

# 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 PERA defined benefit or DC Plan will contribute to that amount, you may want additional savings.**

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

### Enroll Today!

- Go to [www.copera.org](http://www.copera.org), click on "401(k), 457, and DC Plan Information," and select "Enroll in the 401(k) Plan Online" to enroll
- 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 also included in this *Enrollment Guide*

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. Your PERA PIN will allow you 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 mailed to you. You will use your PERA PIN to create a User ID and password.*

### 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



#### Choose Your Beneficiary

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

#### Plan Web Site

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

# Plan Features

## Pre-tax Contributions

You may save 100 percent of your eligible compensation, subject to the annual IRS maximum contribution limits. Contributions will be automatically deducted from your paycheck. If you need help determining how much to save, you can use the retirement planning calculators online at [www.copera.org](http://www.copera.org).

## Catch-up Contributions

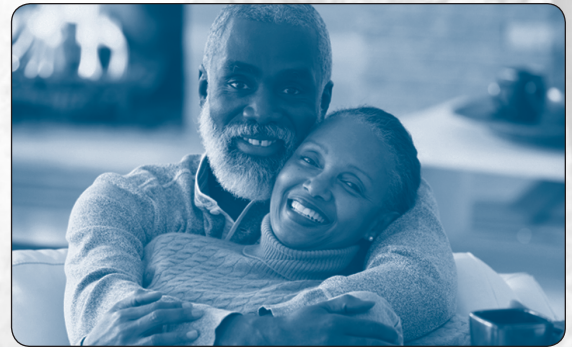
If you are age 50 or older and contributing the maximum amount allowable to the Plan, you may contribute an additional catch-up contribution, up to the annual IRS limit.

## Matching Contributions

Your employer may choose to match a percentage of the amount you contribute to the Plan (not to exceed a yearly IRS total contribution maximum). Contact your employer to see if your employer provides matching contributions.

## Employer Contributions

Your employer may make discretionary contributions on your behalf. Contact your employer for more information.



## Investment Advice

Through the Plan, you can access investment advice at no additional cost through Voya Financial's Personal Online Advisor, 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 Account 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 Web site through [www.copera.org](http://www.copera.org) and click the "Voya Financial Advisors" link.

## Vesting

You're always 100 percent vested in your entire account balance.

## Purchasing Service Credit

You may use your PERAPlus 401(k) contributions to purchase eligible service credit or purchase service credit based on a previously refunded account. For more information, review the *Purchasing Service Credit* booklet (available from PERA) or call **1-800-759-7372** (do not select the PERAPlus option).

For detailed information about the PERAPlus 401(k) Plan, please review PERA's 401(k) and Defined Contribution Plan and Trust Document, available by calling PERA.



# Benefits of Saving With the PERAPlus Program

## Get an Immediate Tax Advantage

When you invest in the PERAPlus 401(k) Plan, your contributions are deducted from your paycheck before income taxes are taken out. This means your taxable income is lower, so the amount deducted from your paycheck for federal income taxes is lower.

The example (at right) shows that if an individual earning \$25,000 annually invests \$1,500 in a tax-deferred savings account like the PERAPlus 401(k) Plan, he or she will benefit from a \$225 increase in take-home pay compared to what he or she would have received if the same \$1,500 were invested in a taxable savings account.

*This illustration is hypothetical and for demonstration purposes only. Assumes an annual salary of \$25,000 and an income tax rate of 15 percent. It is not indicative of any investment. The examples above do not constitute specific tax or investment advice.*

| Keep More of What You Earn                  | Saving With a Taxable Account | Saving With a Tax-Deferred Account |
|---|-------------------------------|------------------------------------|
| Annual salary                               | \$25,000                      | \$25,000                           |
| Pre-tax savings (6%)                        | \$0                           | -\$1,500                           |
| Salary less pre-tax savings                 | \$25,000                      | \$23,500                           |
| Personal exemption                          | -\$3,900                      | -\$3,900                           |
| Standard deduction                          | -\$6,100                      | -\$6,100                           |
| Adjusted gross salary                       | \$15,000                      | \$13,500                           |
| Federal income tax (15%)                    | \$2,250                       | \$2,025                            |
| Net take-home pay                           | \$22,750                      | \$21,475                           |
| Regular savings                             | -\$1,500                      | \$0                                |
| Annual net take-home pay                    | <b>\$21,250</b>               | <b>\$21,475</b>                    |
| <b>Tax-deferred makes the difference...</b> |                               | <b>\$225</b>                       |

## Tax-Deferred Compounding Helps You Save Even More

PERAPlus 401(k) Plan earnings grow tax-deferred and compound over time until you receive the money from the Plan. This means that your account balance grows much faster because all of your earnings are reinvested without being reduced by current income taxes.

The chart below offers a hypothetical example of how tax-deferred compounding can make your savings grow faster.

|                                   | 5 years      | 10 years       | 15 years       | 20 years        | 25 years        | 30 years        |
|-----------------------------------|--------------|----------------|----------------|-----------------|-----------------|-----------------|
| <b>Taxable account value</b>      | \$13,429     | \$30,240       | \$51,283       | \$77,625        | \$110,600       | \$151,877       |
| <b>Tax-deferred account value</b> | \$13,954     | \$32,776       | \$58,164       | \$92,408        | \$138,599       | \$200,903       |
| <b>Difference</b>                 | <b>\$525</b> | <b>\$2,536</b> | <b>\$6,881</b> | <b>\$14,783</b> | <b>\$27,999</b> | <b>\$49,026</b> |

*Assumptions: \$200 monthly investment in a taxable versus tax-deferred account earning a 6 percent return and an income tax rate of 25 percent. 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.*





The following chart highlights the differences among the three types of tax-deferred plans that may be available to you. Annual rates of return, administrative and investment expenses, and surrender fees also are important variables that you should compare.

| COMPARE  | PERAPlus 401(k)  | PERAPlus 457                             | 403(b)   |
|--|--|--|--|
| <b>Maximum Contribution</b>                        | Lesser of the annual IRS limit or 100% of gross salary, minus PERA contributions |  |  |
| <b>Loan Provisions</b>                             | Yes, up to two at any time   | Yes, up to two at any time               | May be possible; check with 403(b) administrator       |
| <b>Active Service Withdrawal</b>                   | Financial hardship or after age 59½  | Unforeseeable emergency or after age 70½ | Financial hardship or after age 59½                    |
| <b>Rollover Provisions</b>                         | To 401(a) plans, other 401(k) plans, 403(b) plans, 457 plans, and to IRAs        |  |  |
| <b>Tax on Distributions</b>                        | As ordinary income   |  |  |
| <b>Penalty on Early Withdrawals</b>                | Yes, unless rolled over or retiring at age 55 or older                           | No                                       | Yes, unless rolled over or retiring at age 55 or older |
| <b>Commission, Load, Surrender, or Payout Fees</b> | None   | None                                     | May be possible; check with 403(b) administrator       |
| <b>Catch-Up</b>                                    | Yes  |  |  |
| <b>Purchase Service Credit</b>                     | Yes  | Yes                                      | May be possible, ask about surrender fees              |

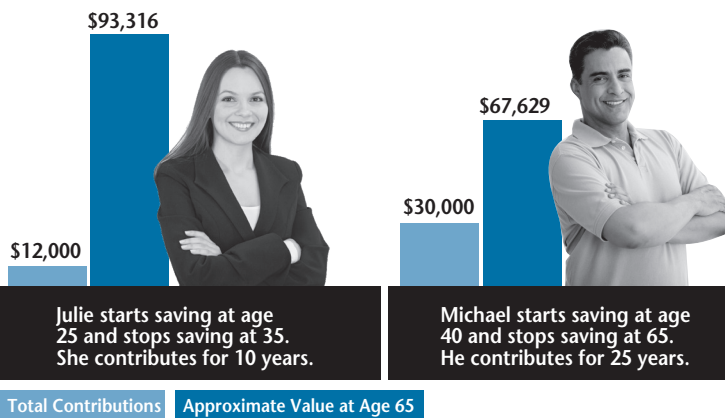
*Remember that it is often difficult to discern what fees are being charged in different plans. Very often, it's not an "apples-to-apples" comparison. You need to determine what management fee each fund is charging (usually represented as basis points, or as a percentage of the total amount of money you have in that fund), in addition to the monthly administrative fees charged by the Plan. These fees are assessed monthly, so you'll have to review the bottom line to determine your total cost.*

## 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.

## Saving Early Pays Off

Saving with the PERAPlus 401(k) Plan is one of the best ways to take advantage of both pre-tax contributions and tax-deferred growth. The longer you have to save, the more time your money will have to grow. Saving early lets you take advantage of compounding, as illustrated in the chart below.



*Assumptions: Each individual makes a \$100 monthly contribution earning 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.*

# 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, 2015, 2020, 2025, 2030, 2035, 2040, 2045, 2050, 2055*
- 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 11–13.

## Pick a Path

PERAdvantage investment options allow you to select your investments by choosing one of the two paths below that best describe your level of investment knowledge.

### 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, 1947 or earlier        |
| PERAdvantage 2015 Fund   | January 1, 1948 – December 31, 1952 |
| 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 or later            |

For an additional fee, Voya's Professional Account 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 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 investment advice through Personal Online Advisor is available at no additional cost.

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



# 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<br>(      ) | E-mail Address |                        |          |

I request a PERAPlus 401(k) Plan monthly contribution of either \_\_\_\_\_% or \$\_\_\_\_\_ (whole percentages or whole dollars only) to be deducted from my pay.

This amount must not exceed the lesser of 100 percent of IRS test compensation or the annual IRS limit (see the Plan Web site), plus any allowed catch-up contribution.

| AUTHORIZATION            |      |
|--------------------------|------|
| Signature of Participant | Date |





# 401(k) Plan Beneficiary Designation Form



Voya  
 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 ( ) \_\_\_\_\_ E-mail 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 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  
 Attn: Colorado PERA 401(k) Plan  
 PO Box 23219  
 Jacksonville, FL 32241-3219





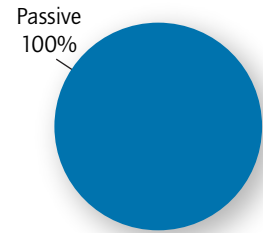
# Investment Fund Details

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

## PERAdvantage Target Retirement Date Funds: PERAdvantage Income, 2015, 2020, 2025, 2030, 2035, 2040, 2045, 2050, and 2055 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.

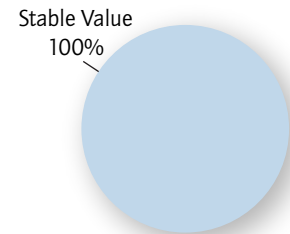
*Benchmarks: Custom blends for each fund weighted in proportion to the fund mix. The following indices may be included: Russell 1000 Index, Russell 2000 Index, MSCI ACWI ex-U.S. IMI Index, Barclays Capital U.S. Aggregate Bond Index, Barclays Capital U.S. TIPS Index, FTSE ESPRA/NAREIT Developed Index, 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: Hueler Stable Value Index*



## PERAdvantage Fixed Income Fund

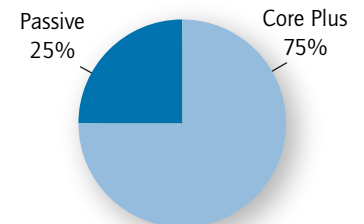
Assets in this fund are automatically invested in two different categories: passive and core plus.

### Passive

BlackRock U.S. Debt Index Fund

### Core Plus

PIMCO Total Return Fund



*Benchmark: Barclays Capital Aggregate Bond Index*

## PERAdvantage Real Return Fund

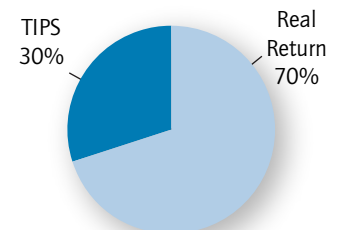
Assets in this fund are automatically invested in two different categories: TIPS (Treasury Inflation-Protected Securities) and real return.

### TIPS

SSgA U.S. Inflation Protected Bond Index Fund

### Real Return

SSgA Real Assets Fund



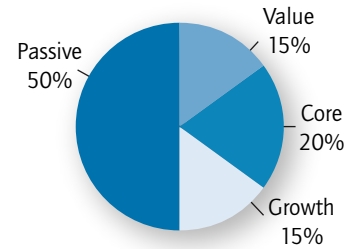
*Benchmark: 30 percent Barclays Capital U.S. TIPS Index and 70 percent composite of the following indices: DJ-UBS Roll Select Commodity Index, Barclays Capital U.S. TIPS Index, Dow Jones U.S. Select REIT Index, S&P Global LargeMidCap Commodity and Resource Index*

# 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.

| <b>Passive</b>                           | <b>Value</b>   | <b>Core</b>                       | <b>Growth</b>   |
|--|--|-----------------------------------|---|
| PERA Russell<br>1000™ Index<br>Portfolio | LSV Asset Management<br>U.S. Large Cap Value<br>Equity Portfolio | PERA Growth &<br>Income Portfolio | Winslow Capital<br>Management Large Cap<br>Growth Portfolio |

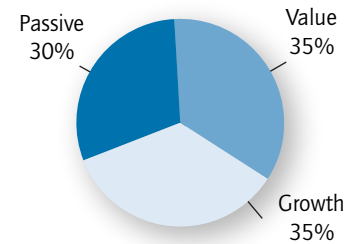


**Benchmark:** Russell 1000™ Index

## PERAdvantage International Stock Fund

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

| <b>Passive</b>                                | <b>Value</b>                            | <b>Growth</b>   |
|---|---|---|
| BlackRock MSCI ACWI<br>ex-U.S. IMI Index Fund | Dodge & Cox International<br>Stock Fund | Harding Loevner<br>International Equity<br>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

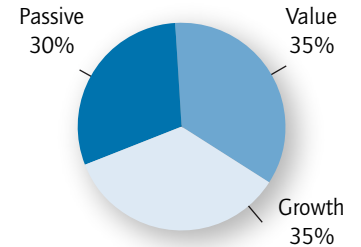
BlackRock Russell 2500™  
Index Fund

### Value

Dimensional Fund Advisors  
U.S. Targeted Value Fund

### Growth

TimesSquare Small/Mid  
Cap Growth Portfolio



**Benchmark:** Russell 2500™ Index

## PERAdvantage SRI Fund

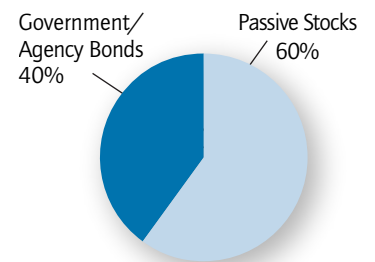
Assets in this fund are automatically invested in two different categories: Government/agency bonds and passive stocks.

### Passive Stocks

Northern Funds Global  
Sustainability Index Fund

### Government/Agency Bonds

JPMorgan Government  
Bond 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 at [www.copera.org](http://www.copera.org) and selecting “401(k) Account Access” or by calling 1-800-759-7372 and selecting the PERAPlus option.

To access your account information or make transactions, you will need your PERA PIN/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

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

You can transfer, or 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.

### 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 Web site 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.

To ensure that administrative costs are equitable among all Plan participants, 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 account, 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 Account Manager

If you enroll in Voya's Professional Account Manager 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 Web site 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                 | 0.50%                 | \$5.00      |
| PERAdvantage Real Return Fund                  | 0.32%                 | \$3.20      |
| PERAdvantage U.S. Large Cap Stock Fund         | 0.36%                 | \$3.60      |
| PERAdvantage International Stock Fund          | 0.61%                 | \$6.10      |
| PERAdvantage U.S. Small and Mid Cap Stock Fund | 0.56%                 | \$5.60      |
| PERAdvantage SRI Fund                          | 0.38%                 | \$3.80      |
| PERAdvantage Target Retirement Date Funds      | 0.26%                 | \$2.60      |

For current information on the investment fees, access the Plan Web site 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, 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
- 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

### 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 emergency 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 adviser.



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.

## 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 balance to another qualified plan, 403(b), governmental 457 plan, or IRA
- Take the money in cash, called a lump-sum distribution

## Tax Considerations

Any money withdrawn from your PERAPlus 401(k) Plan 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.

### Notes:

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

*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 adviser or financial planner before deciding how to take your distribution.*



# Accessing Money From Your Account (continued)

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

You can borrow from your PERAPlus 401(k) Plan account balance 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 Web site accessible through [www.copera.org](http://www.copera.org) or by form. Download a loan application from the Plan Web site 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. More information is in the PERA *Leaves and Sabbaticals* brochure, available at [www.copera.org](http://www.copera.org).



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