

# City of Jacksonville General Employees Defined Contribution Plan Features and Highlights

The City of Jacksonville General Employees Defined Contribution (DC) Plan is a powerful tool to help you reach your retirement goals. This Plan allows you to enjoy a benefit from contributions that you and your employer make toward your retirement—tax deferred!

**Read these highlights to learn more about your Plan and how simple it is to enroll. If there are any discrepancies between this document and the Plan Document, the Plan Document will govern.**

## Getting Started

### What type of plan is the DC Plan?

The DC Plan is a 401(a) plan, which is a retirement savings plan designed to allow employers to provide a tax-deferred retirement plan for employees. Contributions and any earnings on contributions are tax-deferred until the money is withdrawn.

### Who is eligible to enroll?

All general employees of the City, as defined in Section 120.201(m), Ordinance Code. All persons hired on or after October 1, 2017 must be a member of the General Employees Retirement Plan.

### How do I enroll?

Employees hired on or after October 1, 2017 will be enrolled after your hire date. Go on-line to update your investment option selection(s) and beneficiary designations. Contributions will default to an appropriate Target Date fund based on your date of birth until you make this election. If you are married, your beneficiary will be your spouse. Children or other individuals may be listed as contingent beneficiaries. Empower Retirement representatives are available on-site at:

Employee Benefits  
117 W Duval Street, Suite 150  
Jacksonville, FL 32202

### What is the employee contribution amount?

By participating in the DC Plan, employees will make a mandatory before-tax contribution of 8% of their earnable compensation, of which 7.7% is deposited into your account and 0.3% is deposited into the Disability and Survivor Fund.

Employees may also make additional contributions on an after-tax basis, to the extent permitted by law.

### How much does the employer contribute?

The City shall contribute 12% of the employee's earnable compensation. With 11.7% being deposited into your account and 0.3% deposited into the Disability and Survivor Fund.

## What are my investment options?

A wide array of core investment options is available through your Plan. Each option is explained in further detail in your Plan's fund data sheets and are subject to periodic change. Investment option information is also available through the website at [www.COJDCP.com](http://www.COJDCP.com) and the voice response system toll free at (855) COJ-4570 (265-4570). The website and voice response system are available to you 24 hours a day, seven days a week.<sup>1</sup>

*Carefully consider the investment objectives, risks, fees and expenses of the annuity and/or the investment options. Contact us for a prospectus, a summary prospectus and disclosure document, as available, containing this information. Read them carefully before investing.*

## Managing Your Account

### How do I keep track of my account?

Empower Retirement will mail you a quarterly account statement showing your account balance and activity. You can also check your account balance and move money among investment options on the website at [www.COJDCP.com](http://www.COJDCP.com) or by calling voice response system at (855) COJ-4570 (265-4570).

### How do I make investment option changes?

Use your Personal Identification Number (PIN) and Username to access the website, or you can use your Social Security number and PIN to access voice response system. You can move all or a portion of your existing balances among investment options (subject to Plan rules) and change how your employer contributions are invested.

## Rollovers

### May I roll over my account from my former employer's plan?

Yes, but only approved balances from a 401(a), 401(k), 403(b) or governmental 457(b) plan or an Individual Retirement Account (IRA) may be rolled over to the Plan. If you roll over any governmental 457 dollars to another type of plan or account, the withdrawals made prior to you reaching age 59½ may be subject to a 10% federal early withdrawal penalty upon distribution from the non-457 account. You are encouraged to discuss rolling money from one account to another with your financial advisor/planner and to consider any potential fees and/or limitations of available investment options. Please check with your Empower Retirement representative regarding any applicable fees on the rollover account.

### **May I roll over my account if I leave employment with my current employer?**

If you sever employment with your current employer, you may roll over your vested account balance to another 401(a), 401(k), 403(b) or governmental 457(b) plan if your new employer's plan accepts such rollovers. You may also roll over your vested account balance to an IRA.

If you roll over any governmental 457 dollars to another type of plan or account, the withdrawals made prior to you reaching age 59½ may be subject to a 10% federal early withdrawal penalty upon distribution from the non-457 account. You are encouraged to discuss rolling money from one account to another with your financial advisor/planner and to consider any potential fees and/or limitations of available investment options. Please contact your Empower Retirement representative for more information.<sup>2</sup>

### **May I transfer money between the DC Plan and the DB Plan?**

Employees hired before October 1, 2017 may transfer money between the DC and DB Plans. To determine if you may transfer money between the DC and DB Plans, please contact the Pension office at (904) 255-7280. Employees must meet with an Empower representative to complete forms for this transfer.

### **Vesting**

#### **When am I vested in the Plan?**

Vesting refers to the percentage of your account you are entitled to receive upon the occurrence of a distributable event. Employee contributions to the DC Plan, plus any earnings they generate, are 100% vested. Your rollovers from previous employers to the Plan and any earnings they generate are also 100% vested.

Employer contributions to the DC Plan, plus any earnings they generate, are vested as follows.

<b>Years of Service</b>	<b>Vested Percentage of Contributions</b>
2 years	25%
3 years	50%
4 years	75%
5 years	100%

### **Distributions**

#### **When can I receive a distribution from my account?**

Qualifying distribution events are as follows:

- Retirement
- Permanent disability (as defined by the Internal Revenue Code and your Plan's provisions)
- Severance of employment (as defined by the Internal Revenue Code)
- Death (upon which your beneficiary receives your benefits)

Ordinary income tax may apply to each distribution. Distributions received prior to age 59½ may also be assessed a 10% early withdrawal federal tax penalty.

### **What are my distribution options?**

1. Leave the value of your account in the Plan until a future date.
2. Receive:
  - Periodic payments,
  - Fixed annuity payments,
  - Partial lump sum with remainder paid as periodic payments or annuity payments, or
  - A lump sum
3. Roll over your account balance to a 401(a), 401(k), 403(b) or governmental 457(b) plan that accepts such rollovers or to an IRA.

### **What happens to my account when I die?**

Your designated beneficiary(ies) will receive the remaining value of your account, if any. Your beneficiary(ies) must contact an Empower Retirement representative to request a distribution.

### **Fees**

#### **Are there any recordkeeping or administrative fees to participate in the Plan?**

There are fees associated with each fund to help pay for administrative and maintenance costs within the Plan. This results in a structure in which all participants share in some of the Plan costs and expenses. In addition to those fund expenses, some funds will have an explicit administrative fee. Please contact your Empower Retirement representative for more information about any potential investment option fees.

#### **Are there any fees for the investment options?**

Each investment option has its own operating expenses. These fees are deducted by each investment option's management company before the daily price or performance is calculated. Fees pay for trading individual securities within the investment options and other management expenses.

Funds may impose redemption fees and/or transfer restrictions if assets are held for less than the published holding period. Asset allocation funds are generally subject to a fund operating expense at the fund level, as well as prorated fund operating expenses of each underlying fund in which they invest. For more information, see the fund's prospectus and/or disclosure documents.

#### **Are there any distribution fees?**

There are no charges for distributions taken upon the occurrence of any of the qualifying distribution events previously listed. Before taking a distribution, contact your Empower Retirement representative to get more information.

### **Loans**

#### **May I take a loan from my Plan account?**

No, loans are not permitted.

### **Qualified Domestic Relations Order (QDRO)**

#### **May I process a QDRO from my account?**

Your Plan does not allow QDROs.

## Taxes

### How does my participation in the Plan affect my taxes?

Because your initial contribution is taken out of your paycheck before taxes are calculated, you will pay less in current income tax. Any earnings on all employee contributions are tax-deferred until the money is withdrawn.

Employer contributions and any earnings are tax-deferred until you withdraw money, usually during retirement.

Distributions may be subject to ordinary income tax. Distributions made prior to the investor reaching age 59½ may incur a 10% early withdrawal penalty.

## Investment Assistance

### Can I get help with my investment decisions?

There are financial calculators and tools on the website that can help you determine which investment options might be best for you if you would like to construct your Plan account yourself. In addition, Empower has on-site staff who can explain the various options to you. The City will also be providing financial counseling to employees during their initial 90 days of employment, after 10 years, and at year 20. Please speak with the Employee Benefits office to arrange for a counseling session.<sup>2</sup>

### How can I get help choosing my investment options?

Your Plan offers access to three different levels of investment advisory tools and services through Empower Retirement Advisory Services, provided by Advised Assets Group, LLC, a registered investment adviser. You can have AAG manage your retirement account for you through the Managed Account service, or if you prefer to manage your retirement account on your own, you can use Online Investment Guidance or Online Investment Advice. Advisory Services provides a retirement strategy based on your investment goals, time horizon and tolerance for risk. There is no guarantee provided by any party that participation in any of the Advisory Services will result in a profit or that the related account will outperform a self-managed portfolio invested without assistance.

For more detailed information, please visit your Plan's website at [www.COJDCP.com](http://www.COJDCP.com) (click on *Guidance*) or call voice response system at **(855) COJ-4570 (265-4570)** to speak to an AAG investment adviser representative.

### What fees do I pay to participate in Empower Retirement Advisory Services?

While Online Investment Guidance is available at no additional cost to you, there is a \$25 annual fee, assessed to your account at \$6.25 quarterly, for Online Investment Advice.

If you choose to have AAG manage your account for you, the annual Managed Account service fee will be assessed to your account in quarterly installments based on a percentage of your account balance, as follows.

Account Balance	Annual Managed Account Fee
Up to \$100,000	0.45%
Next \$150,000	0.35%
Next \$150,000	0.25%
Greater than \$400,000	0.15%

For example, if your account balance is \$50,000, the maximum annual fee will be 0.45% of the account balance (\$225). If your account balance is \$500,000, the first \$100,000 will be subject to a maximum annual fee of 0.45% (\$450); the next \$150,000 will be subject to a maximum annual fee of 0.35% (\$525); the next \$150,000 will be subject to a maximum annual fee of 0.25% (\$375); and any amounts over \$400,000 will be subject to a maximum annual fee of 0.15% (\$150).

### How do I get more information?

Visit the website at [www.COJDCP.com](http://www.COJDCP.com) or call the voice response system toll free at **(855) COJ-4570 (265-4570)** for more information. The website provides information regarding your Plan and financial education, as well as financial calculators and other tools to help you manage your account.

For information on the DB Plan, you may contact the Pension office at (904) 255-7280. For additional information on the DC Plan, you may contact your local Plan representative by calling **(904) 255-5569**

- 1 Transfer requests received on business days prior to close of the New York Stock Exchange (4 p.m. Eastern time or earlier on some holidays or in other special circumstances) will be initiated at the close of business the same day the request was received. The actual effective date of your transaction may vary depending on the investment option selected.
- 2 GWFS Equities, Inc. registered representatives may also be investment adviser representatives of GWFS affiliate, Advised Assets Group, LLC. Representatives do not offer or provide investment, fiduciary, financial, legal or tax advice or act in a fiduciary capacity for any client unless explicitly described in writing.

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