

# OBRA Information Guide

S A V E M O N E Y A N D R E T I R E T O M O R R O W

## Basic Facts About OBRA and the Massachusetts Deferred Compensation SMART Plan

As a part-time, seasonal or temporary employee of the Commonwealth of Massachusetts or a Massachusetts local government employer, you are required to participate in the Massachusetts Deferred Compensation SMART Plan (SMART Plan). The SMART Plan is an alternative to Social Security as permitted by the federal Omnibus Budget Reconciliation Act of 1990 (OBRA). OBRA, passed by the U.S. Congress, requires that beginning July 1, 1991, employees not eligible to participate in their employer's retirement program be placed in Social Security or another program meeting federal requirements. The SMART Plan meets those federal requirements.

## Mandatory Contributions

As an OBRA employee, you must contribute at least 7.5% of your gross compensation per pay period to the SMART Plan. This contribution is deducted on a pre-tax basis, reducing your current taxable income. This means that you will not pay any tax on this money until it is distributed from your account.

Your human resources or payroll center representative will provide you with an OBRA Mandatory Participation Agreement. Please complete and return the form to either your human resources or payroll center representative.

## Investment Option

All mandatory contributions to the SMART Plan will be invested in the Income Fund. The Income Fund is designed to protect your principal and maximize earnings. Your account will earn interest based upon the prevailing rates for this type of investment. Mandatory contributions may not be transferred out of the Income Fund.

Additional information regarding the Income Fund may be obtained online at [www.mass-smart.com](http://www.mass-smart.com) > Invest > Fund Fact Sheets or via the SMART Plan Service Center at (877) 457-1900.<sup>1</sup>

## Administrative Fee

There is a fee of \$18.48 per OBRA account, per annum, charged monthly. Fees are used to pay for administrative, recordkeeping, communication and investment education expenses.

## Voluntary Contributions

You may make additional contributions (voluntary contributions) above the mandatory contribution of 7.5% of compensation per pay period. Any voluntary contributions that you elect to make may be invested among the SMART Plan's wide array of investment options and are freely transferable among options in accordance with the terms of the SMART Plan. OBRA voluntary contributions will not be charged an additional administrative fee.

To set up voluntary contributions or to learn more, please contact your local SMART Plan Representative at (877) 457-1900, option 2.<sup>2</sup>

## Account Management

Once you are enrolled in the SMART Plan, you will have access to your account 24 hours a day, seven days a week through the Web site at [www.mass-smart.com](http://www.mass-smart.com) > Account Access or via the SMART Plan Service Center at (877) 457-1900.<sup>1</sup> All you need is your Social Security number (SSN) and Personal Identification Number (PIN). Your PIN will be mailed to your home as soon as you are enrolled in the SMART Plan.<sup>3</sup> Upon initial login to the Web site, please enter your SSN in the Username field. For security purposes, you will then be asked to create a personalized Username.

Through either the Web site or SMART Plan Service Center, you can:

- Obtain your account balance(s), allocations and transaction history
- Obtain investment option information and returns
- Order a new PIN or personalize your PIN
- Update your beneficiary information as needed

## Statements

You will receive an annual statement in January of each year showing contributions, earnings, fees, distributions and the total value of your account. Please review your statement carefully to ensure your information is correct. It is extremely important that you keep the Plan administrator advised of your current address.

To update your address, call the SMART Plan Service Center at (877) 457-1900. You can also go to [www.mass-smart.com](http://www.mass-smart.com) > Find a Form. Click on the link OBRA Mandatory Personal Information Change Request. Mail or fax the completed form to the address or fax number provided on the form.

## Distributions

Distribution of your SMART Plan benefits can only be made upon:

- Severance from employment
- Your death

Severance from employment occurs because of your voluntary or involuntary termination of employment. There is no early withdrawal penalty for taking a distribution of your account upon separation of service, regardless of your age. If you



no longer work for the Commonwealth of Massachusetts or a Massachusetts local government employer, you may take a lump-sum distribution (payable to you or to your beneficiary upon your death) or roll over your assets into another eligible employer-sponsored plan or traditional Individual Retirement Account (IRA).

A leave of absence is not a severance from employment. Also, a change from part-time to full-time employment, or any similar change, is not considered an event that could result in a distribution from the SMART Plan. Benefits attributable to your voluntary contribution account may be distributed under other options available under the SMART Plan.

**You may elect to receive your distribution immediately upon severance from employment.** For more information or to access a Distribution Request Form, please contact the SMART Plan Service Center at **(877) 457-1900**.

## Beneficiaries and Death

If you die before receiving all of your SMART Plan assets, the funds will go to your designated beneficiary. If you do not designate a beneficiary, your funds will be paid to your estate and will be distributed in accordance with Massachusetts probate law. It is essential that you designate a beneficiary on the enrollment form to ensure your assets will pass on as you intended.

Updating your beneficiary is quick and easy. You have two choices:

### Online

Log in to the SMART Plan Web site at **www.mass-smart.com** > Account Access. Then go to My Profile > Update Beneficiary.

### Paper

Go to **www.mass-smart.com** > Find a Form. Click on the link OBRA Mandatory Beneficiary Designation. Mail or fax the completed form to the address or fax number provided on the form.

You will receive a written confirmation after your beneficiary information has been updated. It is extremely important that you keep the Plan administrator advised of your beneficiary changes.

## Converting to Full-Time Status

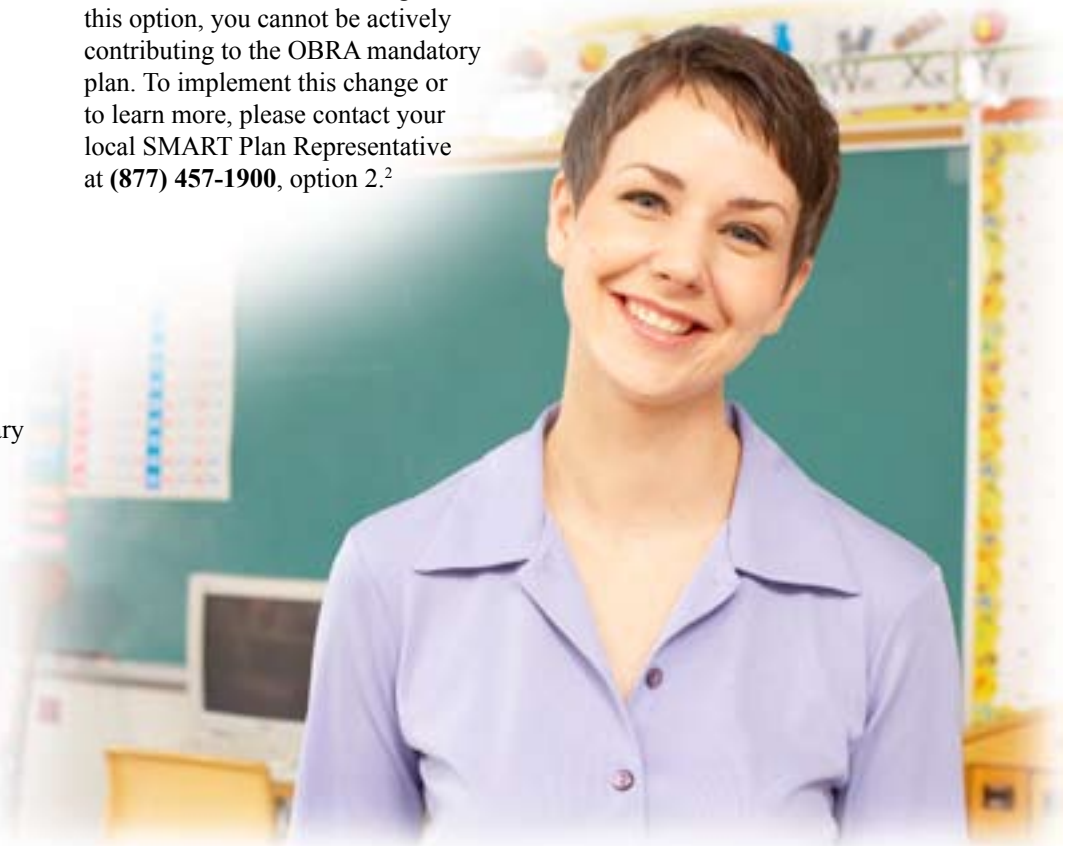
If you become a permanent, full-time employee and at one time made contributions to an OBRA mandatory account, you may elect to transfer your OBRA mandatory account to your voluntary account in the SMART Plan. In order to take advantage of this option, you cannot be actively contributing to the OBRA mandatory plan. To implement this change or to learn more, please contact your local SMART Plan Representative at **(877) 457-1900**, option 2.<sup>2</sup>

## Service Buyback

If you reach a point where you are no longer making OBRA mandatory contributions but you're still working for a Commonwealth of Massachusetts state agency or municipality, you may be eligible for a "Service Buyback" of your credible years of service to your qualified governmental defined benefit retirement plan. Service Buybacks may be funded from transferred assets from the OBRA mandatory and/or voluntary contribution accounts.

## More Information

To obtain additional information, please call the SMART Plan Service Center at **(877) 457-1900**, Monday through Friday, from 9:00 a.m. to 8:00 p.m. Eastern Time.



1 Access to the SMART Plan Service Center and Web site may be limited or unavailable during periods of peak demand, market volatility, systems upgrades/maintenance or other reasons.

2 Representatives of GWFS Equities, Inc. are not registered investment advisers, and cannot offer financial, legal or tax advice. Please consult with your financial planner, attorney and/or tax adviser as needed.

3 The account owner is responsible for keeping the assigned PIN confidential. Please contact Great-West Retirement Services immediately if you suspect any unauthorized use.

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