



Retirement At A Glance

STATE RETIREMENT AGENCY	TEAM MSRP	
<p align="center">SRA</p> <p align="center">STATE RETIREMENT & PENSION SYSTEM</p> <p align="center">1 (800) 492-5909 (410) 625-5555</p> <p align="center">www.SRA.maryland.gov</p>	<p align="center">MSRP</p> <p align="center">MARYLAND SUPPLEMENTAL RETIREMENT PLANS</p> <p align="center">1 (800) 543-5605 (410) 767-8740</p> <p align="center">www.MSRP.Maryland.gov</p>	<p align="center">NRS</p> <p align="center">NATIONWIDE RETIREMENT SOLUTIONS</p> <p align="center">1 (800) 545-4730 Customer Service (443) 886-9402 Maryland Office</p> <p align="center">www.MarylandDC.com</p>
<p align="center">Pension</p> <p align="center">Basic monthly retirement allowance based on member's age, service and salary upon retirement</p>	<p align="center">Supplemental to Pension</p> <p align="center">Pretax 401(k), 457(b), 403(b), 401(a) Roth 401(k), Roth 457(b) Workshops One-On-One's Information Booths Enrollments</p> <p align="center">Field Reps. Assigned by Agency</p>	<p align="center">MSRP's Third Party Administrator</p> <p align="center">Participant Services Provided Enrollments One-On-One's Issue Statements Investment Information Personal Retirement Consultations</p> <p align="center">Field Reps. Assigned by Region</p>



WELCOME

Maryland Supplemental Retirement Plans

Pre-tax 401(k)/457(b)/403(b) and 401(a) Match

After-Tax (Roth) 401(k) and 457(b)

Why Contribute? Ask yourself....

Could you live on 50% of your current income?

Are you confident you will have enough income during retirement?

Do you want to work when you "retire"?

If you have answered "**NO**" to any or all of the above questions then you need to enroll in one or more of the Maryland Supplemental Retirement Plans ...**TODAY!**

Even though your pension and Social Security will provide income in retirement, they probably won't provide enough to maintain your current standard of living.

Maryland Supplemental Retirement Plans (MSRP) lets you save and invest at your own pace—participation is voluntary.

Who is Eligible?

All employees (including **contractual**) of the State of Maryland are eligible to participate in the 457 and 401(k) plans. State employees who work for a State educational institution are also eligible to participate in the 403(b).

Time Is on Your Side- Plan Ahead:



- Ben started investing for retirement at age 30 and saved \$2,000 a year for only 10 years. His total at age 65 is \$160,474.
- John waited until age 40 and then invested \$2,000 a year for 25 years. His total at age 65 is \$135,353.
- Mike started saving at age 30 and saved \$2,000 a year for 35 years. His total at age 65 is \$295,827.

This illustration is a hypothetical compounding calculation assuming a 7% annual rate of return. It is not intended to serve as a prediction of the investment results of any specific investment. Investments are not guaranteed; your return may be higher or lower. Interest compounded annually based on beginning year contributions. If taxes or fees were reflected in this example, results would be reduced.

Enrolling is Smart and Simple

MSRP makes enrolling simple. You can enroll online at MarylandDC.com, or by completing a written enrollment form.



Look what's new for 2013!

At MSRP we resolve to help you stay informed and up-to-date on the 401k/457/403b plans!

➤ **Fee Reduction!!**

With a new Nationwide contract starting January 1st, the MSRP Board reduces participant fees to **0.14%** annually (plus 50 cents per month on each account over \$500).

➤ **Contribution Limit Increased:**

\$17,500.00 for those under age 50

➤ **Instructions for deferring Annual Leave payments have been updated.**

➤ **In-Plan Roth Conversions:**

Can now be done at any time.

➤ **We've added 2 new workshops!**

Thanks to you the "Workshop of the Month" is a great success!

We will be continuing these informational workshops

and we have added 2 new workshops:

"Social Security: One Piece of the Puzzle" and *"Go for Broke or Buy Long Term Care Insurance?"*

➤ **Revised early to mid-career State employee Workshop:**

"The Building Blocks to Your Retirement Planning"

➤ **10 Minute Enrollment**

Invite us to your New Employee Orientations!

➤ **2013 Saving\$ Expos!!**

Spring Saving\$ Expo to be held in the Western MD and Eastern Shore areas

Fall Saving\$ Expo to be held in Baltimore and Annapolis

➤ **Look for MSRP to attend your regional**

Open Enrollment Benefit Coordinator Training Seminar

We appreciate all you do as the Benefit Coordinator and recognize that your role as a Benefit Coordinator plays an important part in an employee's preparation in their retirement futures!



MARYLAND

TEACHERS & STATE EMPLOYEES
SUPPLEMENTAL RETIREMENT PLANS



- Home
- Latest News
- Plan Descriptions
- Agency Information
- Employee Publications
- Benefit Coordinators
- Seminars
- Contact Us

Benefit Coordinators

section of the MSRP Web site

Welcome to the Benefit Coordinator Page!

Here you will find all the information and resources you need as the point of contact for the Maryland Supplemental Retirement Plans. You have a crucial role in getting the word out to your employees about the existence of the plans and the importance of saving for retirement. We do not expect you to be an expert on the plans or even to be able to answer many of the questions employees may ask you. Rather, we just need you to be a conduit of information to your employees.

One of the most important jobs of Maryland Supplemental Plans is to provide free education to State employees about the plans, saving for retirement, and the broader topic of financial planning. We need your help in making sure your employees have access to this valuable information. Please invite us to come to your agency to provide some of our excellent workshops. We can tailor everything to your needs and your employees' interest.

We look forward to working with you to ensure that the employees at your agency have the opportunity to learn about the critical issues in preparing for a bright retirement future, whether that be decades from now, or right around the corner. If there is some way that we can make your job easier in regards to the Supplemental Retirement Plans, please let us know!

MSRP Participant Services Staff

Lou Holcomb, Director of Participant Services

Angie Anderson angela.anderson@maryland.gov

Julia Graham julia.graham@maryland.gov

Jeannie Henry jeannie.henry@maryland.gov

Anne O'Neill anne.oneill@maryland.gov

Event/Workshop Flyer Downloads

[Building Blocks To Your Retirement Planning Seminars](#)

[Financial Planning 101 Seminars](#)

[Current Workshop of the Month \(February 2013\)](#)

Forms

[Materials Request Form](#)

[Education Request Form](#)

[Benefit Coordinator Update Form](#)

Plan participant forms (on MarylandDC.com)

Resources

[Benefit Coordinator Welcome Packet](#)

[Unused Annual Leave Deferral Instructions](#)

[MSRP Educational Workshops "To Go" Descriptions](#)

["Workshops of the Month" 2013 Schedule](#)

Helpful Links

[Nationwide Retirement Solutions](#)

[Maryland State Retirement and Pension System](#)

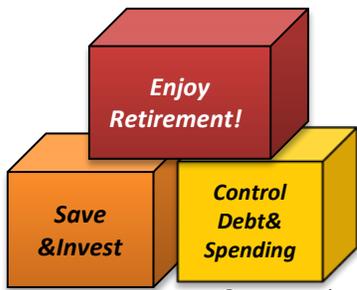
[Social Security - Estimate Your Retirement Benefits](#)

[Maryland Department of Budget and Management](#)

Contact us:

410-767-8740 or Toll-Free: 1-800-543-5605 or e-mail Lou Holcomb at

louis.holcomb@maryland.gov



**Maryland Supplemental Retirement Plans
Presents
“The Building Blocks to Your Retirement Planning”
For Early to Mid-Career Employees
March – June of 2013**

Our seminars will cover important topics to help **early to mid-career** State employees make sound financial decisions. Dates and locations for the first half of 2013 are listed below.

The topics will include:

- Budgeting, Debt Management, Identity Theft, Insurance Needs - presented by University of Maryland Extension or SECU
- Your Pension - presented by Maryland State Retirement Agency
- Supplemental Retirement Plans Overview/Understanding Your Statement - presented by MSRP
- Investing Basics/Selecting Your Investments - presented by Nationwide Retirement Solutions
- One-on-One Meetings/Plan Enrollment – Nationwide Retirement Solutions

Registration starts at 8:45 a.m. and the seminar will end at 4:00 p.m. Each session will be limited to 50 eligible State employees. At the bottom of this page is the enrollment information. Spouses are welcome to attend, space permitting.

Friday, March 22, 2013 MDOT Headquarters 7201 Corporate Center Drive Hanover, MD 21076	Wednesday, May 1, 2013 Dept. of Natural Resources 2 South Bond St. Bel Air, MD 21014	Wednesday, June 19, 2013 State Highway Administration 9300 Kenilworth Avenue Greenbelt, MD 20770
Tuesday, April 16, 2013 State Center 201 W. Preston Street Baltimore, MD 21202	Tuesday, May 7, 2013 Frederick County Health Dept. 350 Montevue Lane Frederick, MD 21702	
Friday, April 19, 2013 Eastern Shore Hospital 5262 Woods Road Cambridge, MD 21613	Thursday, June 13, 2013 Dept. of Housing and Community Dev. 100 Community Place Crownsville, MD 21032	

If you would like to attend a seminar please verify with your supervisor that you may attend and send us your information **as soon as possible**. Please email the requested information to reservations.MSRP@maryland.gov. If you **do not have email** you can fax your request to “Building Blocks Seminar” at 410-659-0349. You will receive a confirmation from our agency within 5 business days. If you do not hear back from us in that time frame please contact MSRP Reservations, Janet Wilt, at 410-767-8742 or 1-800-543-5605.

We need:

1. Your name
2. Agency by whom you are employed
3. Your email address
4. Your daytime phone number
5. How many years you have been employed by the State
6. Date & location of the seminar you plan to attend
7. If you require any special assistance for a disability
8. Spouse’s name if attending (if spouse is a State employee please also send information requested above)

Employees within 8 years of retirement should consider attending a Pre-Retirement Seminar to address their specific needs. Those seminars are offered by the State Retirement Agency - www.sra.maryland.gov



MSRP Education

Finance 101 Seminar

Making informed decisions about saving and investing is only one aspect of trying to achieve a comfortable retirement. There are several key areas of financial planning you'll want to consider over your lifetime.

Learn about the different areas with
MSRP's Financial 101 Seminar.

Seminar can be presented as a full day seminar or modules can be individually presented.

Financial Planning 101
Module 1 Introduction



William Donald Schaefer Tower
6 Saint Paul Street - Suite 200
Baltimore, Maryland 21202-1508
Tel: 410-767-8740 or 1-800-543-5655
Board's Web Site: www.msrp.state.md.us



**Module 2 Insurance:
Risk Management**

Reducing exposure to financial risk through insurance



Module 3
Investment Basics

Selecting appropriate investments is critical to achieving your goals. Let facts control your investment decisions, rather than emotions (fear and greed).

Module 4
Understanding Taxes



Module 5
Retirement Planning

Always use your MSRP plans as your starting point. Add other plans as necessary or appropriate for your situation.



Module 6
Estate Planning

The process that allows you to express your wishes concerning your assets and your dependents.

Module 7
College Planning

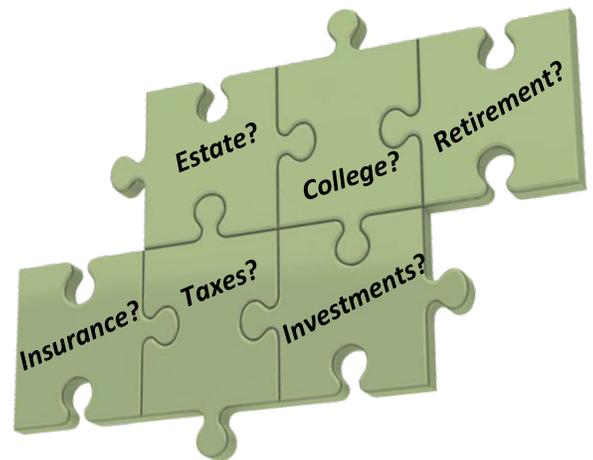
Plan for college without sacrificing your retirement!



Maryland Supplemental Retirement Plans
6 Saint Paul Street, Suite 200
Baltimore, MD 21202
(410) 767-8740

MSRP's Financial Planning 101

**Are you puzzled by
Financial Planning?
Let MSRP help you put
the pieces together!**



Financial planning is the process of assessing your financial goals, taking an inventory of your money and other assets you already have to meet those goals, and determining your future needs. To help State employees understand how this process applies to them, MSRP has designed this comprehensive seminar.

Module 1 – Introduction – “How do I overcome the financial roadblocks that are keeping me from achieving my goals?”

Module 2 – Insurance: Risk Management – “Do I have the proper insurance needed to protect myself, my family and my financial investments?”

Module 3 – Investment Basics – “What should I know before I consider investing?”

Module 4 – Understanding Taxes – “How are my earnings and investments affected by taxes?”

Module 5 – Retirement Planning – “Am I saving enough for retirement? What are my options for saving for retirement?”

Module 6 – Estate Planning – “How do I protect my dependents and my assets during incapacitation and death?”

Module 7 –College Planning – “How can I afford to pay for college?”

Seminar Dates:

April 09, 2013	9:00 AM - 4:30 PM	Modules 1-7	Washington Co. DSS, Hagerstown
April 22, 2013	9:00 AM - 12:30 PM	Modules 1-3	MD Dept. of Agriculture, Annapolis
April 29, 2013	9:00 AM - 12:00 PM	Modules 4-7	MD Dept. of Agriculture, Annapolis
May 17, 2013	9:00 AM - 4:30 PM	Modules 1-7	Eastern Shore Hospital, Cambridge
June 13, 2013	9:00 AM - 12:30 PM	Modules 1-3	State Center, Baltimore
June 20, 2013	9:00 AM - 12:00 PM	Modules 4-7	State Center, Baltimore

Registration Instructions:

Please verify with your supervisor that you may attend and send us your registration information ASAP to reservations.MSRP@maryland.gov. If you do not have e-mail you may register by calling MSRP at 410-767-8740 or 1-800-543-5605. Spouses are welcome to attend.

Please Include: Your name, e-mail address, mailing address (work), daytime phone number, date you plan to attend (please register for both days if you want to attend the entire program for half day sessions, agency you are employed by, how many years you have been employed with the State and if you require any special assistance for a disability.

You will receive a confirmation e-mail from our agency within 5 business days. If you do not hear back from us within that time frame, please contact MSRP at 410-767-8740 or 1-800-543-5605.

Maryland Teachers & State Employees Supplemental Retirement Plans
William Donald Schaefer Tower - 6 St. Paul Street - Suite 200 - Baltimore, MD 21202
Te: 410-767-8740 - Fax: 410-659-0349 - Web Site: www.MSRP.maryland.gov



You can DOWNLOAD and PRINT this page from the website
www.MSRP.maryland.gov click on Benefit Coordinators



Benefit Coordinator's Materials Request Form

Please print this form and return it by fax to: 443-886-9403

Name: _____ Today's Date: _____

Title: _____

Agency/Dept: _____

Address: _____

City/State/Zipcode: _____

Phone: _____ Fax: _____

E-mail: _____

Please indicate the **QUANTITY** of each document you are requesting. You can also view or download these publications selecting the Employee Publication button at www.MSRP.maryland.gov . Forms can be viewed and downloaded by selecting the Support & Forms tab at www.MarylandDC.com.

QUANTITY

- ____ Employee Information & Enrollment Kit
- ____ Spectrum of Investment Options Booklet
- ____ Investment Performance Report (*latest quarter*)
- ____ MSRP Mutual Fund Savings Program Booklet
- ____ The Basics Booklet
- ____ MSRP Roth Plan Options

Please print this form and fax it to **443-886-9403**. For questions about this form, contact the [Maryland Supplemental Retirement Plans](#).



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6 St. Paul Street, Suite 200 ~ Baltimore, Maryland 21202
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www.MSRP.maryland.gov



You can DOWNLOAD and PRINT this form from the website www.MSRP.maryland.gov click on Benefit Coordinators

Benefit Coordinator Education Program Request Form

Please print this form and return it by fax it to MSRP at 410-659-0349

Name: Mr. Ms. _____ Today's Date: _____

Agency/Dept: _____

Address: _____

Phone: _____ Fax: _____

E-mail: _____

Check the box(es) for educational sessions from MSRP you would like to request. A representative will contact you to schedule dates/times.

One-on-One Counseling

MSRP field representatives are available to meet for One-On-One Counseling with all employees enrolled in the plan or those considering enrollment. The purpose of the sessions is to provide information on the plans. Counselors will not provide investment advice or recommendations. The individual counseling sessions will cover how asset allocation and diversification are typically used to reduce risk. We will answer any questions about the plans and we will also provide enrollment assistance. Account reviews are available. Appointments are generally 30 minutes in length.

New Employee Orientation

We are available to participate in your agency's orientation program. We will cover the basics of the 457 Deferred Compensation Plan, the 403(b) Tax Deferred Annuity Plan, the 401(k) Savings & Investment Plan, and the 401(a) Match Plan. We explain enrollment procedures, eligibility requirements, investment options, fee structure and distribution requirements. The length can be adjusted to accommodate your schedule.

10 Minute Enrollment

Using the EZ Enrollment Form, we explain just the "bare bones" basics of the plans and why employees need to enroll on the spot.

Financial Planning 101 Seminar

Financial planning is the process of assessing financial goals, taking an inventory of money and other assets we already have to meet those goals, and determining our future needs. To help State employees understand how this process applies to them, MSRP has designed this comprehensive seminar, which covers insurance, investing, taxes, retirement planning, estate planning and college planning. *This all-day seminar (also offered as 2 half-days) is generally offered on a regional basis, but site request will be considered. Individual topics may also be requested.*

The Building Blocks to Your Retirement Planning

This is a series of day long seminars for early to mid-career State employees. The seminar topics include; Budgeting Basics, Your Pension, Investing Basics and an overview of the Maryland Supplemental Retirement Plans. *This seminar is generally offered on a regional basis, but site request will be considered.*

Information Booth

A booth is a great opportunity for employees to ask individual questions concerning their plans and receive assistance with enrollment. A field representative sets up a table in the agency and provides information on the plans. This is a helpful option when a specific time commitment may be challenging. Time may vary.

Education “To Go” Workshops: Education designed to fit into your lunch hour or any time (great idea for staff meetings)! Generally 1 hour in length but 30 minute versions are available.

Overview

We cover everything you need to know about the Plans including how much to save, withdrawal rules and options, the power of compounding and the benefits of dollar cost averaging. We will also explain the difference between saving pre-tax and after-tax (Roth) dollars. Lastly, we discuss investing for retirement with an emphasis on diversification, asset allocation and market trends.

Age 35 and Younger: Who is Responsible for Your Retirement?

Just as "i" technology revolution has changed our world, retirement planning has changed. Come see what the retirement of the future might look like. Learn the challenges young workers face today in planning for retirement and why you need to start saving immediately!

Charge! Wise Use of Credit Cards

Credit is a valuable and often necessary financial tool. Learn about the impact that credit card usage can have on your credit rating and credit history. This workshop will provide great tips and resources for controlling and eliminating current debt.

How Much is Enough for Your Retirement?

The “new retirement” will last a long time for most people. Come and learn how to find out how much you will need for the retirement lifestyle you plan. Then we will show you how to get there by supplementing your Social Security and Pension with money saved through your MSRP Plans.

MSRP Investment Options: Managing Volatility

Come find out what type of investor you are. We will take an in-depth look at the investment options in the Plans and the process for selecting an appropriate portfolio for your situation. Learn about the differences between stocks, bonds, mutual funds and how asset allocation and diversification strategies can be used to reduce risk.

Tax Me Now or Tax Me Later: Is the Roth Right for Me?

The addition of the Roth option within your 401k/457 MSRP lineup allows for flexibility and planning opportunities when it comes to withdrawals and taxes, both before and after you retire. We help you learn the differences between saving traditional pre-tax dollars versus saving post-tax dollars deferred through the Roth.

Stretch Your Dollars

We help you find creative ways to get by as your bills continue to go up, but your income may not be keeping pace. We show you how to get your records and bills organized, set goals, save more and spend less, shop smarter and control debt. We also discuss where to turn for help if you need it.

Retirement Planning For Women

Women in the workforce have different concerns and challenges than men. A number of obstacles put women at a distinct disadvantage when it comes to accumulating enough money for their retirement. We talk about how to plan for these obstacles and ways to manage them.

The Sandwich Generation

You may be among the 20 million people caught in what's called the "Sandwich Generation." That's the growing number of people taking care of their children and aging parents at the same time. We show you how to save for retirement while meeting the needs of both generations.

When the Nest Egg Hatches: Investing and Withdrawing During Retirement

It's not just how much you save for retirement, it's important to develop a plan to ensure that your savings nest egg lasts throughout your lifetime. We discuss investment strategies and withdrawal options as well as mistakes to avoid.

Go for Broke or Buy Long Term Care Insurance?

Will you need long term care in the future? If the answer is yes or maybe, how will you pay for it? The cost of long term care can quickly eat through your savings. One alternative is buying long term care insurance through the state's group plan or on your own.

Social Security: One Piece of the Puzzle

Come learn why Social Security is an important piece of the puzzle for retirement planning. This workshop will answer some of the most common questions concerning you and your Social Security benefits.

I am not sure which of the above would be most appropriate for our employees. Please have a representative call me to discuss further.

Please print this form and fax to 410-659-0349



You can DOWNLOAD and PRINT this page from the website
www.Maryland.gov click on Benefit Coordinators

Maryland Teachers & State Employees Supplemental Retirement Plans

Benefit Coordinator Update Form

To ensure that your agency receives all information distributed by MSRP, please notify us of any changes to your contact information. Please be sure to include your email address and print clearly.

Agency Code: _____

Agency Name: _____

Contact Name: _____

Address: _____

City/State/Zipcode: _____

Agency Phone: _____

Agency Fax: _____

Email: _____

Please fax completed form to **410-659-0349**.





Instructions for deferring annual leave payment into your *Pre-Tax 401(k)/457/403(b)

1. **Contact your Agency payroll office** to determine dollar amount of your unused vacation time and when (pay period ending date) it will be paid out (call 6 weeks before separation from service).

2. **Complete Participation Agreement Form** (available online at www.MarylandDC.com)

Check account type at the top*

Section 1 Personal Information, including agency code

Section 2 Type of Request – check “Change Amount”

Section 3 Special Amount Per Pay “New” - dollar amount to be deferred**

Note: Amount of deferral can be partial or up to 85% of total amount (to allow for FICA).

Example: Annual Leave Amount (from payroll): \$10,000

$10,000 \times .85 = \underline{\$8,500}$ in “Special Amount New” line

If you want to defer part of it (and receive a check for the remainder), you may enter a lesser amount on “Special Amount New” line. Keep in mind the remainder will be taxable income.

Special Pay Period Date Range –leave start date blank, fill in pay period ending date in End Date

of Pay Periods = 1 (Print ANNUAL LEAVE on line next to 1)

Section 6 Complete only if you wish to change your investment election for this annual leave deferral.

Section 7 If needed, complete to update beneficiary designation.

Section 8 Signature - Sign and date form in lower left hand corner

3. **Fax or Mail completed form** to (submit at least 2 pay periods before annual leave payment):

Fax #: 443-886-9403 (preferred)

Nationwide Retirement Solutions

11350 McCormick Road

Executive Plaza III, Suite 902

Hunt Valley, MD 21031

Questions? Call 443-886-9402 for assistance.

* You may defer your annual leave payment into a Roth account, but it will not help with the immediate taxation issue.

** You may not exceed the IRS limits for the calendar year for your age. If you only have one plan, you can open a second plan to “house” your annual leave payment (in this case, the type of request will be “New” and you **must** complete sections 6 and 7).

Maryland Teachers & State Employees Supplemental Retirement Plans

William Donald Schaefer Tower - 6 St. Paul Street - Suite 200 - Baltimore, MD 21202

410-767-8740 - Fax: 410-659-0349 - Web Site: www.MSRP.maryland.gov - E-mail: info.MSRP@maryland.gov

Looking to Continue Your Education? **MSRP Educational Workshops... We Deliver to You!**

Overview

Learn how contributing just \$10 to \$20 per pay can get you on the road to supplementing your pension and social security payments during your retirement years. We cover everything you need to know about the Plans including how much to save, withdrawal rules and options, the power of compounding and the benefits of dollar cost averaging. We will also explain the difference between saving pre-tax and after-tax (Roth) dollars. Lastly, we discuss investing for retirement with an emphasis on diversification, asset allocation and market trends.

Age 35 and Younger: Who's responsible for YOUR Retirement?

Just as technology revolution has changed our world, retirement planning has changed. Come see what the retirement of the future might look like. Learn the challenges young workers face today in planning for retirement and why you need to start saving immediately!

Charge! Wise Use of Credit Cards

Credit is a valuable and often necessary financial tool. Learn about the impact that credit card usage can have on your credit rating and credit history. This workshop will provide great tips and resources for controlling and eliminating current debt.

How much is enough for YOUR Retirement?

The "new retirement" will last a long time for most people. Come learn how to find out how much you will need for the retirement life style you plan. Then we'll show you how to get there by supplementing your Social Security and Pension with money saved through your MSRP plans.

Go for Broke or Buy Long Term Care Insurance?

Will you need long term care in the future? If the answer is yes or maybe, how will you pay for it? The cost of long term care can quickly eat through your savings. One alternative is buying long term care insurance through the state's group plan or on your own.

Investment Options: Managing Volatility

Come find out what type of investor you are. We will take an in-depth look at the investment options in the Plans and the process for selecting an appropriate portfolio for your situation. Learn about the differences between stocks, bonds, mutual funds and how asset allocation and diversification strategies can be used to reduce risk.

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The addition of the Roth option within your 401k/457 MSRP lineup allows for flexibility and planning opportunities when it comes to withdrawals and taxes, both before and after you retire. We help you learn the differences between saving traditional pre-tax dollars versus saving post-tax dollars deferred through the Roth.

Stretch Your Dollars

Times are tough, but it's important to save, and scrimp to save, even through the tough times. We help you find creative ways to get by as your bills continue to go up, but your income may not be keeping pace. We show you how to get your records and bills organized, set goals, save more and spend less, shop smarter and control debt. We also discuss where to turn for help if you need it.

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Women in the workforce have different concerns and challenges than men. A number of obstacles put women at a distinct disadvantage when it comes to accumulating enough money for their retirement. We talk about how to plan for these obstacles and ways to manage them.

The Sandwich Generation

You may be among the 20 million people caught in what's called the "Sandwich Generation." That's the growing number of people taking care of their children and aging parents at the same time. We show you how to save for retirement while meeting the needs of both generations.

When the Nest Egg Hatches: Investing and Withdrawing During Retirement

Reaching retirement is a significant milestone. Participants learn that it's not just how much you save for retirement, it's important to develop a plan to ensure that your savings nest egg lasts throughout your lifetime. We discuss investment strategies and withdrawal options as well as mistakes to avoid.

Social Security: One Piece of the Puzzle

Come learn why Social Security is an important piece of the puzzle for retirement planning. This workshop will answer some of the most common questions concerning you and your Social Security benefits.

**To schedule your office workshop, please send your request by
e-mail to:**

reservations.MSRP@maryland.gov

MSRP Educational Workshops **2013 Featured Monthly Workshops!**

These informational seminars can be scheduled individually or in multiple combinations. Each seminar ranges from 30 minutes to 1 hour in length.

- Great topics for Employee Lunch and Learns!
- New Employee Orientations (including 10 Minute Enrollment)
- Invite us to be a guest speaker at your agency staff meetings!
- We will also provide One on One appointments and an Information Booth

<i>January</i>	Good Money Habits to Stretch Your Dollars
<i>February</i>	Age 35 and Younger: Who is responsible for YOUR retirement?
<i>March</i>	Go for Broke or Buy Long Term Care Insurance? (NEW)
<i>April</i>	Tax Me Now or Tax Me Later: Is the Roth Right for Me?
<i>May</i>	When the Nest Egg Hatches: Investing and Withdrawing in Retirement
<i>June</i>	How much is enough for YOUR retirement?
<i>July</i>	The Sandwich Generation
<i>August</i>	Social Security: One Piece of the Puzzle (NEW)
<i>September</i>	I'm Saving My Money: Retirement Planning for Women
<i>October</i>	Investment Options: Managing Volatility
<i>November</i>	Charge! Wise Use of Credit Cards
<i>December</i>	Overview of MSRP Plans

To schedule your office workshop, please send your request by e-mail to:

reservations.MSRP@maryland.gov

Maryland Supplemental Retirement Plans

6 Saint Paul Street, Suite 200, Baltimore, MD 21202

Phone (410)767-8740 Fax (410) 659-0349

www.MSRP.maryland.gov



MSRP



Pre-tax Plans comparison chart

	Traditional 457(b) Deferred Compensation Plan	Traditional 401(k) Savings & Investment Plan	403(b) Tax Deferred Annuity Plan
Who's eligible to participate?	All regular and contractual State employees		State educational institution employees
Who's eligible for the State match?	All State employees in the State Employees' Alternate Contributory Pension Plan		
Are payroll deductions pretax?	Yes (but not for FICA)		
What's the minimum I may contribute?	\$5 per biweekly pay		
What's the maximum I may contribute?	\$17,500 in Calendar Year 2013 (may be adjusted in future years for inflation) ¹		
May I "catch-up" in a later year?	Age 50 or older bonus: \$5,500 in Calendar Year 2013. Special 457(b) Catch-up provision available within 3 years of retirement. These two provisions may not be used in the same year. ¹	Age 50 or older bonus: \$5,500 deferral in Calendar Year 2013	
May I contribute to more than one Plan at the same time?	Yes - but with the following limitations:	<ul style="list-style-type: none"> • \$17,500 457(b) and/or Roth 457(b) + \$17,500 401(k) and/or Roth 401(k) = \$35,000/yr • \$17,500 457(b) and/or Roth 457(b) + \$17,500 403(b) = \$35,000/yr • \$17,500 457(b) and/or Roth 457(b) + combination of 403(b) & 401(k)/Roth 401(k) not to exceed \$17,500 = \$35,000/yr 	
How often may I change my contribution amount?	Unlimited		
What are the costs to participate?	0.14% of your account value a year, no more than \$2,000, and 50 cents per month per account. ²		
What are the current investment options?	Investment Contract Pool Mutual Funds Targeted Retirement Funds (lifecyle funds)		Vanguard Money Market Mutual Funds Targeted Retirement Funds (lifecyle funds)
May I roll over money from other retirement accounts into my Maryland Supplemental Retirement account? ³	Yes - from a governmental 457(b), 401(k), 403(b), thrift savings plan or IRA into your supplemental retirement account		
May I roll over my supplemental retirement account to another type of retirement account, like an IRA?	Yes - to a 457(b), 403(b), 401(k) or IRA, upon leaving State service	Yes - to a 457(b), 403(b), 401(k) or IRA, upon leaving State service or obtaining age 59½	
May I withdraw money from my account while employed?	Yes, but only at age 70½ or older, or qualify for an unforeseeable emergency withdrawal	Yes, but only at age 59½ or older, or qualify for a hardship withdrawal	
When may I begin withdrawals from my account without a penalty? ⁴	When you leave State employment, regardless of age	If you leave State employment at age 55 or older, or age 59½ regardless of employment. Other exceptions may apply. Consult your tax or legal advisor for more information	
May I change my withdrawal option, amount or frequency once I start payout?	Yes, excluding purchased annuities		
Must I elect my payout date when I leave State employment?	No - payouts not required until 70½ and separated from service		
Is there a loan provision and a hardship/emergency provision?	Yes/Yes		

NOTE: 401(a) Match Plan: The withdrawal rules are the same for the 401(a) and 401(k) plans except that in the 401(a) plan, distributions are not permitted until separation from State service.

¹ Source: IRS Announces Pension Plan Limits for 2013, www.irs.gov

² In addition, each of the mutual funds offered by the plan has fund expenses that are netted directly from the mutual fund's daily price. These will vary based upon the mutual fund selected. Also, some mutual funds may impose a short-term trade fee. Please read the underlying prospectuses carefully. NOTE: some mutual funds pay reimbursements that offset fees, see our "Mutual Fund Savings" pamphlet and your account statement for more information.

³ As you make decisions about rolling over assets especially qualified retirement plans and IRAs, keep in mind that each type of account has different rules about fees, when you can access your funds, surrender charges and tax penalties.

⁴ Withdrawals are taxed as ordinary income.

Money market funds: Investment in the fund is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other federal government agency. Although the fund seeks to preserve the value of your investment at \$1.00 per share, it is possible to lose money by investing in the fund.

Target Maturity Funds are designed to provide diversification and asset allocation across several types of investments and asset classes, primarily by investing in underlying funds. Therefore, in addition to the expenses of the Target Maturity Funds, an investor is indirectly paying a proportionate share of the applicable fees and expenses of the underlying funds.

Target Maturity Funds are designed for people who plan to withdrawal funds during or near a specific year. These funds use a strategy that reallocates equity exposure to a higher percentage of fixed investments over time. Like other funds, target date funds are subject to market risk and loss. Loss of principal can occur at any time, including before, at or after the target date. There is no guarantee that target date funds will provide enough income for retirement.

Fund prospectuses can be obtained by calling 1-800-545-4730. Before investing, carefully consider the fund's investment objectives, risks, and charges and expenses. The fund prospectus contains this and other important information. Read prospectuses carefully before investing.



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After-tax Plans comparison chart

	Roth 457(b) Deferred Compensation Plan	Roth 401(k) Investment Plan
Who's eligible to participate?	All regular and contractual State employees	
Who's eligible for the State match?	All State employees in the State Employees' Alternate Contributory Pension Plan	
Are payroll deductions pretax?	No	
What's the minimum I may contribute?	\$5 per biweekly pay	
What's the maximum I may contribute?	\$17,500 in Calendar Year 2013 (may be adjusted in future years for inflation) ¹	
May I "catch-up" in a later year?	Age 50 or older bonus: \$5,500 in Calendar Year 2013. Special 457(b) Catch-up provision available within 3 years of retirement. These two provisions may not be used in the same year. ¹	Age 50 or older bonus: \$5,500 deferral in Calendar Year 2013
May I contribute to more than one Plan at the same time?	Yes - but with the following limitations:	<ul style="list-style-type: none"> • \$17,500 457(b) and/or Roth 457(b) + \$17,500 401(k) and/or Roth 401(k) = \$35,000/yr • \$17,500 457(b) and/or Roth 457(b) + \$17,500 403(b) = \$35,000/yr • \$17,500 457(b) and/or Roth 457(b) + combination of 403(b) & 401(k)/Roth 401(k) not to exceed \$17,500 = \$35,000/yr
How often may I change my contribution amount?	Unlimited	
What are the costs to participate?	0.14% of your account value a year, no more than \$2,000, and 50 cents per month per account. ²	
What are the current investment options?	Investment Contract Pool Mutual Funds Targeted Retirement Funds (lifecycle funds)	
May I roll over money to or from other retirement accounts into my Maryland Supplemental Retirement account? ³	Yes - but only a direct rollover from another Roth 457(b) account.	Yes - but only a direct rollover from another Roth 401(k) account.
Will my distributions be taxed?	Qualified distributions are not subject to federal or Maryland income tax. If not a qualified distribution, investment earnings are subject to ordinary income tax and possibly a 10% early withdrawal penalty. ⁴	
When may I begin withdrawals from my account without a penalty? ⁴	When you leave State employment, regardless of age	If you leave State employment at age 55 or older, or age 59½ regardless of employment. Other exceptions may apply. Consult your tax or legal advisor for more information
May I change my withdrawal option, amount or frequency once I start my payout?	Yes, excluding purchased annuities	
Must I elect my payout date when I leave State employment?	No - payouts not required until 70½ and separated from service	
Is there a loan provision and a hardship/emergency provision?	Yes/Yes	

NOTE: 401(a) Match Plan: The withdrawal rules are the same for the 401(a) and 401(k) plans except that in the 401(a) plan, distributions are not permitted until separation from State service.

¹ Source: IRS Announces Pension Plan Limits for 2013, www.irs.gov

² In addition, each of the mutual funds offered by the plan has fund expenses that are netted directly from the mutual fund's daily price. These will vary based upon the mutual fund selected. Also, some mutual funds may impose a short-term trade fee. Please read the underlying prospectuses carefully. NOTE: some mutual funds pay reimbursements that offset fees, see our "Mutual Fund Savings" pamphlet and your account statement for more information.

³ As you make decisions about rolling over assets especially qualified retirement plans and IRAs, keep in mind that each type of account has different rules about fees, when you can access your funds, surrender charges and tax penalties.

⁴ Generally, a Roth 401(k) account distribution is a qualified distribution if 1) the Roth 401(k) account has been in existence for a five-year period (the five-year period begins January 1 of the year a participant first makes a Roth contribution into the plan, and 2) a participant is age 59½, or has died or become disabled under IRC section 72(m)(7). Distributions made prior to these requirements being met are non-qualified distributions, and earnings could be taxable.

Fund prospectuses can be obtained by calling 1-800-545-4730. Before investing, carefully consider the fund's investment objectives, risks, and charges and expenses. The fund prospectus contains this and other important information. Read prospectuses carefully before investing.

This information is of a general and informational nature and is NOT INTENDED TO CONSTITUTE LEGAL OR INVESTMENT ADVICE.

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