

DRS use only: Agency No. _____



Deferred Compensation Program (DCP) Enrollment Form

This is a participation agreement to enroll in the Washington State Deferred Compensation Program (DCP).

Send completed form to:
Department of Retirement Systems
Deferred Compensation Program
PO Box 48380 • Olympia, WA 98504-8380
www.drs.wa.gov/dcp • 888.327.5596
TTY: 711 • Fax: 360.586.5474

Personal Information

Social Security Number	Employer (Agency Name)	Phone Number
Your name (Last, First, Middle)		Alternate Phone Number
Mailing Address	City	State ZIP
Date of Birth (MM/DD/YYYY)	Email Address	Gender <input type="checkbox"/> M <input type="checkbox"/> F

Contribution

2017 monthly contribution limits: Minimum \$30 (or 1%), maximum \$1,500 with some exceptions; age 50 and older can defer up to \$2,000. Contact DCP if you want to contribute more than \$2,000.

Using whole numbers, choose a dollar or percentage amount.

- Percentage: I authorize my employer to defer _____% monthly.
OR
 Dollar: I authorize my employer to defer \$_____ monthly.

Investment Options

Use the menu on the back of this form to choose where your contributions will be invested.

Signature Required

I have completed the Investment Options section on the back of this form.

DCP Enrollment

- I have read and understand all sections of this form including the Memo of Understanding.
- I authorize my employer to defer the amount indicated each month to the Deferred Compensation Program (DCP).
- I authorize my employer to deduct any contribution changes I request through DCP in the future.
- This agreement will continue until further notification by me.
- I understand a DCP administrative fee will be deducted quarterly from my account balance (See DCP Enrollment Guide).

Signature

Date

Please complete the other side of this form as well.



Investment Options

With DCP you can choose from two approaches to investing. To decide which approach may be right for you, see the investment information in this guide. We encourage you to choose only one of the two approaches. You always have the option to change your investment at a later date. Total percentages must be whole and equal to 100%. If you do not choose an option or your choices do not equal 100%, your contributions will be placed in the One-Step Investing program that assumes your target retirement age is 65 years.

One-Step Investing Funds

Choosing just one fund gives you a diversified portfolio. To find which fund is right for you, pick your target date for retiring or withdrawing your funds. Listed from most conservative to most aggressive:

- Retirement Maturity Strategy (80WASH)
- 2005 Retirement Strategy (81WASH)
- 2010 Retirement Strategy (82WASH)
- 2015 Retirement Strategy (83WASH)
- 2020 Retirement Strategy (84WASH)
- 2025 Retirement Strategy (85WASH)
- 2030 Retirement Strategy (86WASH)
- 2035 Retirement Strategy (87WASH)
- 2040 Retirement Strategy (88WASH)
- 2045 Retirement Strategy (89WASH)
- 2050 Retirement Strategy (91WASH)
- 2055 Retirement Strategy (92WASH)
- 2060 Retirement Strategy (93WASH)

Percentage for selected target date _____%

Build and Monitor Funds

Mix and match to create a diversified portfolio. Write the percentages in the space below for each fund you want to invest in. Listed from most conservative to most aggressive:

- | | |
|---|--------|
| Savings Pool (10WASH) | _____% |
| Washington State Bond Fund (25WASH) | _____% |
| Socially Responsible Balanced Fund (30WASH) | _____% |
| U.S. Large Cap Equity Index Fund (11WASH) | _____% |
| Global Equity Index Fund (13WASH) | _____% |
| U.S. Small Cap Value Equity Index Fund (12WASH) | _____% |
| Emerging Market Equity Index Fund (14WASH) | _____% |
-

DCP Beneficiary Designation

To add or edit your beneficiaries once you are enrolled in DCP, log in to DRS at drs.wa.gov/oaa and select "My Account." The beneficiary designation for DCP is different from your pension beneficiary designation.

Your Social Security number is needed so DRS can report to the IRS any funds paid to you. DRS will not disclose your Social Security number unless required to do so by law. (See IRC sections 6041(a) and 6109.)



DCP Enrollment Form

Memo of Understanding

Send completed form to:
Department of Retirement Systems
Deferred Compensation Program
PO Box 48380 • Olympia, WA 98504-8380
www.drs.wa.gov/dcp • 888.327.5596

This memo highlights certain provisions of the Deferred Compensation Program (DCP). For specific details, refer to this guide, the DCP website and the WAC regulations mentioned below. I understand the following:

Contributions

My monthly salary will be reduced each month by the amount that I have elected to contribute.

It is my responsibility to ensure my contributions do not exceed the allowable amount specified in IRC 457; if they do, my employer may disallow deferral of the excess, which also may be taxed currently. However, I may qualify for catch-up options mentioned in this guide.

My contributions cannot begin sooner than the month following Enrollment Form approval (WAC 415-501-410).

Investments

My contributions will be held in trust by the Washington State Investment Board for the exclusive benefit of participants and their beneficiaries until paid to me under the rules of the program (WAC 415-501-580).

I have elected to have my contributions invested as indicated on my Enrollment Form. Earnings, if any, will be applied to my accumulated contributions in accordance with the investment option(s) I select (WAC 415-501-475).

I may change or stop the amount I contribute and may change my investment(s) by using the DCP website, or calling DCP.

Withdrawals

I can have access to my funds upon separation from employment. Refer to WAC 415-501-485 for distribution details and for exceptions that allow access to funds prior to separation.

I may elect the date and method of distribution of my accumulated contributions according to those methods approved by the Department of Retirement Systems (DRS) (WAC 415-501-485).

In the event of my death, any unpaid benefits will be paid to my designated beneficiaries (WAC 415-501-486).

Administration

DCP is configured as an IRS 457(b) plan. DRS retains administrative control over the program and the Legislature retains the right to terminate the program (WAC 415-501-530 and WAC 415-501-540).

My employer, DRS, the record keeper and the Washington State Investment Board are not liable for the performance of investments.

I may not assign or transfer my rights in the program (WAC 415-501-570).

I will receive an enrollment confirmation notice, indicating acceptance into the program.