Retirement Account (IRA) or other eligible plan, depending on the terms of the Plan receiving the assets, and the Oregon Administrative Rules.
5. OSGP assets are held in trust for the benefit of the participants and their beneficiaries.
6. Crediting of earnings is based on the date of deposit not payday.
7. All returns are net of fees. The most up-to-date fees for administration, recordkeeping, communications, counseling, customer service and custodial services can be found on [growyourtomorrow.com](http://growyourtomorrow.com). Fees listed are subject to change, and additional fees may be assessed for loans and administration processing of court orders.
8. OSGP is not a savings account. I cannot withdraw the money unless I have a qualifying severance from employment as defined by the Plan and Internal Revenue Code. In the event of my death, my beneficiary will receive the assets.
9. If I have an unforeseeable emergency, I may apply for the amount of assets required to meet the immediate need. I can complete a request for an unforeseeable emergency withdrawal (UEW) at [osgp.voya.com](http://osgp.voya.com). An unforeseeable emergency distribution is not eligible for rollover into an IRA or other qualified plan, and a beneficiary or alternate payee under a court order are not eligible for distribution for an unforeseeable emergency.
10. If I have less than \$5,000 in my account and I have not contributed to my account for a minimum of two years, I may request to have the balance of my account distributed to me. I can select this option only once.
11. I may be eligible to borrow from my OSGP account through the loan program, if I meet all requirements, pay a \$75 processing fee, and have sufficient funds to do so. While employed I understand that loans must be paid back through payroll deduction, and if I default on the loan, the unpaid balance will be treated as a distribution and will be subject to state and federal taxes.
12. I may elect to begin a distribution after meeting the qualifications in accordance to the Plan.
13. Pre-tax contributions are taxable when distribution begins; after-tax contributions taken before the end of the five-year holding period and prior to age 59½ are considered non-qualified distributions and any earnings will be taxed as ordinary income. The contribution portion of any Roth 457 distribution is tax free since taxes were paid. Early withdrawals from assets rolled over from other eligible plans (such as 403(b) and 401(k)) before age 59½ may be subject to an additional 10% tax withholding.
14. Certain withdrawal options may be subject to a mandatory 20% federal tax withholding and 8% Oregon state tax withholding. OSGP retains the right to change a tax withholding for compliance with federal and state regulations. Distributions you receive from qualified pension or annuity plans that are eligible to be rolled over tax free to an IRA or another qualified plan are subject to a flat 20% federal withholding rate. The 20% withholding rate is required, and you cannot choose not to have income tax withheld from eligible rollover distributions. You may elect withholding in excess of the mandatory 20% rate as a total percentage (no decimals), for example 25%. Dollar amounts are not allowed. You may also submit IRS Form W-4R to make this election. To obtain Form W-4R please go to the [www.irs.gov](http://www.irs.gov) website or call 800-829-3676. Form W-4R also contains Marginal Rate Tables that can be used as a guide to determine how much to have withheld from your payment.
15. I must start receiving funds no later than April 1st of the year following age 73, unless I am still employed by the employer sponsoring OSGP.
16. The payout options are based on Section 457 of the Internal Revenue Code. These options include: lump sum, partial lump sum, specified dollar amount, and Required Minimum Distribution.
17. OSGP's office retains the right to change my method of distribution to comply with federal regulations and to change the timing of distribution, if paperwork cannot be processed in the month selected.
18. OSGP is designed for long-term investment and easy periodic adjustment of asset allocation. Transfer of assets between investment options can occur any day the stock market is open. However, trades may not exceed \$100,000, per day, per fund, a purchase attributable to a trade may not be redeemed in the Active International Stock Option for 30 days following the date of the trade, and no trade may move monies directly from the Stable Value Option to the Self-Directed Brokerage Option. Limitations on individual transfers may be imposed in any option if trading activity of any participant is deemed excessive by Plan administration or any underlying investment provider. These restrictions are subject to change.
19. I understand that I assume the risk of participating and that at the time of distribution, the investments related to my account may have decreased in value or become valueless.

\*If a newly elected legislator opts under ORS 237.645(1)(b) to become a legislator member of the state deferred compensation plan under ORS 237.655 for the purpose of their service in the Legislative Assembly, the Legislative Assembly is to make employer contributions in the amount equal to the percentage of the member's salary that would have been contributing to the PERS for the member's normal cost under ORS 238A.220.

# Enrollment Form (Cont.)

## V. Investment Election

Using whole percentages, select the investment options for your contributions to be invested. You may change your investment elections at any time. The investment percentages total must equal 100% (cannot equal more than 100%) when selecting Target Date Funds and Individual Asset Class Funds.

### Pre-tax Contributions

#### Target Date Funds

Select the fund closest to the date you plan to begin withdrawing money from your account.

LifePath 2065 \_\_\_\_\_ %  
LifePath 2060 \_\_\_\_\_ %  
LifePath 2055 \_\_\_\_\_ %  
LifePath 2050 \_\_\_\_\_ %  
LifePath 2045 \_\_\_\_\_ %  
LifePath 2040 \_\_\_\_\_ %  
LifePath 2035 \_\_\_\_\_ %  
LifePath 2030 \_\_\_\_\_ %  
LifePath Retirement \_\_\_\_\_ %

#### Individual Asset Class Funds

Stable Value Option \_\_\_\_\_ %  
Active Fixed Income \_\_\_\_\_ %  
Real Return Option \_\_\_\_\_ %  
Large Company Value Stock Option \_\_\_\_\_ %  
Stock Index Option \_\_\_\_\_ %  
Socially Responsible Investment Option \_\_\_\_\_ %  
Large Company Growth Stock Option \_\_\_\_\_ %  
Passive International Stock Option \_\_\_\_\_ %  
Active International Stock Option \_\_\_\_\_ %  
Small Company Stock Option \_\_\_\_\_ %

Total \_\_\_\_\_ % must equal 100% (cannot equal more than 100%)

### Roth (after-tax) Contributions

#### Target Date Funds

Select the fund closest to the date you plan to begin withdrawing money from your account.

LifePath 2065 \_\_\_\_\_ %  
LifePath 2060 \_\_\_\_\_ %  
LifePath 2055 \_\_\_\_\_ %  
LifePath 2050 \_\_\_\_\_ %  
LifePath 2045 \_\_\_\_\_ %  
LifePath 2040 \_\_\_\_\_ %  
LifePath 2035 \_\_\_\_\_ %  
LifePath 2030 \_\_\_\_\_ %  
LifePath Retirement \_\_\_\_\_ %

#### Individual Asset Class Funds

Stable Value Option \_\_\_\_\_ %  
Active Fixed Income \_\_\_\_\_ %  
Real Return Option \_\_\_\_\_ %  
Large Company Value Stock Option \_\_\_\_\_ %  
Stock Index Option \_\_\_\_\_ %  
Socially Responsible Investment Option \_\_\_\_\_ %  
Large Company Growth Stock Option \_\_\_\_\_ %  
Passive International Stock Option \_\_\_\_\_ %  
Active International Stock Option \_\_\_\_\_ %  
Small Company Stock Option \_\_\_\_\_ %

Total \_\_\_\_\_ % must equal 100% (cannot equal more than 100%)

Visit [growyourtomorrow.com](http://growyourtomorrow.com) to review your investment options. Statements about the relative risk and return of investment options do not represent predictions of how the investments will perform and are meant to only provide a description of the investment option. The disclosure statement and other information provided by the State is meant to provide general information. Participants in OSGP will only be entitled to the assets that are lawfully credited to their account when those assets are distributed.

## VI. Authorization

I have read and understand the terms and conditions stated and reviewed the appropriate fund information. I accept the terms and agree to them.

Participant's signature (do not print)

Date

In compliance with the Americans with Disabilities Act, OSGP staff will provide assistance in filling out this form to anyone who needs it. You may request assistance from Oregon Savings Growth Plan by calling **800-365-8494** or TTY **800-579-5708**.

Submit completed form to: **Voya Plan Administration**  
**Attn: Oregon Savings Growth Plan Administration**  
**PO Box 389**  
**Hartford, CT 06141**

