

# PERAPlus 401(k) Plan

Create your Plan for the future.



Today, most financial experts agree that you will need approximately 80 percent of your income to maintain your current way of life in retirement. And while your Colorado PERA Defined Benefit (DB) or Defined Contribution (DC) Plan will contribute to that amount, you may want additional savings.

That's where the PERAPlus 401(k) Plan comes into play. A voluntary retirement savings program offered through PERA, the PERAPlus 401(k) Plan can help you create your plan for the future.

### Enroll Today!

- Complete the *401(k) Contribution Authorization Form* and return it to your employer's payroll office to start contributing to the Plan. A copy of the form is included in this *Enrollment Guide*
- Go to [www.copera.org](http://www.copera.org) and click on the "PERAPlus 401(k)/457 and PERA DC Plan Information" link from the "Programs" menu. Then, select "Enroll in the PERAPlus 401(k) Plan Online" to enroll

### Investment Elections

You'll need to decide how to invest your contributions. Your elections must total 100 percent in whole percentages or whole dollar increments. If you do not make an investment election, your first contribution will be invested in a Target Retirement Date Fund based on your date of birth and an expected retirement at age 65. You can change your investment election(s) online by logging on to your account through [www.copera.org](http://www.copera.org) or by calling 1-800-759-7372 and selecting the PERAPlus option.\*

\* You will need your PERA Personal Identification Number (PIN), which will be mailed to you by PERA after receipt of your first contribution. You will use your PERA PIN to create a User ID and password to access all of your PERA accounts. If you already have a PERA PIN and have forgotten it, call PERA's Customer Service Center to have it sent to you.

### Who Can Enroll in the Plan?

- All employees working for a PERA-affiliated employer
- Retirees who have returned to work for PERA-affiliated employers
- Retirees and inactive members who would like to roll money into the Plan
- Employees who work for an employer who has adopted the Roth option are eligible to make Roth contributions

### Choose Your Beneficiary

When you enroll, be sure to choose a beneficiary—someone who will receive your account in the event of your death. A *401(k) Plan Beneficiary Designation Form* is included in this *Enrollment Guide*.

### Plan Website

The PERAPlus 401(k) Plan website is accessible through [www.copera.org](http://www.copera.org) by clicking on the "PERAPlus 401(k)/457 and PERA DC Plan Information" link under the "Programs" menu. Or, you can log in to your account on [www.copera.org](http://www.copera.org) with your User ID and password and then select "PERAPlus 401(k) Account Access."



# Plan Features

## Pre-Tax and Roth Contributions

You may save 100 percent of your eligible compensation, subject to the annual IRS maximum contribution limits. Pre-tax contributions are automatically deducted from your paycheck before taxes are taken out.

If your employer has adopted the Roth option, you may also make Roth contributions. Roth contributions are automatically deducted from your paycheck after taxes have been taken out.

Whether you make pre-tax or Roth contributions, the total amount you may contribute to the PERAPlus 401(k) Plan is subject to the annual IRS contribution limits (see the Plan website for current limits). If you need help determining how much to save, use the retirement planning calculators online at [www.copera.org](http://www.copera.org).

## Catch-Up Contributions

If you are age 50 or older and contributing the maximum amount allowable to the Plan, you may contribute an additional catch-up contribution, up to the annual IRS limit.

## Employer Contributions

Your employer may choose to match a percentage of the amount you contribute to the Plan (not to exceed the yearly IRS total contribution maximum). Your employer may also make discretionary contributions on your behalf. Any matching employer contributions are always made on a pre-tax basis, regardless of whether you are contributing on a pre-tax or Roth basis. Contact your employer to see if your employer provides any contributions.



## Investment Advice

Through the Plan, you can access investment advice at no additional cost through Voya Financial's Online Advice, which offers a step-by-step action plan that shows which investments to choose and how much to invest in each one. Or, for a fee (about \$5.00 a month for every \$10,000 in your account), you can choose to have a Professional Manager create and monitor a personalized plan for you. For more information, call **1-800-759-7372** and select the PERAPlus option or access the Plan website through [www.copera.org](http://www.copera.org) and click the "Voya Retirement Advisors" link.

## Vesting

You are always 100 percent vested in your entire account balance.

## Purchasing Service Credit

You may use your PERAPlus 401(k) pre-tax contributions to purchase eligible service credit. For more information, review the *Purchasing Service Credit* booklet available from PERA. You may not use Roth contributions to purchase service credit.

# Benefits of Saving With the PERAPLus Program

## Benefit From Investing Regularly

Making regular contributions to the PERAPLus 401(k) Plan allows you to take advantage of a strategy called dollar-cost averaging. You buy shares of a fund by investing the same amount of money on a regular schedule, regardless of the market price of the investment. Dollar-cost averaging allows you to buy more shares when the price is lower and fewer shares when the price is higher. The result is a potentially lower average cost per share compared to a lump-sum investment.

*Assumptions: Each individual makes a \$100 monthly contribution earning a 6 percent annually compounded return. This is an example and is not intended to guarantee an actual rate of return. Actual returns may be more or less, depending on your investments.*

## Roth Option

Unlike traditional PERAPLus 401(k) pre-tax contributions, Roth contributions are taxed before the money is contributed to the Plan. Any earnings on Roth contributions grow tax-free and distributions from your PERAPLus 401(k) Roth account may be tax-free for federal, state, and local income tax purposes provided they are qualified distributions (see page 12).

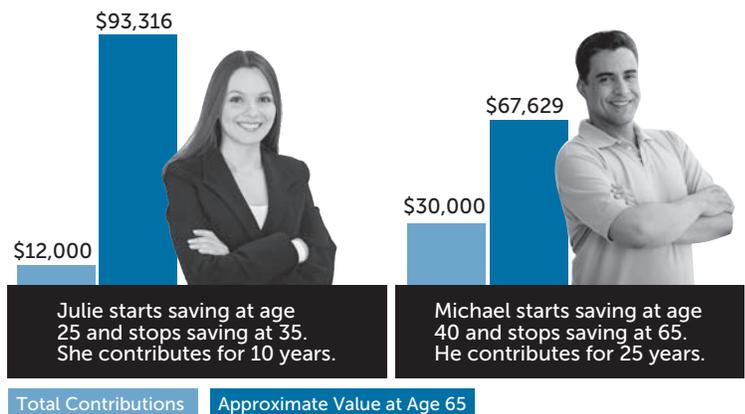
The overall benefit of the Roth option will be realized when you retire since the money in that account has already been taxed. In contrast, distributions from the traditional PERAPLus 401(k) pre-tax account will be subject to income tax in the year the money is distributed to you, unless you elect to roll it over to another eligible retirement plan. This allows you to plan your tax strategy for your retirement Plan distributions.

### Comparing the PERAPLus Roth Option to a Roth IRA

- You may make Roth contributions to your PERAPLus 401(k) Roth account regardless of your income level.
- You can contribute more money to the PERAPLus 401(k) Roth account than a Roth IRA. The annual contribution limit for the Roth account in the PERAPLus 401(k) Plan is significantly higher than the annual contribution limit of a Roth IRA.

## Saving Early Pays Off

Saving early with the PERAPLus 401(k) Plan lets you take advantage of compounding, as illustrated in the chart below. The longer you have to save, the more time your money will have to grow.



- There are no required minimum distributions from a Roth IRA. However, PERAPLus 401(k) Roth distributions are required at the later of age 70½ or the date you stop working for your employer. If you do not take your required minimum distribution, a 50 percent penalty would apply to all amounts not taken from the PERAPLus 401(k) Roth account.
- A Roth IRA does not have withdrawal restrictions (you can withdraw your Roth IRA funds at any time, subject to applicable taxes), while withdrawals from your PERAPLus 401(k) Roth account are limited to termination of employment, financial hardship, death, disability, or attainment of age 59½ while employed.
- PERAPLus 401(k) Roth amounts may be rolled into another 401(k), 403(b), or governmental 457(b) plan that has a Roth feature, or to a Roth IRA. However, if the amounts are rolled to a Roth IRA, the amounts are subject to the five-year taxable period of that Roth IRA.

## Roth and Pre-Tax Comparison

The following chart highlights the differences between the tax-deferred and Roth accounts within the PERAPlus Plans that may be available to you. The Roth option is only available if your employer has adopted it.

COMPARE	Pre-Tax		Roth	
	PERAPlus 401(k)	PERAPlus 457	PERAPlus 401(k)	PERAPlus 457
<b>Contributions</b>	Pre-tax basis		Tax-paid basis	
<b>Maximum Contribution</b>	Lesser of the annual IRS limit or 100% of gross salary, minus PERA contributions			
<b>Catch-Up for Participants Age 50 or Older</b>	Yes			
<b>Additional Catch-Up Provision</b>	No	For the three consecutive years prior to your normal retirement age, you may be able to contribute up to twice the available limit if you under-contributed in prior years	No	For the three consecutive years prior to your normal retirement age, you may be able to contribute up to twice the available limit if you under-contributed in prior years
<b>Investment Earnings</b>	Tax-deferred earnings		Tax-free earnings at distribution if qualified distribution rules are met	
<b>Tax-Free Qualified Distributions</b>	Not available. Distributions generally taxed as ordinary income.		If 5-year holding period satisfied and distribution due to: <ul style="list-style-type: none"> <li>• Attainment of age 59½</li> <li>• Disability</li> <li>• Death</li> </ul>	
<b>Active Service Withdrawal</b>	Financial hardship or after age 59½	Unforeseeable emergency or after age 70½	Financial hardship or after age 59½	Unforeseeable emergency or after age 70½
<b>Qualifying Events That Allow You to Take a Distribution</b>	Retirement, termination from employment, disability, attainment of age 59½, or financial hardship (may be subject to a 10 percent early withdrawal penalty)	Retirement, termination from employment, disability, attainment of age 70½ while employed, or unforeseeable emergency	Retirement, termination from employment, disability, attainment of age 59½, or financial hardship (may be subject to a 10 percent early withdrawal penalty)	Retirement, termination from employment, disability, attainment of age 70½ while employed, or unforeseeable emergency
<b>Penalty on Early Withdrawals Before Age 59½ (Termination From Employment)</b>	Yes, there is a 10 percent IRS penalty on taxable amounts unless directly rolled over to another account or if you separate from service in the year you turn age 55 or older	No	Yes, there is a 10 percent IRS penalty on taxable amounts unless directly rolled over to another account or if you separate from service in the year you turn age 55 or older	No
<b>Required Minimum Distributions</b>	Yes			
<b>Loan Provisions</b>	Yes, up to two at any time			
<b>Rollovers Out</b>	Rollover of eligible amounts to 401(a), 401(k), 403(b), governmental 457(b), traditional IRA, or Roth IRA		Rollover of eligible amounts to a Roth IRA, Roth account in a 401(k), Roth account in a 403(b), or a Roth account in a governmental 457(b)	
<b>Rollovers In</b>	Accepts pre-tax rollovers from a 401(a), 401(k), 403(b), governmental 457(b), and IRA		Accepts Roth rollovers from 401(k), 403(b), and governmental 457(b)	
<b>Commission, Load, Surrender, or Payout Fees</b>	None			
<b>Purchase Service Credit</b>	Yes		No	
<b>In-Plan Conversions</b>	Available to convert otherwise distributable amounts from pre-tax to Roth (will be taxable in the year converted)		N/A	

# PERAdvantage Investment Options

Through the PERAPlus 401(k) Plan, you have access to the following PERAdvantage investment options:

## Primary investment options

- PERAdvantage Target Retirement Date Funds:  
*PERAdvantage Income, 2020, 2025, 2030, 2035, 2040, 2045, 2050, 2055, and 2060 Funds*
- PERAdvantage Capital Preservation Fund
- PERAdvantage Fixed Income Fund
- PERAdvantage Real Return Fund
- PERAdvantage U.S. Large Cap Stock Fund
- PERAdvantage International Stock Fund
- PERAdvantage U.S. Small and Mid Cap Stock Fund

## Additional investment options

- PERAdvantage SRI Fund
- Self-Directed Brokerage Account

If you do not choose how you want your contributions to be invested, your money will be placed in the PERAdvantage Target Retirement Date Fund based on your date of birth and expected retirement at age 65 as described in the table to the right.

See Investment Fund Details on pages 7–8.

## Pick a Path

PERAdvantage investment options allow you to select your investments by choosing one of the two paths below that best describes your level of investment knowledge. The same PERAdvantage investment options are available for both pre-tax and Roth contributions. However, you may select different investment allocations for each type of contribution.

### I am not sure how to invest.

If you feel like you don't have the time or knowledge to make investment decisions, consider this option.

**Choose a Target Retirement Date Fund.** You can make one investment decision by choosing one fund, based on your expected retirement date and date of birth (see chart below). Target Retirement Date funds are designed to automatically grow more conservative as you reach your retirement date.

Fund	Date of Birth Range
PERAdvantage Income Fund	December 31, 1952, or earlier
PERAdvantage 2020 Fund	January 1, 1953–December 31, 1957
PERAdvantage 2025 Fund	January 1, 1958–December 31, 1962
PERAdvantage 2030 Fund	January 1, 1963–December 31, 1967
PERAdvantage 2035 Fund	January 1, 1968–December 31, 1972
PERAdvantage 2040 Fund	January 1, 1973–December 31, 1977
PERAdvantage 2045 Fund	January 1, 1978–December 31, 1982
PERAdvantage 2050 Fund	January 1, 1983–December 31, 1987
PERAdvantage 2055 Fund	January 1, 1988–December 31, 1992
PERAdvantage 2060 Fund	January 1, 1993, or later

For an additional fee, Voya's Professional Management program can provide a personalized savings and investment plan, implement your plan, monitor your plan, and make ongoing changes to keep you on track. For more information, call 1-800-759-7372, select the PERAPlus option, and ask to speak with a Voya Advisor.

### I am comfortable making my own investment decisions.

If you have the time and knowledge to learn about your investment options and want to be responsible for making investment changes, consider these options.

**Choose a Mix of Primary Investments with Available Advice.** You choose which PERAdvantage investment options (at left) you'd like to invest in and what percentage of your contributions to invest in each. If you need help deciding what asset allocation is right for you, Online Advice is available at no additional cost.

**Choose Additional Investment Options.** You may also invest in the PERAdvantage SRI Fund that screens for various social causes. A Self-Directed Brokerage Account is also available for an additional fee.

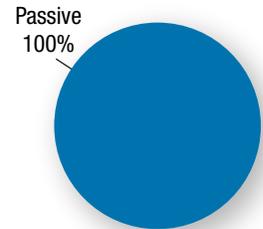
# Investment Fund Details

For current information on these funds, including the objective, investment strategy, quarterly returns, risks, and underlying investment managers, access the Plan website through [www.copera.org](http://www.copera.org).

## PERAdvantage Target Retirement Date Funds: PERAdvantage Income, 2020, 2025, 2030, 2035, 2040, 2045, 2050, 2055, and 2060 Funds

Each fund is 100 percent comprised of the corresponding BlackRock LifePath® Index Target Retirement Date Fund. These funds grow more conservative as they reach their target retirement date. The funds provide a diverse mix of quality index-based commingled trust funds assembled to provide exposure to U.S. large cap equities; U.S. small and mid cap equities; international equities; global real estate; commodities; U.S. inflation-linked bonds; U.S. bonds; and money market.

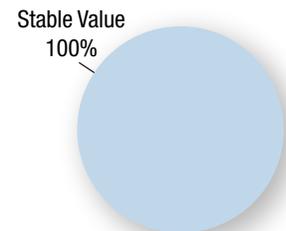
*Benchmarks: Custom blends for each fund weighted in proportion to the fund mix. The following indices may be included: Russell 1000 Index, Russell 2000 Index, MSCI ACWI es-U.S. IMI Index, Barclays Capital U.S. Aggregate Bond Index, Barclays Capital U.S. TIPS Index, FTSE ESPRA/NAREIT Developed Index, Citigroup 3 Month T-Bill Index, and Dow Jones-UBS Commodity Index*



## PERAdvantage Capital Preservation Fund

Assets in this fund are 100 percent invested in a Great-West Stable Value Fund.

*Benchmark: Huebel Stable Value Index*



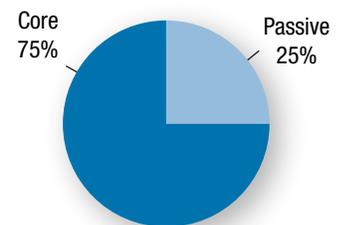
## PERAdvantage Fixed Income Fund

Assets in this fund are automatically invested in two different categories: passive and core.

**Passive**  
BlackRock U.S. Debt Index Fund

**Core**  
BlackRock Core Alpha Fund  
Wells Fargo Core Bond II CIT Fund

*Benchmark: Barclays Capital Aggregate Bond Index*



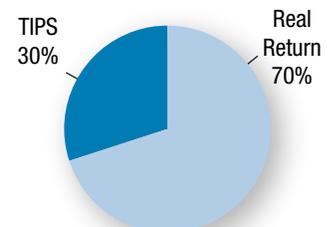
## PERAdvantage Real Return Fund

Assets in this fund are automatically invested in two different categories: TIPS (Treasury Inflation-Protected Securities) and real return.

**TIPS**  
SSgA U.S. Inflation Protected  
Bond Index Fund

**Real Return**  
SSgA Real Assets Fund

*Benchmark: 30 percent Barclays Capital U.S. TIPS Index and 70 percent composite of the following indices: DJ-UBS Roll Select Commodity Index, Barclays Capital U.S. TIPS Index, Dow Jones U.S. Select REIT Index, S&P Global LargeMidCap Commodity and Resource Index*



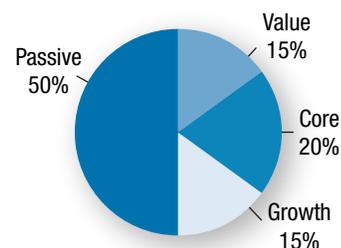
# Investment Fund Details (continued)

## PERAdvantage U.S. Large Cap Stock Fund

Assets in this fund are automatically invested in four different categories: passive, value, core, and growth.

Passive	Value	Core	Growth
PERA Russell 1000™ Index Portfolio	LSV Asset Management U.S. Large Cap Value Equity Portfolio	PERA Growth & Income Portfolio	Winslow Capital Management Large Cap Growth Portfolio

**Benchmark:** Russell 1000™ Index

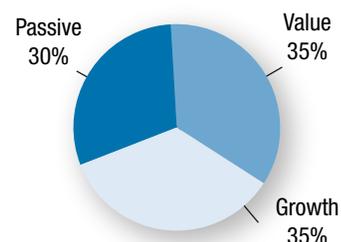


## PERAdvantage International Stock Fund

Assets in this fund are automatically invested in three different categories: passive, value, and growth.

Passive	Value	Growth
BlackRock MSCI ACWI ex-U.S. IMI Index Fund	Dodge & Cox International Stock Fund	Harding Loevner International Equity Strategy Portfolio

**Benchmark:** MSCI ACWI ex-U.S. Index

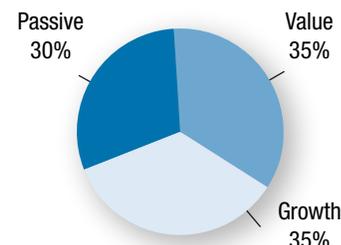


## PERAdvantage U.S. Small and Mid Cap Stock Fund

Assets in this fund are automatically invested in three different categories: passive, value, and growth.

Passive	Value	Growth
BlackRock Russell 2500™ Index Fund	Dimensional Fund Advisors U.S. Targeted Value Fund	TimesSquare Small/Mid Cap Growth Portfolio

**Benchmark:** Russell 2500™ Index

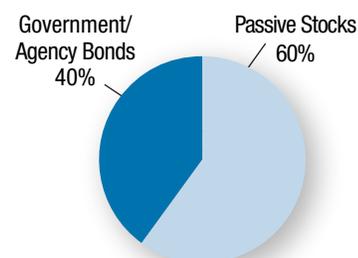


## PERAdvantage SRI Fund

Assets in this fund are automatically invested in two different categories: Government/agency bonds and passive stocks.

Government/Agency Bonds	Passive Stocks
JPMorgan Government Bond Fund	Northern Funds Global Sustainability Index Fund

**Benchmark:** 60 percent MSCI World ESG Index, 40 percent Barclays Capital Government Index



## Self-Directed Brokerage Account

You can choose investments beyond the primary funds using a Self-Directed Brokerage Account with TD Ameritrade. You must transfer \$1,000 or more to open a Self-Directed Brokerage Account and must keep at least \$500 invested in the primary PERAdvantage funds. Money in the primary funds will be used to pay the annual \$50 Self-Directed Brokerage fee and the 0.06 percent annual Plan administration asset-based fee on the balance in your brokerage account. You will also be subject to additional transaction and management fees for your activities and investments in the brokerage account. For more information or to open an account, call 1-800-759-7372 and select the PERAPlus option.

# Managing Your Account

## Transactions and Information

Most transactions and information requests can be made by logging on to your account on [www.copera.org](http://www.copera.org) and selecting "PERAPlus 401(k) Account Access." To access your account information or make transactions, you will need your User ID and password. You will receive your PERA PIN from PERA after your first contribution is received. You will use your PERA PIN to create a User ID and password.

If you prefer to speak with a Participant Service Representative, call **1-800-759-7372** and select the **PERAPlus** option weekdays from 6:00 a.m. to 6:00 p.m. (Mountain time), excluding New York Stock Exchange holidays. You must have your PERA PIN to access account information from a Participant Service Representative.

## Changing Your Contribution Amount

To change your contribution amount, contact your employer. Changes are usually effective for the following payroll period.

## Transferring Money Among Investment Options

- Move money between investment options or across all investment options (reallocate your balances) online or over the phone
- Transfers may be made in 1 dollar or 1 percent increments
- You cannot transfer money from one investment option to another and back to the original option in the same day

## In-Plan Conversions

Roth conversions are available for eligible distributions from the pre-tax portion of the PERAPlus 401(k) Plan. Money may be converted to Roth funds at the participant's direction. Converted amounts are taxable in the year converted. Once a conversion has been processed, the funds cannot be changed back to pre-tax funds. Only two conversions can be made each calendar year.

## Rolling Over Money From a Former Employer's Retirement Plan

### Pre-Tax Account

You can roll over money from a former employer's retirement plan to your PERAPlus 401(k) Plan. You can also roll money from an Individual Retirement Account (IRA) to your Plan account, provided that the entire balance in the IRA is attributable to pre-tax contributions and earnings.

### Roth Account

You can roll over Roth funds from 401(k), 403(b), and governmental 457(b) plans to your Roth account in the PERAPlus 401(k) Plan.

### Retirees and Inactive Members

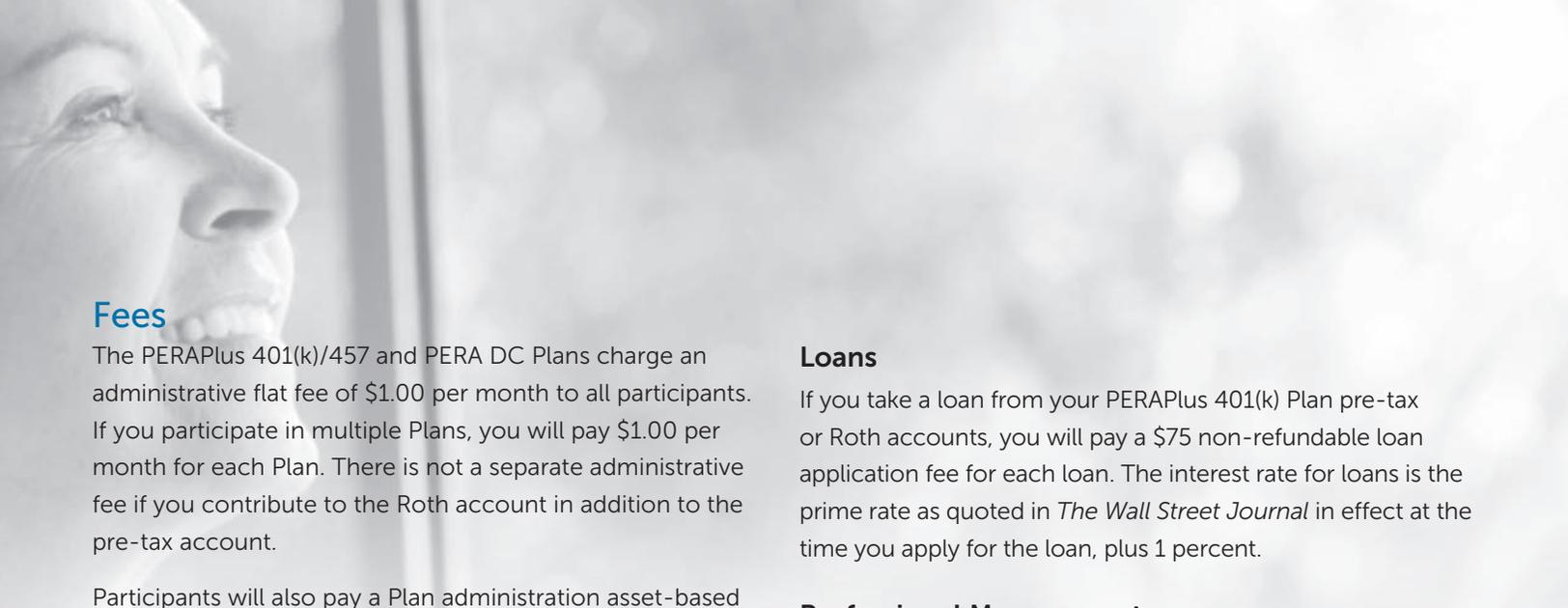
Retirees and inactive members who were not previously enrolled in the PERAPlus 401(k) Plan are allowed to roll money from another qualified plan into the PERAPlus 401(k) Plan.

### To Roll Over Money:

- Contact your previous employer to request a direct rollover; the rollover check must be made out to: PERAPlus 401(k) Plan, for the benefit of (your name)
- Complete a *401(k) Plan Rollover Form* available on the Plan website or by calling **1-800-759-7372** (select the PERAPlus option) and send it with your rollover check to the address indicated on the form

## Quarterly Account Statements

Each quarter, you will receive a statement that summarizes your account status, including total account balance, investment selections, and the current value of each investment. Statements are also available online.



## Fees

The PERAPlus 401(k)/457 and PERA DC Plans charge an administrative flat fee of \$1.00 per month to all participants. If you participate in multiple Plans, you will pay \$1.00 per month for each Plan. There is not a separate administrative fee if you contribute to the Roth account in addition to the pre-tax account.

Participants will also pay a Plan administration asset-based fee of 0.14 percent on each PERAdvantage fund. That fee is automatically built into the total asset-based fee you see in the chart below. Fees are deducted from the investment option's rate of return. There are no other shareholder-type fees that apply.

### Revenue Sharing

The PERAdvantage International Stock Fund and PERAdvantage SRI Fund utilize revenue sharing. This is used to reduce the Plan administration asset-based fee by the amount of such revenue sharing.

### Self-Directed Brokerage Account

If you have a Self-Directed Brokerage Account, you will pay an annual \$50 Self-Directed Brokerage fee and a 0.06 percent annual Plan administration asset-based fee on the balance in your brokerage account. Additional trading fees charged by TD Ameritrade may apply.

## Loans

If you take a loan from your PERAPlus 401(k) Plan pre-tax or Roth accounts, you will pay a \$75 non-refundable loan application fee for each loan. The interest rate for loans is the prime rate as quoted in *The Wall Street Journal* in effect at the time you apply for the loan, plus 1 percent.

## Professional Management

If you enroll in Voya's Professional Management program, you will pay a fee of approximately \$5 per month for every \$10,000 in your account. Fees are proportionately lower for accounts with balances over \$50,000.

Funds from revenue sharing, Plan administration asset-based fees, and Plan administration flat fees are used by PERA for Plan expenses including Plan recordkeeping, custodial services, consulting, and internal PERA administrative expenses.

A complete fee schedule is available on the Plan website accessible through [www.copera.org](http://www.copera.org). Fees and expenses are only one of several factors that participants should consider when making investment decisions. The cumulative effect of fees and expenses can substantially reduce the growth of a participant's account. Fees are subject to change at any time.

Fund	Total Asset-Based Fee	
	Percentage	Per \$1,000
PERAdvantage Capital Preservation Fund	0.35%	\$3.50
PERAdvantage Fixed Income Fund	0.36%	\$3.60
PERAdvantage Real Return Fund	0.32%	\$3.20
PERAdvantage U.S. Large Cap Stock Fund	0.35%	\$3.50
PERAdvantage International Stock Fund	0.59%	\$5.90
PERAdvantage U.S. Small and Mid Cap Stock Fund	0.54%	\$5.40
PERAdvantage SRI Fund	0.38%	\$3.80
PERAdvantage Target Retirement Date Funds	0.25%	\$2.50

For current fee information, access the Plan website through [www.copera.org](http://www.copera.org). Fees are subject to change at any time.

# Accessing Money From Your Account

Although the primary function of your PERAPlus 401(k) Plan is saving for your retirement, we understand there are times you may need access to your money.

## Distribution Options for Active Employees

### Age 59½ Withdrawals\*

- If you are age 59½ or older, you may begin taking withdrawals from your account
- Withdrawals are not subject to the 10 percent federal early withdrawal penalty tax; however, pre-tax withdrawals may be subject to 20 percent federal tax withholding unless the funds are rolled over to another qualified plan or IRA
- You must first withdraw after-tax and rollover account balances

### After-Tax Withdrawals\*

- Taken from your after-tax money in your non-Roth account
- Call 1-800-759-7372 and select the PERAPlus option to request this type of payment

### Rollover Withdrawals\*

- Taken from your rollover account
- You must first withdraw after-tax account balances from your non-Roth account

### Financial Hardship Withdrawals\*\*

You may be able to withdraw money from your PERAPlus 401(k) Plan for the following circumstances:

- To purchase your primary residence
- To prevent eviction from or foreclosure on your primary residence
- For tuition expenses
- For non-reimbursed medical expenses
- For funeral expenses
- For expenses for repair of damage to your principal residence that would qualify as deductible casualty expenses

Documentation of financial hardship must be provided. The amount withdrawn cannot exceed the amount needed to satisfy the hardship plus any federal and state income taxes and penalties. You must exhaust all your loan options before applying for a hardship withdrawal. Contributions to the Plan must be suspended for six months after processing your request.

Partial withdrawals can be taken by participants who are retired or disabled, or who have terminated PERA-covered employment. There is no minimum withdrawal amount.

\* Withdrawals from the Plan may be subject to 20 percent federal tax withholding. Ordinary income taxes may apply and, if you are younger than age 59½, a 10 percent early withdrawal penalty may also apply.

\*\*Hardship withdrawals are subject to voluntary tax withholding on the distribution. However, ordinary income tax will apply. State and local taxes may also apply. For the specific tax consequences of your withdrawal, please consult your tax professional. Withdrawals from the PERAPlus 401(k) Roth account are tax-free as long as they are qualified distributions.

# Accessing Money From Your Account (continued)

## Distribution Options for Terminated Employees

When you leave PERA-covered employment, you have the following choices regarding the money in your Plan account:

- Leave the money in the Plan (you must start distributions once you reach age 70½)
- Request installment payments
- Roll over the pre-tax balance to another qualified plan, 403(b), governmental 457 plan, or IRA. Roll over the Roth balance to a Roth IRA, Roth account in a 401(k), Roth account in a 403(b), or a Roth account in a governmental 457(b) plan
- Take the money in cash, called a lump-sum distribution

## Tax Considerations

Any money withdrawn from your PERAPLus 401(k) Plan pre-tax account is subject to ordinary federal and state income tax and is subject to a federal 10 percent early withdrawal tax penalty if you withdraw it before age 59½. The tax penalty may not apply if you separate from PERA-covered employment (you end employment or retire) in the year in which you turn age 55 or older.

## Roth Withdrawals

Distributions from your PERAPLus 401(k) Roth account may be tax-free for federal, state, and local income tax purposes provided they are qualified distributions. A qualified distribution must meet the following criteria:

1. The first Roth contribution has been in the Plan for at least five tax years (or sooner, if assets were in a Roth account in another employer-sponsored plan and then rolled over into the Plan), and
2. The participant is either at least age 59½ or disabled, or the distribution is to be made to a beneficiary after the participant's death.



You can elect to have your lump-sum distribution rolled over to a qualified plan, 403(b) plan, 457 plan, or IRA (if the plan accepts rollover money from other plans). If you elect a direct rollover, you will not owe federal income taxes on your distribution in the year it is paid.

### Notes:

Periodic payments of 10 years or more are not eligible for rollover. You may transfer pre-tax Plan funds to purchase service credit. Contact PERA for more information on purchasing service credit.

Distributions from the Plan may be subject to federal, state, and local tax withholding. The distribution provisions in the PERAPLus 401(k) Plan may be different than the distribution provisions in other plans. Consult your tax professional or financial planner before deciding how to take your distribution.



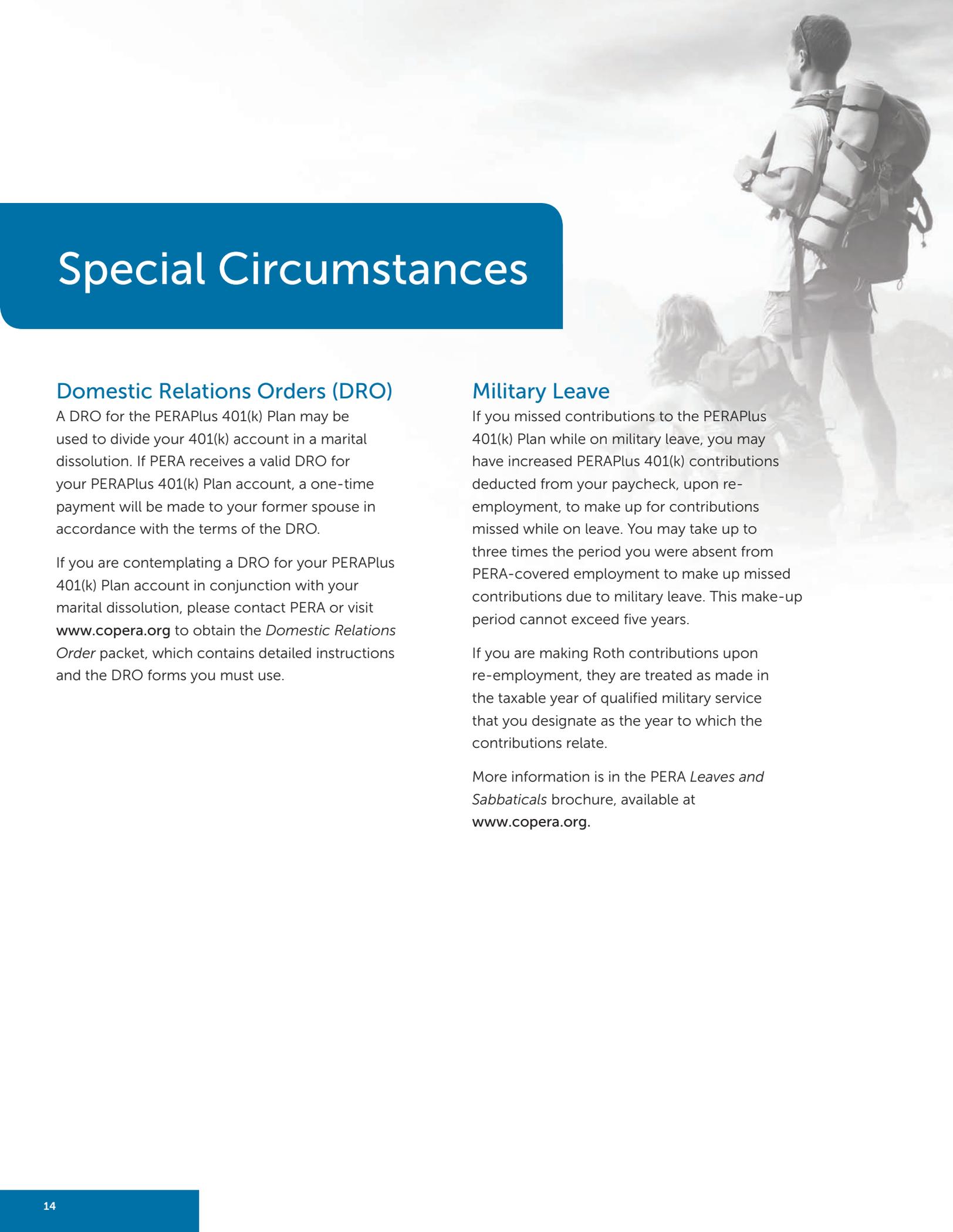
## Taking a Loan From Your PERAPlus 401(k) Plan Account

You can borrow from your PERAPlus 401(k) Plan pre-tax and Roth accounts and pay back the loan, plus interest, through automatic checking or savings account deductions.\*

- There are two loan types available: general and residential
- You may borrow a minimum of \$1,000 up to a maximum of \$50,000 or 50 percent of your account balance reduced by your highest outstanding loan balance during the past 12 months. For example:
  - If your balance is \$1,000–\$10,000, you may borrow the entire balance (less the \$75 loan fee and 5 percent for market fluctuations)
  - If your balance is \$10,001–\$20,000, you may borrow up to \$10,000 (less the \$75 loan fee and 5 percent for market fluctuations)
  - If your balance is \$20,001 and greater, you may borrow 50 percent of the balance, not to exceed \$50,000
- You may have a maximum of two outstanding loans at one time; if you default on a loan, you are not eligible to take another loan
- A \$75 nonrefundable loan application fee applies for each loan taken

You can request a loan from the Plan website accessible through [www.copera.org](http://www.copera.org) or by form. Download a loan application from the Plan website or request a loan application by calling **1-800-759-7372** and selecting the **PERAPlus option**.

\* The interest rate for loans is the prime rate as quoted in The Wall Street Journal on the last business day of the prior month, plus 1 percent. The rate is subject to change by the PERA Board of Trustees.



# Special Circumstances

## Domestic Relations Orders (DRO)

A DRO for the PERAPlus 401(k) Plan may be used to divide your 401(k) account in a marital dissolution. If PERA receives a valid DRO for your PERAPlus 401(k) Plan account, a one-time payment will be made to your former spouse in accordance with the terms of the DRO.

If you are contemplating a DRO for your PERAPlus 401(k) Plan account in conjunction with your marital dissolution, please contact PERA or visit [www.copera.org](http://www.copera.org) to obtain the *Domestic Relations Order* packet, which contains detailed instructions and the DRO forms you must use.

## Military Leave

If you missed contributions to the PERAPlus 401(k) Plan while on military leave, you may have increased PERAPlus 401(k) contributions deducted from your paycheck, upon re-employment, to make up for contributions missed while on leave. You may take up to three times the period you were absent from PERA-covered employment to make up missed contributions due to military leave. This make-up period cannot exceed five years.

If you are making Roth contributions upon re-employment, they are treated as made in the taxable year of qualified military service that you designate as the year to which the contributions relate.

More information is in the PERA *Leaves and Sabbaticals* brochure, available at [www.copera.org](http://www.copera.org).



# 401(k) Contribution Authorization Form

1-800-759-7372  
www.copera.org

**DO NOT SEND THIS FORM TO VOYA FINANCIAL OR PERA**

Deliver this form to your payroll office; make copies for any other employers who will be deducting 401(k) contributions.

PARTICIPANT INFORMATION			
Participant Name		Social Security Number	
Home Address	City	State	ZIP Code
Work Telephone Number (       )	Email Address		

I request that the following contribution(s) be deducted from my salary per pay period (whole percentages or whole dollars only):

\_\_\_\_\_ % or \$\_\_\_\_\_ pre-tax contribution

\_\_\_\_\_ % or \$\_\_\_\_\_ Roth\* (tax-paid) contribution

*\* Roth contributions are only available if your employer has adopted the Roth option. Please check with your payroll office.*

The maximum combined pre-tax and Roth contribution amount cannot exceed the lesser of 100 percent of your compensation or the annual IRS limit (see the Plan website), plus any allowed catch-up contribution.

AUTHORIZATION	
Signature of Participant	Date



# 401(k) Plan Beneficiary Designation Form



Voya Financial  
 Attn: Colorado PERA 401(k) Plan  
 PO Box 23219  
 Jacksonville, FL 32241-3219  
 Fax: 1-888-310-6019

## Member SSN

-   -

## Participant Information

Participant Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Last First M.I.

Mailing Address \_\_\_\_\_  
Street, Route, or Box Number City State ZIP Code

Home Telephone Number ( \_\_\_\_\_ ) Email Address \_\_\_\_\_

Employer Name \_\_\_\_\_

Employer Mailing Address \_\_\_\_\_  
Street, Route, or Box Number City State ZIP Code

Work Telephone Number ( \_\_\_\_\_ )

## Beneficiary Information

Your designation can only be changed by you. Your divorce, annulment or any dissolution or declaration of invalidity of your marriage SHALL NOT revoke the beneficiary named below as your designated beneficiary unless you revoke the designation by submitting a new form. Colorado Revised Statute § 15-11-804 does not act to revoke a spouse's designation as a beneficiary.

To change your existing beneficiary information, please fill in the name and relationship of the individuals you would like to designate as your future beneficiaries. A primary beneficiary is the person who is your first choice to receive your 401(k) Plan benefits if you should die. A contingent beneficiary is the person who would receive your 401(k) Plan benefits if your primary beneficiary should die prior to your death. You may name one or more primary and contingent beneficiaries. Your contingent beneficiaries will not receive benefits unless all of your primary beneficiaries predecease you.

Name of Primary Beneficiary	Relationship	Social Security Number	Date of Birth	% Payable
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
				(Total=100%)

Name of Contingent Beneficiary	Relationship	Social Security Number	Date of Birth	% Payable
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
				(Total=100%)

## Authorization

The execution of this form and delivery thereof to Voya Financial for the Colorado PERA 401(k) Plan revokes all prior designations that I have made.

Signature of Participant \_\_\_\_\_ Date \_\_\_\_\_

Please return your completed form to: Voya Financial  
 Attn: Colorado PERA 401(k) Plan  
 PO Box 23219  
 Jacksonville, FL 32241-3219







PO Box 5800  
Denver, CO 80217-5800  
1-800-759-7372  
[www.copera.org](http://www.copera.org)