

## A Small Step Goes a Long Way – Enroll Today!

This booklet contains important information you will need to enroll in your employer's 457 defined contribution plan, through which you can save and invest for your future with tax advantages.

Contributions from your paycheck go automatically to your retirement account.

As part of your enrollment, you will need to make three important decisions:

1. How much to contribute
2. How to invest
3. Who to designate as your beneficiary(ies)

As the financial provider that administers your plan, ICMA-RC can help you every step of the way.

Sincerely,  
ICMA-RC



## About ICMA-RC

Founded in 1972, ICMA-RC is a non-profit independent financial services corporation focused on providing retirement plans and related services for over a million public sector participant accounts and thousands of retirement plans. ICMA-RC's mission is to help build retirement security for local and state government employees. The organization's mission is delivered through our RealizeRetirement® approach in which ICMA-RC representatives actively engage participants in their retirement programs, help them build their assets base toward a stated objective, and help them realize their retirement goals through a comprehensive retirement planning strategy.

All of ICMA-RC's retirement programs, administrative services and educational tools have been developed specifically for public sector retirement plan administrators and participants. For more information, visit [www.icmarc.org](http://www.icmarc.org).

## WHAT YOU NEED TO DO:

Please complete and return the enrollment form. See the instructions and form section beginning on page 10.

See contact information on page 2 if you have questions.





*Kim Hammond*  
*Retirement Plans Specialist*  
*(866) 265-5964*  
*khammond@icmarc.org*

.....

## Table of Contents

### Introduction & Overview

#### 3 Plan Highlights

- Enrollment
- Contributions
- Pre-Tax Contribution
- Roth Contributions
- Investments
- Withdrawals
- Loans
- Account Information

#### 5 Enrolling In Your 457 Deferred Compensation Plan

- Don't Delay — Start Saving Now
- Control What You Can
- How Much To Contribute
- How To Invest
- Available Investment Options
- Tax Advantages
- Who To Designate As Your Beneficiary
- Next Steps

### Enrollment Materials

#### 9 Enrolling Online

#### 10 Completing the Enrollment Form

#### 15 Privacy Policy Notice



## Plan Highlights

Review this summary information to understand how your 457 Deferred Compensation Plan works.

### ENROLLMENT

Simply complete the enclosed enrollment form and submit it to your employer. Participating in a retirement plan, such as your 457 plan, can have a significant positive impact on your future. Your plan offers the ability to enroll electronically.

To enroll online, please read the enclosed online enrollment instructions.

### CONTRIBUTIONS

You decide the amount you wish to contribute each pay period to your retirement plan.

- You can change your contribution amount at any time. When you submit a change, it will take effect the following calendar month, as required by law.
- The maximum contribution for 2020 is \$19,500 (or \$26,000 if you are age 50 or older).
- You can elect to make pre-tax and/or Roth contributions to the plan.
- You may also transfer, or roll over, other eligible retirement accounts to your 457 plan.

**Pre-Tax Contributions** reduce your taxable income for the year. These amounts, along with associated earnings, will be taxed as ordinary income in the year they are withdrawn from your account.

**Roth Contributions** are made on an after-tax basis and do not reduce your taxable income for the year. However, Roth contributions and associated earnings can be withdrawn tax free if:

- five years have passed since January 1 of the year of your first Roth contribution, and
- you are at least 59½ years old (or disabled or deceased).

### INVESTMENTS

Your contributions will be invested in the funds that you select, and the value of your account will fluctuate based on the performance of the funds. Carefully review information relating to your investment options before making your selections. For a list of investment options available to your plan, go to [www.icmarc.org/fundinfo](http://www.icmarc.org/fundinfo). You can make changes to your investments at any time.

### WITHDRAWALS

**After you separate from service with your employer,** you will be eligible to withdraw your money at any time. However, you will not be required to take any withdrawals until after age 70½ (if you were born before July 1, 1949) or age 72 (if you were born after June 30, 1949) .

**While you are still employed,** your withdrawal options are limited to the following circumstances:

- After you attain age 70½ .
- Small account balance distributions. If your balance is under \$5,000 and no contributions have been made for a period of two years.
- Emergency withdrawals. Under certain emergency situations, as defined by the IRS.

### LOANS

Your plan allows you to borrow money from your account while you are still employed. The maximum loan amount is limited to half of your account balance or \$50,000, *whichever is less*. Additional information is available by contacting ICMA-RC.

---

*SUMMARY DESCRIPTION The actual rules governing your plan are contained in state retirement laws and the federal tax code. This publication provides a summary of the federal rules, and is not a complete description of the law. If there are any conflicts between what is written in this publication and what is contained in the law, the applicable law will govern.*

*This plan introduction is designed to provide you with general plan information. If there is a conflict between the information in this summary and the Plan document, the Plan document will be the controlling document.*

## ACCOUNT INFORMATION

You can review your account information online by logging into your account at [www.icmarc.org](http://www.icmarc.org). Or, use ICMA-RC's self-service phone line at **800-669-7400**.

You will receive quarterly account statements showing detailed information on your account, including your current balance and investment performance. Sign up for ICMA-RC's eDelivery services to receive email notifications when your quarterly statements and transaction confirmations are available online.

# ENROLLING IN YOUR 457 DEFERRED COMPENSATION PLAN

Review this information to help guide your contribution and investment decisions.

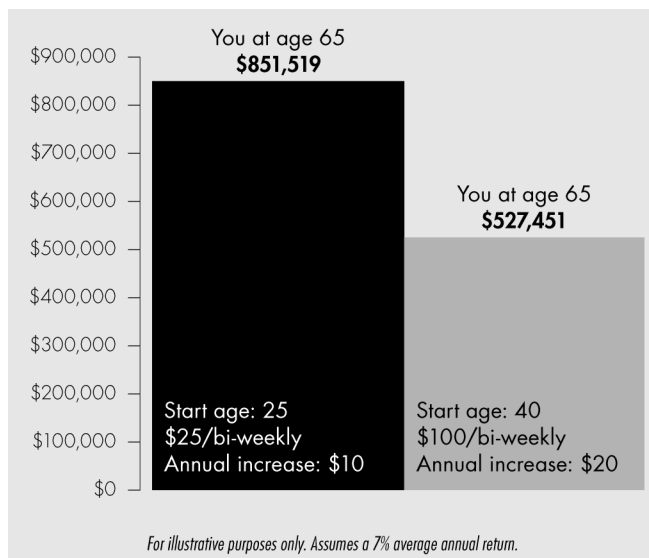
## DON'T DELAY – START SAVING NOW

Don't put off enrolling. Your 457 plan provides flexibility and control.

- Contribution amounts can be changed, stopped, restarted at any time. There are no minimum limits so you can start small while you determine your ideal savings rate.
- Investment options can be changed at any time.
- Beneficiary designations can be changed at any time.

## CONTROL WHAT YOU CAN

Although you cannot predict how the financial markets will perform or future inflation, tax rates, or other economic conditions, you can control when you start saving for retirement.



And starting earlier can give you a huge advantage. View the preceding chart — by starting to save at, say, age 25 instead of age 40, you can save a lot less each pay period and save about the same amount over your lifetime but come out way ahead. Of course, regardless of your current age, it's never too late to start.

## HOW MUCH TO CONTRIBUTE

The benefits you will receive from a pension or Social Security could go a long way to providing a comfortable retirement, but additional savings will likely be needed to help you live comfortably over a potentially long retirement.

- Visit [www.icmarc.org/learn](http://www.icmarc.org/learn) for a variety of resources designed to help you save.
- For a more in-depth and personalized recommendation, consider ICMA-RC's Guided Pathways® Advisory Services ([www.icmarc.org/guidedpathways](http://www.icmarc.org/guidedpathways)).
- Or, request an educational consultation with your ICMA-RC representative.

**Contribute What You Can.** Even small savings can really add up over time. In fact, starting out small, and then increasing how much you save by just a little each year could go a long way.

## HOW TO INVEST

As you choose your investments, consider the following:

**Determine your risk level** — how much investment risk you need to consider taking, and are comfortable taking. Use this to help you decide the approximate percentage of your money that should be in stock funds vs. bond funds vs. lower-risk options such as stable value funds and money market funds.

Consider a level of risk that is most likely to allow you to meet your long-term goals but also that you can maintain, especially during rough stretches.

**Be diversified.** Own different types of investments. This does not ensure against losses, but can help you manage risk.

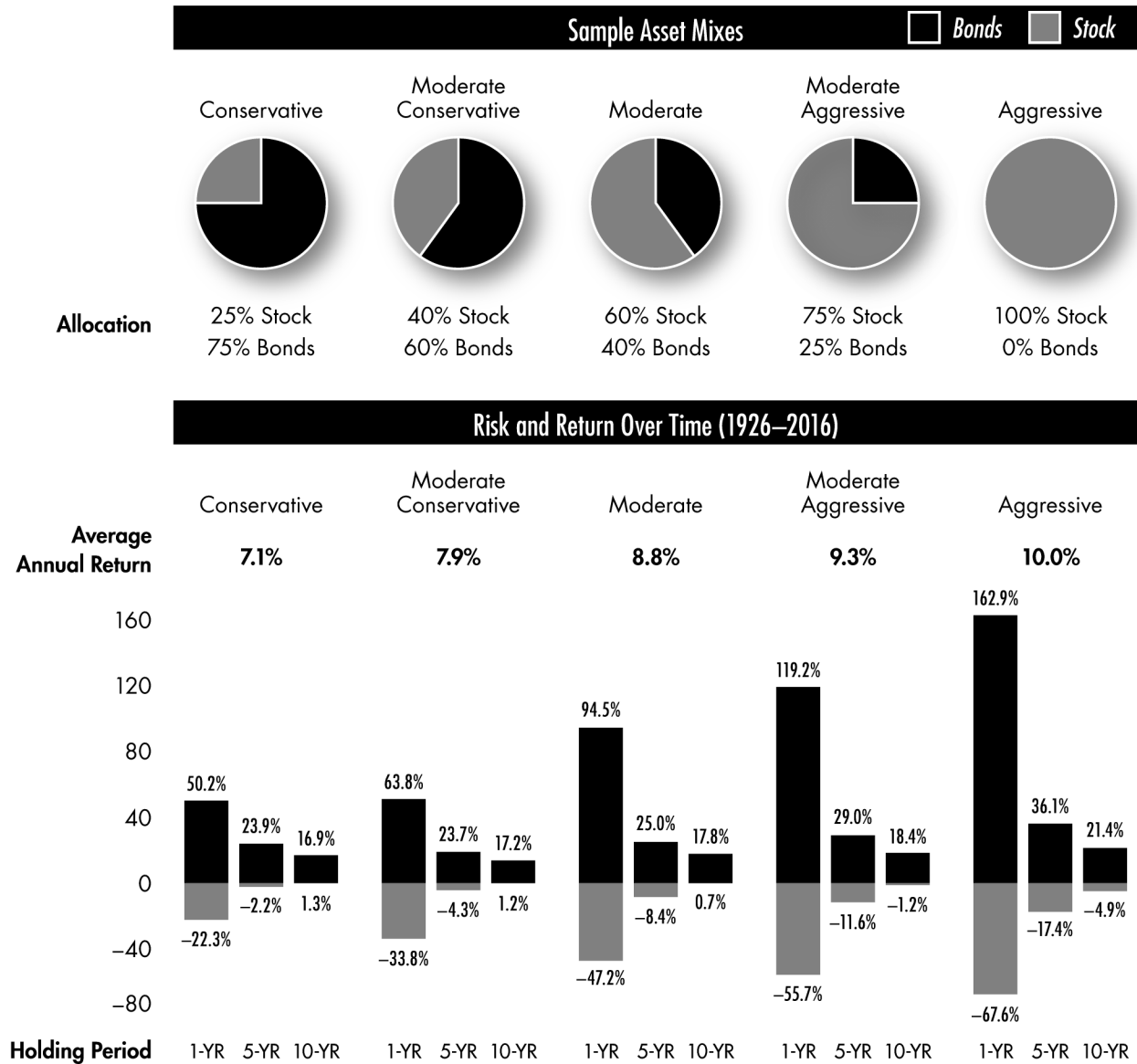
To help guide your risk and diversification decisions, see the following pages:

- Take a look at the historical risk and return of different mixes of stocks and bonds. Higher-risk options like stocks have provided higher returns but also much steeper losses during certain time periods. But even low-risk options still have risk; they will be more likely to lose money to inflation over time.
- Review the different investment options and services available to you.



## Asset Allocation

Use the chart below to help guide your asset allocation decisions. It shows the performance of different stock and bond portfolios since 1926, including ranges of annual returns over one, five, and 10 year periods. (For example, 10 year periods run from 1926 to 1935, 1927 to 1936, and so on.) Notice the tradeoff between potential risk and reward.



### Average Annual Returns and Range of Returns (1926–2016)

Source: Morningstar Direct

Performance figures were calculated using historical returns of the Standard & Poor's 500 Index and U.S. Long-Term Government Bonds.

The past performance shown is no guarantee of future results.

## AVAILABLE INVESTMENT OPTIONS

Consider the following options to help you build a diversified portfolio with an appropriate overall level of risk.

**Simplify and diversify with one fund.** Target funds invest in a variety of individual stock and bond funds and may be appropriate if you are looking to simplify your investment decisions while still being diversified. Consider a:

- Target-date fund with the year in the fund name that closely matches the year you expect to begin withdrawals. Target-date funds are designed to gradually reduce risk over time.
- Target-risk fund that has a defined range of risk that is not designed to be reduced over time.

**Build your own investment portfolio.** If you are comfortable picking and choosing from different funds, this option provides the most flexibility and control.

And ICMA-RC has tools to help — Asset Class Guidance and Fund Advice, part of our Guided Pathways® Advisory Services provide recommendations for you to follow.

**Be Smart about Investing.** Learn more about personal finances, including retirement planning, without being overwhelmed. Discover tools to help you plan, save, and invest for your future at [www.icmarc.org/realize](http://www.icmarc.org/realize).

## TAX ADVANTAGES

Let's say you are in the 25% federal income tax bracket, have a \$40,000 annual salary and determine you need to save 5%

per paycheck, or \$77, for your future retirement.

When \$77 is saved pre-tax, it is not subject to tax until later when you withdraw, so it reduces your paycheck by only \$58.

**Pre-tax contributions help you save.**

Investment earnings are tax-deferred so your account can grow for decades before being subject to tax.

**Roth contributions.** Your plan may allow you to also make after-tax Roth contributions — while you get no immediate tax benefit, future withdrawals including earnings may be *tax-free*.<sup>1</sup> Visit [www.icmarc.org/rothanalyzer](http://www.icmarc.org/rothanalyzer) to help you determine how to split your contributions between pre-tax and Roth.

## WHO TO DESIGNATE AS YOUR BENEFICIARY

It is important to designate the individuals who will receive your retirement account assets after you die.

Designating beneficiaries overrides your Last Will and Testament. If you choose beneficiaries:

- Your assets will be paid out according to your wishes and will not be subject to the potential costs and delays of probate, as well as creditor claims.
- Your beneficiaries may receive more tax advantages.

## Next Steps

**Enroll today!** Take the first step to a secure retirement and enroll in the plan.

<sup>1</sup> Withdrawals will be tax-free if five years have passed since January 1 of the year of the first Roth contribution and if you are at least 59 1/2 (or disabled or deceased).  
Print date: 08/04/2020

## Manage your account — conveniently

- Online — sign up for Account Access at **[www.icmarc.org](http://www.icmarc.org)**
- By phone — 24-hour access through ICMA-RC's self-service phone line at **800-669-7400**

**Go paperless.** Receive notifications that your documents, such as transaction confirmations, quarterly statements, shareholder reports and prospectuses, are available for secure access online. Visit **[www.icmarc.org](http://www.icmarc.org)** to log in to Account Access, select Statements and Documents from the Message & Alerts menu, choose your online delivery options, and submit your request.

**Get personalized service.** Your ICMA-RC representative can help you enroll and continue to plan your retirement, throughout your working and retirement years.

**Periodically review** your retirement strategy to determine if you should adjust how much you are saving and your investments. Do so about once a year or anytime you experience a major life change.



## Online Enrollment

**STEP 1:** For mobile enrollment, download the ICMA-RC mobile app from the [App Store](#)<sup>SM</sup> or [Google Play](#)<sup>TM</sup>. Next, select the “Enroll In Your Plan” link on the main screen. Otherwise, to enroll from a computer or tablet, go to [www.icmarc.org](http://www.icmarc.org), click on the “Log In To My Account” button and then click on the “Enroll In Your Plan” link.

**STEP 2:** To begin the enrollment process, select “Enroll,” enter your Social Security Number, confirm your Social Security Number, and then enter your plan number 301065. To view the investment options in your plan, select “Fund Information” and enter your plan number and state.

**STEP 3:** Choose either the Express or Comprehensive enrollment type (note: some plans may only offer one of these options, instead of both). Select Express to enter only your personal information and contribution amount (if applicable). You will be automatically invested in your plan’s default fund. Select Comprehensive to enter investment and beneficiary information and to create your User ID and password for Account Access while you enroll online.

**NOTE:**

Investment and beneficiary information is not entered through Express enrollment. You will receive an email with instructions on how to provide that information as well as how to create your User ID and password for Account Access.

**STEP 4:** Verify that all of your information is correct and click Submit. If your plan does not allow for online contribution elections, please contact your employer to verify how contributions are initiated. If online contribution elections are allowed, you may be instructed to use the print enrollment form feature at the end of your online enrollment process to print the form. Otherwise, you may be instructed to complete the Contribution Form, and return to your employer to initiate your contributions.

**NOTE:**

If you enroll before 4 p.m. ET, Monday through Friday, your account will be active the next day. Once your account is active, you can log into your account at [www.icmarc.org](http://www.icmarc.org).

**Check out our video at [www.icmarc.org/onlineenrollvideo](http://www.icmarc.org/onlineenrollvideo) to see how easy it can be to enroll online.**

## Completing the Enrollment Form

We recommend you enroll in your retirement plan using our mobile app or online at [www.icmarc.org](http://www.icmarc.org). Following are instructions for completing the paper Enrollment Form included with these materials. Please review the investment options information available at [www.icmarc.org/fundinfo](http://www.icmarc.org/fundinfo) and remove the Enrollment Form pages from this enrollment book before completing the Enrollment Form.

**Section 1:** Complete all required personal information.

**Section 2:** Specify the total percentage or dollar amount you wish to contribute each pay period.

**Section 3:** Designate your beneficiaries.

**Section 4:**

BUILD YOUR OWN INVESTMENT PORTFOLIO — allows maximum flexibility.

- Review the funds listed at [www.icmarc.org/fundinfo](http://www.icmarc.org/fundinfo).
- Select the funds and the desired allocation.

**Section 5:** Sign your completed Enrollment Form and submit to your employer for approval.



# 457 Deferred Compensation Plan Employee Enrollment Form — Page 1

## 1. REQUIRED PERSONAL INFORMATION

Employer Plan Number: 301065      Employer Plan Name: TOWN OF LOS GATOS

Social Security Number (for tax-reporting purposes): \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Full Name of Participant: \_\_\_\_\_  
Last First M.I.

Mailing Address/Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ (mm/dd/yyyy)      Date Employed/Rehired: \_\_\_\_/\_\_\_\_/\_\_\_\_ (mm/dd/yyyy)       Rehire? check if Yes

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

Job Title: \_\_\_\_\_

Preferred Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_      Gender:  Male  Female      Marital Status:  Married  Single  
Area Code

## 2. CONTRIBUTION AMOUNT

Specify a percentage or dollar amount for pre-tax and/or Roth contributions. If you sign this form prior to your first day of work, contributions will begin as soon as administratively possible. Otherwise, contributions will begin as soon as administratively possible following the month in which this form is signed.

Pre-tax contributions of \_\_\_\_\_ % or \$ \_\_\_\_\_ from my pay each pay period.

Roth contributions of \_\_\_\_\_ % or \$ \_\_\_\_\_ from my pay each pay period.

If you are taking advantage of the catch-up contribution provision available to 457 deferred compensation plan participants, please check the applicable box here:

"Age 50" catch-up provision

## 3. BENEFICIARY DESIGNATION

- Update and designate additional beneficiaries at any time via Account Access at [www.icmarc.org](http://www.icmarc.org).
- Failure to indicate any percentage or failure to use whole percentages (e.g., enter 33%, not 33.33% or 33 1/3 %) that total 100% for your "Primary" beneficiary(ies) and 100% for your "Contingent" beneficiary(ies) may invalidate your beneficiary designation.
- Check one "Beneficiary Type" and one "Relationship" for each beneficiary. Failure to do so may result in your designation being invalid.
- **Married Participants - Some 401 plans require that you obtain consent from your spouse if you do not designate him/her as the primary beneficiary for 100% of your account. If you live in a community property state (AZ, CA, ID, LA, NV, NM, TX, WA, or WI), you must obtain consent from your spouse to designate a nonspouse beneficiary for greater than 50% of the account. Use the Beneficiary Designation Form, available online at [www.icmarc.org/forms](http://www.icmarc.org/forms), if spousal consent is required.**

Beneficiary Type:	<input checked="" type="checkbox"/> Primary	Relationship (Check One):	<input type="checkbox"/> Spouse	<input type="checkbox"/> Non-Spouse	<input type="checkbox"/> Trust*	<input type="checkbox"/> Charity
_____	_____	____/____/____	____-____-____	____%		
Name		Date of Birth	Social Security Number	% of Benefit	<small>(whole % only)</small>	
<hr/>						
Beneficiary Type(Check One):	<input type="checkbox"/> Primary <input type="checkbox"/> Contingent	Relationship (Check One):	<input type="checkbox"/> Spouse	<input type="checkbox"/> Non-Spouse	<input type="checkbox"/> Trust*	<input type="checkbox"/> Charity
_____	_____	____/____/____	____-____-____	____%		
Name		Date of Birth	Social Security Number	% of Benefit	<small>(whole % only)</small>	
<hr/>						
Beneficiary Type(Check One):	<input type="checkbox"/> Primary <input type="checkbox"/> Contingent	Relationship (Check One):	<input type="checkbox"/> Spouse	<input type="checkbox"/> Non-Spouse	<input type="checkbox"/> Trust*	<input type="checkbox"/> Charity
_____	_____	____/____/____	____-____-____	____%		
Name		Date of Birth	Social Security Number	% of Benefit	<small>(whole % only)</small>	







# 457 Deferred Compensation Plan Employee Enrollment Form — Page 2

Employer Plan Number 301065 Social Security Number \_\_\_\_\_ Name (please print) \_\_\_\_\_

Beneficiary Type(Check One):  Primary  Contingent Relationship (Check One):  Spouse  Non-Spouse  Trust\*  Charity

Name \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Social Security Number \_\_\_\_\_ % of Benefit \_\_\_\_\_  
(whole % only)

**\* Trust Beneficiaries** - You must submit a copy of your entire trust document with the enrollment form if you desire the beneficiaries of the trust to be treated as designated beneficiaries for the purpose of determining required minimum distributions.

**Designate additional beneficiaries online after your account is established, or write "see attached sheet" and attach and sign a separate piece of paper with your name, plan number, Social Security number, and the additional beneficiary information.**

## 4. INVESTMENT SELECTION

Your selection will determine how contributions to your account will be invested. If no allocation instructions are provided, the percentages do not total 100%, or the allocation instructions are invalid, assets will be allocated to the default investment selected by your employer until additional instructions are received from you. Review the **Notice Regarding Default Investments** included in the Enrollment Kit for more information. Note: The allocation instructions you provide will apply to payroll contributions only.

**OR**

**Build your own investment portfolio**

Input the fund codes and allocation percentages (must total 100%) to show how contributions to your account will be invested. For a list of investment options available to your plan, go to [www.icmarc.org/fundinfo](http://www.icmarc.org/fundinfo).  
**Note: Please use whole percentages only.**

INVESTMENT ALLOCATION			
Code	Percent	Code	Percent
			<b>TOTAL = 100%</b>

## 5. AUTHORIZED SIGNATURES

**Submit this form to your employer promptly to avoid investment delay.** If this form is faxed to ICMA-RC please do not mail the original.

Note that by signing this form you acknowledge that you agree to the following disclosure: I understand that ICMA-RC has established required procedures for Internet and telephone transfers that include personal identification numbers, recording of instructions, and written confirmations. In the event I choose to transfer funds by Internet or telephone, I agree that neither the VantageTrust Company, ICMA-RC, ICMA-RC Services, LLC, nor Vantagepoint Transfer Agents, LLC, will be liable for any loss, cost, or expense for acting upon any Internet or telephone instructions believed by it to be genuine and in accordance with the required procedures.

Participant's Signature \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Employee ID \_\_\_\_\_  
Month Day Year For Employer Use Only

Authorized Employer Official's Signature \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year





## Privacy Policy Notice

ICMA Retirement Corporation  
ICMA Retirement Trust  
ICMA-RC Services, LLC

VantageTrust Company, LLC  
VantageTrust  
VantageTrust II Multiple Collective  
Investment Funds Trust ("VantageTrust II")

VantageTrust III Master Collective  
Investment Funds Trust ("Vantage Trust III")  
Vantagepoint Investment Advisers, LLC  
Vantagepoint Transfer Agents, LLC

**Our Privacy Policy.** Protecting your privacy is important to us. In providing financial services and investment products to you, we collect certain nonpublic personal information about you. Our policy generally is to keep this information strictly confidential, and to use or disclose it as needed to provide services to you, or as permitted or required by law or by you. Our privacy policy applies equally to our former customers and investors, as well as individuals who simply inquire about the services or investments we offer. We may change this privacy policy in the future upon notification to you.

**Information We Collect.** As noted above, we collect certain nonpublic information about you in order to provide retirement and other financial services and investment products to you. The nonpublic personal information we have about you includes information you give us when you open an account, invest in the VantageTrust Funds, VantageTrust II Funds, or write or call us, such as your name, address and email address, social security number, employment, investment objectives and experience, financial circumstances, and investment transactions and holdings.

**Information We Disclose.** We disclose nonpublic personal information about you to our affiliates, and to outside firms that help us provide services to you, for use only for that purpose. If you elect to invest in ICMA-RC's Managed Accounts Program or in the VantageTrust Retirement IncomeAdvantage Fund, ICMA-RC will share information necessary to make these products and services available to you with Morningsar Investment Management LLC, a registered investment adviser and a subsidiary of Morningstar, Inc. and Prudential Retirement Insurance and Annuity Company, the third party firms with which ICMA Retirement Corporation has contracted in connection with these products and services, respectively.

[Note: The following applies to all states except California and New York State.]

We may also disclose your email address to social media organizations such as LinkedIn or Facebook to offer targeted information about our products and services.

Additionally, we may disclose nonpublic personal information to nonaffiliated third-party financial institutions with which we have established, or may in the future establish, relationships in order to offer select financial products of interest to our customers.

Currently, ICMA Retirement Corporation has established a relationship with M&T Bank for enrollment and information services in connection with ICMA Retirement Corporation's 457 Deferred Compensation Program in certain jurisdictions [applicable for participants in plans located in Maryland (excluding the metropolitan DC area), Pennsylvania and West Virginia]. ICMA Retirement Corporation also has contracted with Morningstar Investment Management LLC, a registered investment adviser and a subsidiary of Morningstar, Inc. to make available a Retirement Readiness Report to employees of 401 and 457 plan sponsors that elect this optional service for their employees. Before any additional third-party relationships are added, they must be approved by the Board of Directors of the ICMA Retirement Corporation. Once approved, ICMA Retirement Corporation will notify you of any additional third-party relationships in future publications of this privacy policy.

You have the right to stop us from disclosing nonpublic personal information about you to these parties and social media organizations, except as permitted or required by law. To do so, call us at 800-827-2710. If you do not notify us that you wish to block disclosure of this nonpublic personal information, we will allow information to be sent to you from all third-party financial institutions with which we have established relationships and social media organizations.

**How We Safeguard Your Information.** We restrict access to nonpublic personal information about you to those persons who need to know it or who are permitted or required by law or by you to receive it. We maintain physical, electronic and procedural safeguards to protect the confidentiality of your information.

---

*Some of the funds, services, or products described in this Privacy Policy may not be available to your Plan, and all are subject to change.*

