



# Retirement Plan Enrollment Guide

Your employer's retirement savings plan was established to help employees accumulate savings for the years that you spend in retirement. An employer-sponsored retirement plan is an incredibly valuable employee benefit and is the most effective way to save for retirement because it offers employees the following savings advantages:



## Pre-Tax Contributions

Your "salary deferral" contributions to your retirement plan account are made on a pre-tax basis, which means that they are not subject to federal, state, or local income taxes like the rest of your take-home pay.



## Professionally-Managed Investment Options

The retirement plan includes a number of professionally-managed options for investing your account in choices that are appropriate for your risk tolerance and investment time horizon.



## Tax-Deferred Growth of Your Account

Your retirement plan account grows on a tax-deferred basis. This means that the investment earnings, interest, and dividends within your account are not subject to taxation as your account grows. The only amounts that are subject to federal, state, and local income taxes are the amounts that you withdraw from your account during retirement.



## "Roth" Savings Option

Some retirement plans include a "Roth" savings option in addition to the pre-tax savings option described above. With a Roth savings option, your contributions to the retirement plan are subject to federal, state, and local income taxes like the rest of your take-home pay. Then, the investment earnings, interest, and dividends within your account grow on a tax-free basis, and any withdrawals that you take from your account during retirement are not subject to income taxation. It is a way of "locking in" your current income tax rate instead of paying income taxes during retirement when your income tax rate might be higher.

If your employer's retirement plan includes a Roth savings option, you will be given the ability to select that option when you complete your plan enrollment.

## The Importance of Saving for Retirement

The back cover of this Retirement Plan Enrollment Guide includes illustrations demonstrating the effectiveness of an employer-sponsored retirement plan in accumulating savings for retirement. This Retirement Plan Enrollment Guide provides instructions for creating a personalized savings strategy to meet your retirement savings goals.



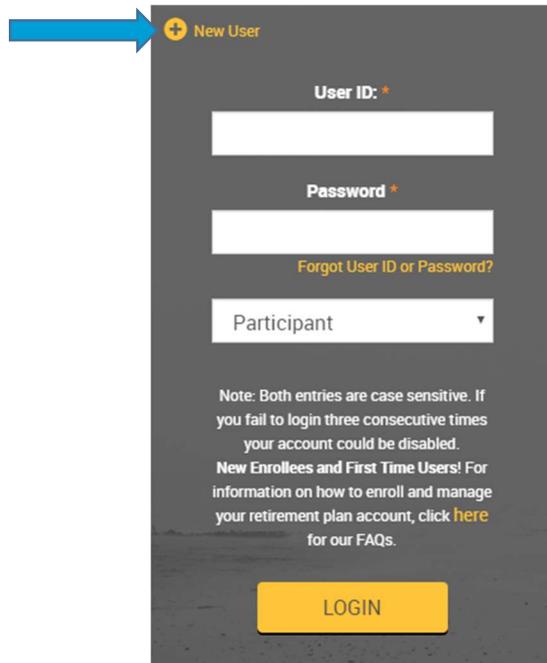
## Let's Get Started!

To enroll in your employer's retirement savings plan, please follow the enrollment instructions starting on the next page.

## How To Enroll In The Plan

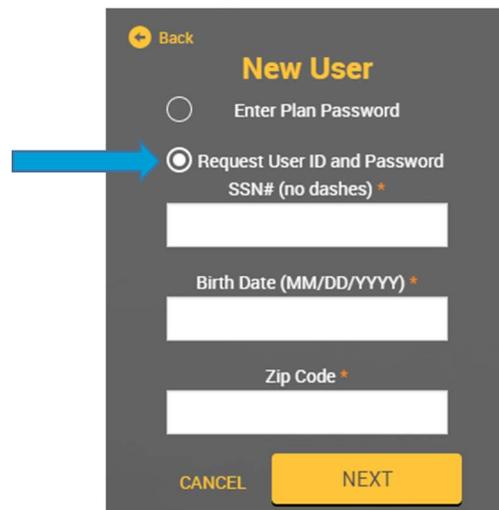
Please follow the below steps to enroll in the plan and establish your comprehensive retirement savings strategy.

- 1) Go to [www.trpc401k.com](http://www.trpc401k.com).
- 2) The first time you log into your account, click “New User” in the top left corner of the log-in tile.



A screenshot of a dark grey login form titled "New User" with a blue arrow pointing to the title. The form contains the following fields: "User ID: \*" with a white input box, "Password \*" with a white input box, a link "Forgot User ID or Password?" in yellow, and a "Participant" dropdown menu. Below these fields is a note: "Note: Both entries are case sensitive. If you fail to login three consecutive times your account could be disabled." followed by "New Enrollees and First Time Users! For information on how to enroll and manage your retirement plan account, click [here](#) for our FAQs." At the bottom is a yellow "LOGIN" button.

- 3) Then, select the “Request User ID and Password” option on the New User tile. Enter your Social Security Number (no dashes), your Birth Date (MM/DD/YYYY), and Zip Code and select “Next”. You will then be asked to verify your Birth Date and Zip Code.



A screenshot of a dark grey screen titled "New User" with a blue arrow pointing to the "Request User ID and Password" option. The screen has a "Back" button in the top left. There are two radio button options: "Enter Plan Password" (unselected) and "Request User ID and Password" (selected). Below the selected option are three white input boxes labeled "SSN# (no dashes) \*", "Birth Date (MM/DD/YYYY) \*", and "Zip Code \*". At the bottom are two buttons: "CANCEL" and "NEXT".

- 4) Once logged in, you will be asked to answer three Security Questions and change your User ID and Password. You will have the opportunity to enter an email address and/or phone number (voice or text) that can be used to send your one-time PIN for future log-ins.
- 5) On the “Enrollment Selections” page, select *iJoin® On-Track Enrollment* and follow the steps to complete your plan enrollment.

## “Roll Over” Another Retirement Savings Account Into Your Plan Account

You have the option to complete a tax-free transfer from your account in a previous employer’s retirement plan or from a personal IRA into your plan account as a “Rollover”. A Rollover is a popular way of combining all of your retirement savings in a single account instead of maintaining separate retirement plan accounts.

If you wish to complete a Rollover, please do the following:

- 1) Log into your plan account.
- 2) Go to Forms & Reports → Forms.
- 3) Under “Select form group” choose “Rollover Money Into Your Plan” and under “Select form” choose “Rollover Form”, then click “Get Results” to download the form.
- 4) Follow the instructions on the “Making Rollovers Into Your Retirement Plan” page to complete the rollover into your account.

## Other Plan Information

A detailed description of all the rules that govern the plan can be found in the **Summary Plan Description**. If you have not yet received a copy of the Summary Plan Description you may obtain it by requesting a copy from your employer’s Plan Representative(s).

## Questions

If you have questions about plan rules and features, setting up your account, or navigating the user site, please call TRPC Client Services at 888-673-5440, Monday through Friday between 8am-8pm ET.

## The Importance of Saving for Retirement

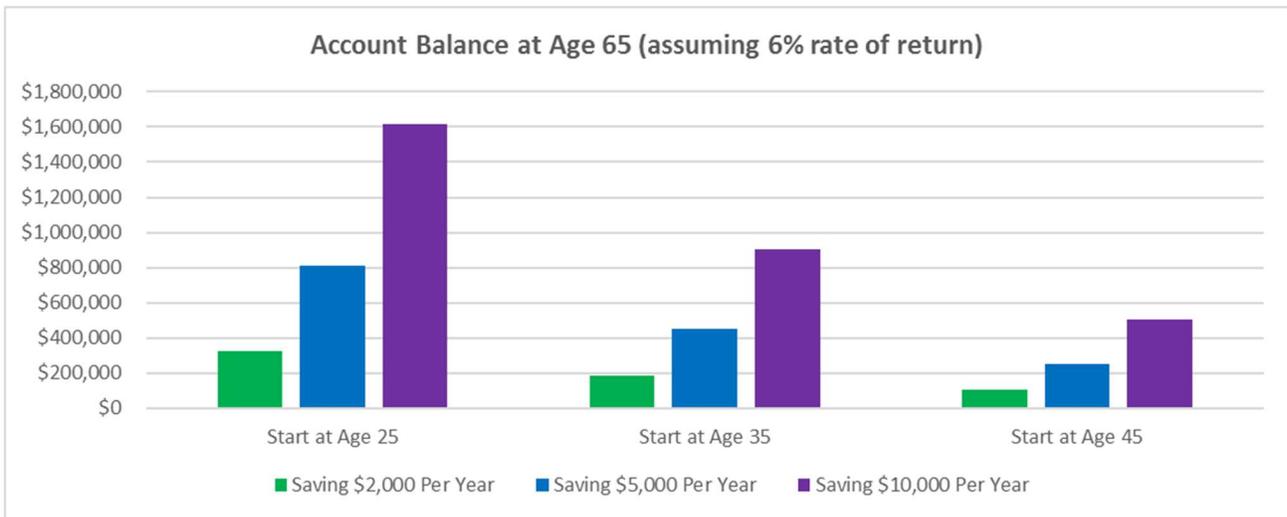
*“Most financial advisors say you’ll need about 70 percent of your pre-retirement earnings to comfortably maintain your pre-retirement standard of living. If you have average earnings, your Social Security retirement benefits will replace only about 40 percent. The percentage is lower for people in the upper income brackets and higher for people with low incomes. You’ll need to supplement your Social Security benefits with savings and investments.”*

- Source: Social Security Administration ([www.ssa.gov/planners/retire/r&m6.html](http://www.ssa.gov/planners/retire/r&m6.html))

## The Importance of Starting Early

While it’s never too late to start saving for retirement because of the immediate tax benefits of retirement savings, the earlier you start saving the easier it will be to meet retirement savings goals.

The below chart shows how much an account balance would be worth at age 65 for workers who start saving at age 25, 35, or 45 (assuming a 6% rate of return). The annual savings amounts shown (\$2,000, \$5,000, or \$10,000 per year) is a combination of your salary deferral contributions and any contributions that are made to the plan by your employer.



## The Significance of Compounded Investment Returns

The amounts that are contributed to your account will earn investment returns over time, and as your account grows it will earn investment returns on the investment returns themselves! This is known as “compounded investment returns”, which causes your account to grow exponentially rather than in a straight line.

The below chart shows the value of \$2,000, \$5,000, or \$10,000 invested after 20, 30, and 40 years (assuming a 6% rate of return). For example, \$10,000 invested today would be worth nearly \$60,000 in 30 years!

