



EMPLOYER REFERENCE GUIDE

Administered by:

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INTRODUCTION

WHAT IS YOUR ROLE AS AN EMPLOYER?

Your primary role related to the South Carolina Deferred Compensation Program (Deferred Comp) is to remit and report participant contributions to Empower Retirement (Empower) in a timely manner. This employer reference guide is meant to be a resource to keep your payroll contribution process streamlined, ultimately saving you time and energy.

WHO IS EMPOWER RETIREMENT?

Deferred Comp offers valuable benefits to its participants. In an effort to maximize this value, the South Carolina Public Employee Benefit Authority (PEBA) has contracted with Empower Retirement to provide recordkeeping, administration and communication services related to Deferred Comp. Empower's representatives are at your service. Please contact them any time you have Deferred Comp-related questions or concerns. Contact information can be found on Page 28.



ABOUT DEFERRED COMP

PARTICIPANT RESOURCES

Deferred Comp website

www.southcarolinadcp.com

Deferred Comp's website offers the participant an easy way to access and make changes to his account. By logging in to his account with his username and passcode, a participant can:

- View personal information
 - Change his username
 - Personalize his passcode
 - Review and update his beneficiaries
 - View his account balance and asset allocation
 - Change his contribution amount
 - Change his investment elections
 - Initiate a loan
 - Transfer funds among investment options¹
 - Transfer funds to or from established self-directed brokerage accounts
 - Research and enroll in Empower Retirement Advisory Services (Advisory Services) offered by Advised Assets Group, LLC (AAG), a registered investment adviser
- There is no guarantee provided by any party that participation in any of the advisory services will result in a profit.*
- Request a withdrawal or distribution

If a participant does not have a passcode, he can call the voice response system at **877.457.6263** and request to speak with a representative.

Voice response system

877.457.6263

The voice response system allows participants to make inquiries and complete transactions over the phone. The automated system is available 24 hours a day, seven days a week. Through this system, participants can also request to speak with a participant service representative from 8 a.m. to 10 p.m. Eastern time, Monday through Friday. Refer participants to the voice response system for the following:

- Obtaining daily fund values
- Accessing account balances and transaction histories
- Transferring funds among investment options¹
- Changing contribution amounts
- Canceling pending transfers
- Changing investment elections
- Transferring to or from established self-directed brokerage accounts
- Requesting new passcodes
- Requesting distribution forms
- Connecting to an AAG investment adviser representative

¹ Transfer requests made via the website or the voice response system received on business days prior to close of the New York Stock Exchange (4 p.m. Eastern time or earlier on some holidays or other special circumstances) will be initiated at the close of business the same day the request was received. The actual effective date of the transaction may vary depending on the investment option selected.



ABOUT DEFERRED COMP

PARTICIPANT RESOURCES CONTINUED

Local retirement plan advisors

Local retirement plan advisors are available to meet with participants on an individual or group basis.

Participants may contact their local retirement plan advisor by referring to the Territory Map on Page 28.

Your local representative can help with:

- Rollovers
- Scheduling a group or individual meeting
- Questions about the benefits of Deferred Comp
- More information regarding Advisory Services options

Local office staff

803.754.7997

Local office staff is available to assist participants with the following items:

- Annual leave payouts
- Enrollment questions
- Changing from one employer to another
- Purchase of service credit
- Enrollment kit requests

Please do not refer participants to the local office for contribution or investment election changes. Participants must make these changes through the voice response system or Deferred Comp's website.

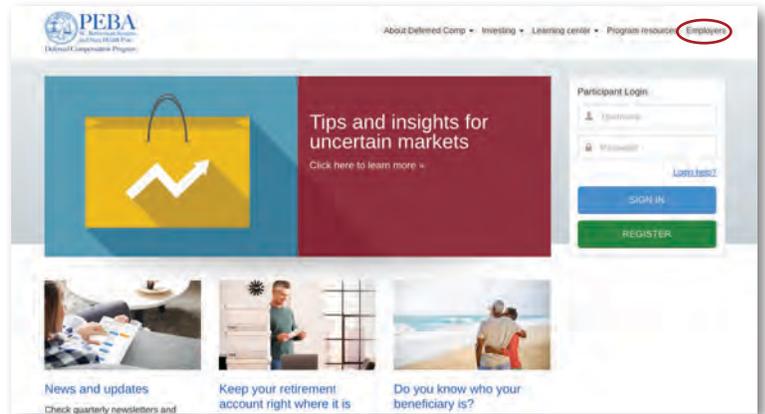
ABOUT DEFERRED COMP

EMPLOYER RESOURCES

Employer web page

All employer materials are available on Deferred Comp’s website at www.southcarolinadcp.com under the *Employers* tab. Here you can find information about the following:

- Contact Information
 - Local office: **803.754.7997**
 - Plan technical support line: **800.695.4952**
- Order enrollment kits
- Employer reference guide
- Employee enrollment packet
- Employee exit packet materials
- Joinder agreement
- 401(k) Plan document
- 457 Plan document



FOR ILLUSTRATIVE PURPOSES ONLY.

If your agency is not currently participating in Deferred Comp, contact your local retirement plan advisor for further information by referring to the Territory Map on Page 28.

Plan Technical Support services

800.695.4952

Plan Technical Support services is made up of a highly trained staff of professional telephone representatives who are available to answer all of your Deferred Comp questions and provide assistance with any ongoing support questions that you may have. Plan Technical Support staff is available at **800.695.4952** from 8:30 a.m. to 8 p.m. Eastern time, Monday through Friday.

ABOUT DEFERRED COMP

CHANGING A PARTICIPANT'S CONTRIBUTION AMOUNT

Participants can change the amount they are deferring to Deferred Comp at any time. However, all changes should be initiated through the website at www.southcarolinadcp.com, the voice response system at **877.457.6263** or a participant service representative available from 8 a.m. to 10 p.m. Eastern time, Monday through Friday. Empower maintains a record of each deferral change and then sends the updated deferral file to the employer so it can update its payroll system accordingly.

Note: If participants want to change their investment elections, they must do so online at www.southcarolinadcp.com or through the voice response system at **877.457.6263**.²

Employers are responsible for ensuring remittance amounts match those listed on the deferral file. Deferral files are sent every Friday for the 401(k) Plan and on the first of every month for the 457(b) Plan. IRS regulations state that deferral changes to a 457(b) plan must become effective in the month following the date the election was filed, which is why Empower only sends the file for the 457(b) Plan monthly. Employers should update their payroll system for any changes immediately upon receipt of the file. Following proper deferral change procedures will help to eliminate deferral discrepancies (i.e., when the amount remitted by the employer does not match the amount Empower expects to receive).

Employers should not update an employee's deferral amount without advance notice from Empower. The only exception to this rule is if an employee is contributing out of his annual leave, voluntary separation, sick leave or bonus payout. See the annual leave payout procedure below for a description of this procedure.

ANNUAL LEAVE PAYOUT PROCEDURE

An employee may contribute his payout for unused annual leave or voluntary separation as long as the maximum contribution limits are not exceeded and mandatory deductions are covered. The annual leave worksheet is available on Deferred Comp's website at www.southcarolinadcp.com under the *Employers* tab and *Deferred Comp Management* link. Employers should assist employees in completing this form and retain a copy for their records. Employers should remit the requested amount along with their regular payroll.

The state agency annual leave worksheet is for participants whose employer remits through the South Carolina Enterprise Information System (SCEIS). All other participants should use the Annual Leave worksheet for non-state agency employees.

² Transfer requests made via the website or the voice response system received on business days prior to close of the New York Stock Exchange (4 p.m. Eastern time or earlier on some holidays or other special circumstances) will be initiated at the close of business the same day the request was received. The actual effective date of the transaction may vary depending on the investment option selected.

Employees must complete this form
and email or fax it to:
SCDCP-GW@empower-retirement.com
or **803.754.7661**

ABOUT DEFERRED COMP

PARTICIPANT LOANS

About participant loans

- Participants should contact Empower directly to determine current loan rates and availability.
- All new loans must be repaid through payroll deductions. Once a loan has been established, the participant's employer will be notified of the loan payment via the loan file feed, which is sent every Friday for the 401(k) Plan and the first of every month for the 457 Plan. The participant is ultimately responsible for verifying that loan payments are being remitted by his employer. Participants can regularly review their loan balance by logging in to their account at www.southcarolinadcp.com or by calling the voice response system at **877.457.6263**. If the participant sees that loan payments did not start on time, he should contact Empower via the voice response system immediately.
- If the participant is behind on loan payments, Empower will send him a letter after quarter end with details on the delinquent amount. The participant will be required to send at least the delinquent amount by the due date provided in order to avoid default.
- If a participant defaults on his loan, it is treated as a taxable distribution, and a Form 1099 will be issued.
- If the participant separates from service, he can either offset the loan or contact Empower via the voice response system to convert the loan to "check repayment." If the loan is not converted, it will eventually default, and a Form 1099 will be issued for the outstanding balance as a taxable distribution.
- Participants can suspend their loan payments for up to 12 months if they take a leave of absence or go on military leave. Under those circumstances, they must complete a Loan Payment Change Request form and notify Empower when they return from leave.
- If the participant changes employers within Deferred Comp, he must complete a Participant Enrollment/Transfer form (which is available online or via the voice response system), mark the box Employer Transfer, and provide the **new** employer name and payroll center. The new employer will be notified via the loan file feed of the loan payment amount for the participant. The participant is ultimately responsible for verifying the loan payments are being deducted from his paycheck and remitted by his new employer.

Loan checklist for employers

- All new Deferred Comp loans must be repaid through payroll deduction.
- Loan payments represent an after-tax deduction and should be remitted each pay period.
- Review each loan report you receive from Empower to ensure your payroll system remains up to date. A zero-balance account means the loan has been repaid in full and the deduction is no longer necessary.
- Loan file feeds are sent every Friday for the 401(k) Plan and the first of every month for the 457 Plan.

A loan highlights flier is also available at www.southcarolinadcp.com, under the *Program resources* tab, named *Loan highlights*.

ABOUT DEFERRED COMP

CONTRIBUTION LIMITS

About contribution limits

If an employer remits contributions that exceed the limit for the plan year, a corrective distribution to the participant may be required. The participant may also need to revise his tax return to account for this refund. When excess contributions are not addressed, the IRS may view Deferred Comp as being out of compliance, and Deferred Comp could be disqualified as a tax-deferred retirement plan.

An employer should have controls in place to stop employee contributions before they exceed the limit. Annually, you should update your payroll system to reflect the appropriate contribution limits for the year. On an ongoing basis, monitor your employees' contributions and compare those contributions with the applicable IRS limits.

You should generate a Contribution Limit report using the PSC to help you monitor employee contributions.

2020 contribution limits

Please note: The 401(k) Plan and 457(b) Plan have separate contribution limits (i.e., contributions to one plan do not count toward the limit of the other plan).

401(k) Plan

- \$19,500 for ages 49 and younger
- \$26,000 for ages 50 and older (with Age 50+ Catch-up of \$6,500)

457(b) Plan

- \$19,500 for ages 49 and younger
- \$26,000 for ages 50 and older (with Age 50+ Catch-up of \$6,500)*
- Up to \$39,000 with Special 457(b) Catch-up
 - › Catch-up form and worksheet are required. The participant should contact a local retirement plan advisor for assistance.

* The Age 50+ Catch-up and Special 457(b) Catch-up cannot be used simultaneously in the same calendar year.



ENROLLING A PARTICIPANT FOR THE FIRST TIME

To enroll, your employee should complete a Participant Enrollment/Transfer form and submit it using the delivery instructions at the bottom of the form. The form can be found on www.southcarolinadcp.com, or can be requested via the voice response system or through your local retirement plan advisor.

CHANGING EMPLOYERS

If the participant changes employers within Deferred Comp, he must complete a Participant Enrollment/Transfer form (which is available online or via the voice response system), mark the box Employer Transfer, and provide the new employer name and payroll center. If no additional changes are desired, the participant does not need to complete any other section of the form.

TERMINATION OF AN EMPLOYEE

It is critical that you promptly report termination dates via the PSC in order for Empower to provide efficient distribution services to your employees. For specific steps, please reference the termination process on Page 17.

PLAN COMPARISON 401(k) VS. 457(b) AND ROTH 401(k) VS. ROTH 457(b)

Deferred Comp provides participants with a supplemental retirement savings strategy through its 401(k) and 457(b) retirement savings plans.

Traditional contributions to the 401(k) and 457(b) Plans are made on a before-tax basis, which means taxes are paid when you take a distribution. Roth contributions are made with after-tax dollars, which means they are taxed before the money enters your account(s). Deferred Comp gives you the choice: Would you rather pay taxes now or later?

401(k) vs. 457(b) comparison

Plan comparison	401(k)	457(b)
Maximum contribution of \$19,500 per year ¹	✓	✓
Age 50+ Catch-up ² (\$6,500)	✓	✓
Special 457(b) Catch-up ²		✓
Before-tax contributions	✓	✓
In-service transfers to purchase service credit	✓	✓
Loans ³	✓	✓
Saver's Tax Credit qualification	✓	✓
10 percent penalty on distributions ⁴ prior to a participant reaching age 59½ after separation from service from a participating employer	✓	
Rollovers allowed from other qualified plans, including SCRS, State ORP and non-Roth IRAs	✓	✓
Rollovers from other 457(b) plans	✓	✓
Financial hardship withdrawals ⁴	✓	
Unforeseeable emergency withdrawals ⁴		✓
In-service distributions ⁴ allowed at age 59½	✓	

¹ In 2020, if you are under age 50 you may contribute a total of \$19,500 to each plan, including the Roth options. For example, you may contribute up to \$19,500 between the before-tax 401(k) and Roth 401(k). You may contribute up to an additional \$19,500 between the before-tax 457 and Roth 457.

² You may not use the Special 457(b) Catch-up provision and the Age 50+ Catch-up provision in the same calendar year.

³ You are allowed one active loan across all Deferred Comp accounts.

⁴ Withdrawals may be subject to ordinary income tax. Withdrawals made prior to age 59½ may incur a 10 percent early withdrawal penalty. The 10 percent early withdrawal penalty does not apply to 457(b) plan withdrawals except for withdrawals attributable to rollovers from another type of plan or account.

PLAN COMPARISON

Roth 401(k) vs. Roth 457(b)

Plan comparison	ROTH 401(k)	ROTH 457(b)
Maximum contribution of \$19,500 per year ¹	✓	✓
Age 50+ Catch-up ² (\$6,500)	✓	✓
Special 457(b) Catch-up ²		✓
After-tax (Roth) contributions	✓	✓
Loans ³	✓	✓
Financial hardship withdrawals ⁴	✓	
Unforeseeable emergency withdrawals ⁴		✓
Roth 401(k) roll-in to Deferred Comp	✓	✓
Roth 457(b) roll-in to Deferred Comp	✓	✓
Roth IRA roll-in to Deferred Comp	No	No
Qualifications for tax-free distributions	Five years after Roth account has been established and one of the following: <ul style="list-style-type: none"> • Age 59½ • Death • Disability 	Five years after Roth account has been established, separated from service and one of the following: <ul style="list-style-type: none"> • Age 59½ • Death • Disability
Tax implications if qualifications not met	10 percent tax penalty plus ordinary income tax on any earnings	Ordinary income tax on any earnings

There may be additional differences between the plans. To discuss the differences and which plan might be best for you, contact your local retirement plan advisor at **877.457.6263**. For more information about each plan, refer to the *Features of Deferred Comp* flier, the Plan Document for each plan or Deferred Comp website at www.southcarolinadcp.com.

Before-tax vs. after-tax (Roth) contributions

Traditional before-tax deferrals and after-tax (Roth) contributions each have advantages.

Contribution comparison	Before-tax	After-tax (Roth)
Is my contribution taxable in the year I make it?	No	Yes
If I change jobs, can I leave my money in Deferred Comp or roll over my account?	Yes. You may leave your money in Deferred Comp or roll it to a governmental 457(b) plan, traditional IRA, 401(a) plan, 403(b) plan or qualified 401(k) plan if the plan allows it.	Yes. You may leave your money in Deferred Comp or roll it to a Roth IRA or governmental 457(b) plan, 401(k) plan or 403(b) plan if the plan has a designated Roth account and accepts rollovers.
Do I have to take a minimum distribution at age 72?	Yes	Yes
	Unless actively employed with a participating employer. Under the SECURE Act the required beginning date for RMDs increased from age 70½ to 72, effective for participants who turn 70½ on and after January 1, 2020.	

Roth 401(k) vs. Roth 457(b) distributions

Distribution comparison	ROTH 401(k)	ROTH 457(b)
Are my contributions taxed when distributed?	No. You have already been taxed on these contributions.	No. You have already been taxed on these contributions.
Are any earnings on my contributions taxed when distributed?	<p>No, as long as the distribution occurs five tax years after the account was established with Deferred Comp and one of the following applies:</p> <ul style="list-style-type: none"> • You reach age 59½; or • You are disabled. <p>If your distribution meets these requirements, then it is a “qualified distribution.”^{5,6}</p>	<p>No, as long as the distribution occurs five tax years after the account was established with Deferred Comp, you have separated from service and one of the following applies:</p> <ul style="list-style-type: none"> • You reach age 59½; or • You are disabled. <p>If your distribution meets these requirements, then it is a “qualified distribution.”^{5,6}</p>

⁵ Any employer-matching contributions are classified as before-tax contributions and are treated the same as traditional matching contributions, which may be subject to taxes when you take a distribution.

⁶ The distribution is also qualified in the event of your death, at which point your beneficiaries are eligible to take a withdrawal. If a distribution is made from your Roth 401(k) or Roth 457(b) account and it has not met the qualifications above, you will pay ordinary income taxes on any earnings that are distributed and may also be subject to a 10 percent early withdrawal penalty.

FREQUENTLY ASKED QUESTIONS

PARTICIPATION

Is there a cost to the employer to participate in Deferred Comp?

There is no cost charged to the employer. However, Empower charges participants an annual 0.065 percent administrative fee to participate in Deferred Comp. This fee is calculated and deducted from participants' accounts quarterly. There is also a \$4 annual administrative fee, which is assessed quarterly (\$1 per quarter).

Is there a minimum number of employees who must contribute to Deferred Comp to participate?

No. There is no minimum number to participate.

Are part-time and temporary employees eligible to participate in Deferred Comp?

Yes. All employees of a participating employer are eligible to participate in Deferred Comp.

DEFERRED COMP OVERSIGHT

Is there a governing board that oversees Deferred Comp?

Yes. PEBA oversees Deferred Comp.

CONTRIBUTION LIMITS, EMPLOYER MATCH AND VESTING

Are employers responsible for monitoring contribution limits?

Yes. Employers are responsible for monitoring contribution limits. Employers have the most current contribution information and should approach their payroll vendor or internal department to run contribution limit reports on a regular basis. Empower will assist employers by monitoring contribution limits made to Deferred Comp. Employers will be notified by letter and through the PSC when a participant is approaching the contribution limit.

Does Deferred Comp allow for an employer match?

Yes. Deferred Comp allows for an employer match. Contact your local retirement plan advisor for details about how to set up this feature.

What is the vesting schedule?

Contributions from the employee and/or the employer fully vest immediately and may not be forfeited by the participant.

LOANS, DISTRIBUTIONS AND HARDSHIP WITHDRAWALS

If an employee takes a loan from Deferred Comp, how is it paid back?

New loans must be repaid through payroll deduction.

Can a participant continue to contribute to Deferred Comp after a hardship or unforeseeable emergency withdrawal has been granted?

Yes. A participant is able to continue contributing to Deferred Comp.

Are active employees over age 72 required to take Required Minimum Distributions?*

No. Employees are not required to take a Required Minimum Distribution (RMD) until they terminate service from a participating employer. Upon termination of service from a participating employer, an RMD must be taken for that calendar year.

How do terminated employees over age 72 determine how much their RMD should be?*

Empower automatically sends out annual RMD letters to all participants who are ages 72 or older and who have not set up an automatic RMD payment from their account. The Empower recordkeeping system automatically calculates the RMD amount.

*Under the SECURE Act the required beginning date for RMDs increased from age 70½ to 72, effective for participants who turn 70½ on and after January 1, 2020.

This calculation will be based only on the assets recordkept by Empower. If the employee does not set up an RMD, Empower will force out a distribution based on the amount communicated to the employee in the letter. Those employees who are still employed with a participating employer in Deferred Comp will have the option to opt out of this force-out process. If an employee does not opt out of the process, he will receive a forced-out distribution. Participants can call the voice response system at **877.457.6263** to obtain the dollar amount of this calculation and request an Automated Minimum Distribution form.

FREQUENTLY ASKED QUESTIONS

PAYROLL AND RECORDKEEPING

Is there a time limitation for submitting payroll contributions?

The plan documents state that all payroll deferrals should be remitted as soon as administratively practicable but in no event later than 15 days following the payroll date. It is considered a best practice to remit payroll deferrals immediately after the payroll date. Also, contributions should be remitted after each pay period.

Are employers obligated to provide information to auditors hired by PEBA?

Yes. Employers are obligated to provide PEBA's independent audit firm with information and documentation necessary to comply with applicable auditing standards.

Are employers obligated to provide a termination date?

Yes. Employers are responsible for immediately updating participant records to reflect termination dates. This information can be provided through the PSC or with a Termination form. For specific steps, please reference the termination process on page 17. With the exception of in-service withdrawals, Empower must have participant termination dates in order to process withdrawal requests.



EMPLOYER FIDUCIARY RESPONSIBILITIES

Whenever you exercise discretion related to Deferred Comp, you become a fiduciary to the extent of that discretion or control. Fiduciaries are subject to an elevated standard of conduct because they act on behalf of participants. As a participating employer, you have specific responsibilities, including:

- Following the provisions of the plan documents;
- Acting solely in the best interest of Deferred Comp's participants and beneficiaries;
- Carrying out duties prudently; and
- Avoiding conflicts of interest and self-dealing.

Managing your fiduciary responsibilities

Once you understand your fiduciary responsibilities, it is important to have a strategy in place to manage these responsibilities. Here are 10 steps to help you manage your employer fiduciary responsibilities:

1. Remit contributions as soon as practicable and no later than 15 days following the payroll date.
2. Monitor the PSC for changes in salary deferrals and loan payments every Friday for the 401(k) Plan and on the first of every month for the 457(b) Plan.
3. Instruct all employees to make salary deferral changes through the voice response system or Deferred Comp's website at www.southcarolinadcp.com. Do not accept salary deferral changes directly from an employee.
4. Review the plan documents periodically to ensure that you are following the terms of the plans. Plan documents are updated on a regular basis to comply with important issues and IRS regulations.
5. Inform Empower of an employee's termination date within 10 days of termination through the PSC or through the payroll file. For specific steps, please reference the termination process on page 17.
6. Communicate with employees about Deferred Comp availability. Post information, such as the local retirement plan advisor's name and contact information, the voice response system number (**877.457.6263**) and Deferred Comp website (www.southcarolinadcp.com) in a central location for employees to access.
7. Maintain accurate records.
8. Establish payroll controls to prevent excess contributions. For these limits, refer to the PSC or Deferred Comp website. You can also refer to the 401(k) Plan Document, Article VII; or the 457(b) Plan Document, Article III, for specific guidelines.
9. Withhold and remit employee payments via payroll deduction.
10. Do not provide employees with investment advice.



EMPLOYER FIDUCIARY RESPONSIBILITIES

FAILURE TO MANAGE FIDUCIARY RESPONSIBILITIES

When employers do not manage fiduciary responsibilities effectively, issues are reported by the IRS during the IRS audit process. As a fiduciary, an employer should guard against common IRS audit findings, such as:

- Failure to remit contributions in a timely manner
 - › Go to the *Employer* tab on the website to review the Plan Document remittance requirements for each plan
 - › Treasury Regulation 1.457-8(a)(2)(ii) provides guidance
- Failure to pay FICA tax on Deferred Comp contributions
 - › FICA is due when wages are earned and when contributed
- Improper management of excess contributions
 - › Be sure to follow IRS limits for contributions to Deferred Comp. Deferred Comp may be disqualified if excess amounts, plus allowable earnings, are not distributed
- Special 457 Catch-up contributions for the 457(b) Plan are improperly allowed
 - › Empower will assist participants with the process for Special 457 Catch-up contributions. Refer employees to a local retirement plan advisor for more information. Please see the Territory Map on Page 28 for contact information
- Failure to operate in compliance with plan documents

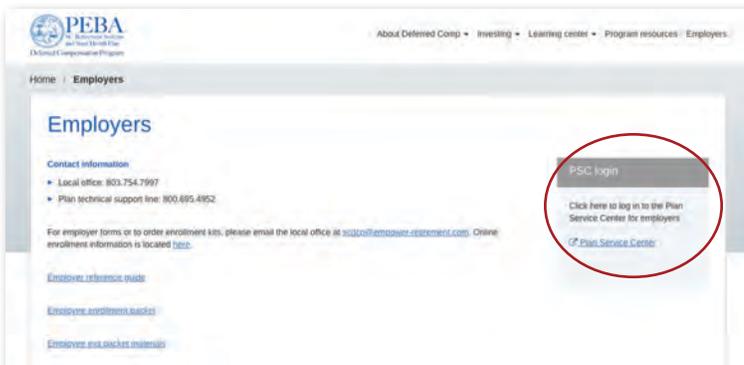
For more information about fiduciary responsibilities, email SCDCP-GW@empower-retirement.com or contact your local retirement plan advisor. Additional information, including copies of the plan documents, can be found at www.southcarolinadcp.com under the *Employers* tab. For questions related to the PSC, call Plan Technical Support at **800.695.4952**.

PLAN SERVICE CENTER OVERVIEW

EXPLORE THE PLAN SERVICE CENTER

The Plan Service Center (PSC) is a website designed to help employers with plan administration needs. The PSC offers a unique combination of simplicity, sophistication and performance. The site provides an employer URL that is an access point to the participant site and the PSC, a more intuitive web experience and features and functionality that will continue to evolve as your needs change.

The PSC supports your day-to-day tasks, such as accessing plan information, updating employee information and processing plan contributions. The site remains content rich, and the tab-based navigation makes it easier to find the information you are seeking. Highlights include the *Reports* tab and the *Resource Center* tab. The *Reports* tab features newly categorized reports, improved descriptions and accompanying report examples. As you navigate the website, you will occasionally see a question mark or tool tip next to a field. Simply hover over the question mark to access more information about the field or tool. The *Employee Information* tab provides an overview of employee and participant information. It is our goal to make the administration of your plan seamless.



FOR ILLUSTRATIVE PURPOSES ONLY.

QUESTIONS?

Please contact Plan Technical Support at 800.695.4952.

Plan Technical Support is made up of a highly trained staff of professional telephone representatives who are available to answer all of your Deferred Comp questions and provide assistance with any ongoing support questions you may have. Plan Technical Support staff is available at **800.695.4952** from 8:30 a.m. to 8 p.m. Eastern time, Monday through Friday.

PLAN SERVICE CENTER

- Plan information
- Employee information
- Contribution processing
- Reporting
- Resource center

GETTING STARTED

The PSC offers instant access to your Deferred Comp information and employs a point-and-click interface that makes the application easy and convenient to use. Through the PSC, you will have easy access to Deferred Comp and participant information, payroll processing, reports and participant forms.

PLAN SERVICE CENTER OVERVIEW

TERMINATION DATES

It is critical that you promptly report termination dates via the PSC in order for Empower to provide efficient distribution services to your employees. Once you have received your PSC login ID and password, log in to the PSC and follow these steps:

1. Click on the *Employees* tab located at the top of the screen and select *Search Employee* from the submenu.
2. Search for the employee. When his name is displayed, click on the SSN.
3. From the *Overview* tab, which is located in the middle of your screen, scroll down to *Employment Information*. Click on *Edit*.
4. Enter the participant's termination date.
5. Click the *Save* button.

Note: Employers who do not have access to the PSC may submit a Termination form. This form can be obtained by contacting the Retirement Plan Advisor assigned to your territory. Please see the Territory Map on Page 28 for Retirement Plan Advisor contact information.



PAYROLL PROCESSING OPTION A: GUIDED PAYROLL

GUIDED PAYROLL

This payroll processing method is available only to employers with 25 or fewer employees.

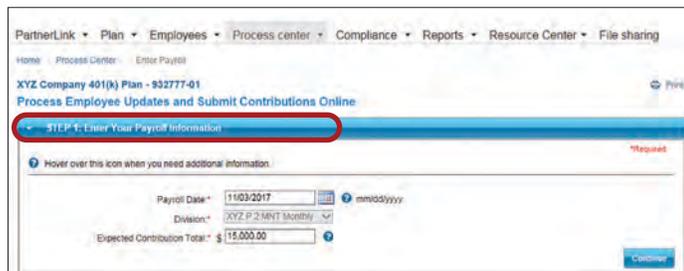
The enhanced functionality of Guided Payroll allows plans not using PDI to update indicative information through the regular contribution process on the PSC. Empower's recordkeeping system is populated with the information, which in turn provides accurate information on the website or voice response system for participants.

Getting started

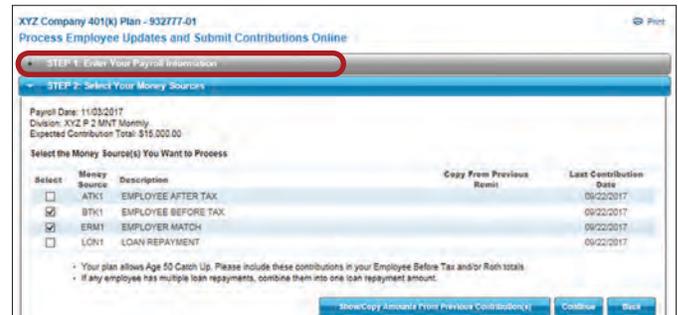
To begin, log in to the PSC and click on the *Payroll* tab, which is located under the Dashboard, and select *Enter Payroll* from the submenu. No prework is required. The PSC will guide you through the steps to complete your contribution processing.

STEP 1: Enter the payroll date (mm/dd/yyyy) by clicking on the calendar, select division, if applicable, and enter the exact amount of your total contributions in the *Expected Contribution Total* box. This total is used for reconciliation purposes once the process is complete. The *Continue* box is enabled only after all required fields are entered.

STEP 2: Select your money source(s) by clicking on the box next to the link and then click *Continue*. Alternatively, you may select your money sources and amounts from previous contributions by clicking *Show/Copy Amounts From Previous Contribution(s)*, making your selections and then clicking *Continue*.



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STEP 3: Update your employee and contribution information. All active employees will display, including those whose employment has terminated within the current calendar year. Contribution amounts by money source can be entered or changed here. All data fields required to support your plan features will display. It is important that you complete all missing data fields. If the system requires additional information before the contribution can be processed, or if information is missing from a participant's account, an alert will appear next to the participant's name.

PAYROLL PROCESSING OPTION A: GUIDED PAYROLL (CONT.)

- This icon appears for errors. The information must be entered to continue processing.
- This icon indicates a warning, but it will not prevent the contribution from being processed.
- This icon indicates an employee's account has been terminated due to full withdrawal. You may reactivate the account through the *Edit Employee* screen.

STEP 3: Update Your Employee and Contribution Information

Use the form below to update contribution amounts and employee information, including adding newly hired employees, before clicking on the Submit button to proceed to STEP 4 - Process and Confirm Your Contributions.

Payroll Date: 10/01/2014
 Division: D 1 P2S Division 1
 Expected Contribution Total \$ 25000.00

Note: If you select an employee to be deleted, the employee information will be deleted from your view only, not from the reprocessing system.

Errors must be corrected before continuing to Step 4 - Process and Confirm Your Contributions.

Warnings will not prevent you from continuing to Step 4 - Process and Confirm Your Contributions, we do encourage your review in case updates are needed.

The employee account has been terminated, no updates allowed at this time. If you need to make a contribution for this employee, include them here and you will be prompted to reactivate them in Step 4. Check they have been reactivated, you will be able to edit their account.

EMP ID	EMP	SSN	Last Name	First Name	Middle Name	Birth	EMPLOYEE BEFORE TUA	YTD Hours	YTD Total Comp	YTD Plan Comp	YTD Pre-Entry Comp	Emp. Stat
151001111	TEST	BLL	IF					200.00	30000.00	30000.00	2.00	01/01/1988 08/01
118411529	RETPED	JOE	ROGER					60.00	3582.72	3582.72	300.00	07/03/1980 12/17
12331234	SMITH	SAM	JAB					80.00	66957.56	65789.50	5000.00	12/12/1948 12/17
17561963	CORAL	CORAL	J					40.00	5000.00	5000.00	5000.00	05/05/1982 09/11
189045529	OSRHOCO	KSOO	WILLIAM					80.00	12285.00	12285.00	4000.00	01/03/1957 12/17
193709149	MCOT	WESS	L					2.00	2.00	2.00	2.00	12/01/1987 05/01
193709440	WITRAM	TONY						75.00	6346.14	6346.14	6346.14	03/10/1974 05/01
212122001	SAM	SAM	MARK					2.00	2.00	1.00	1.00	06/05/1998 10/11
214709373	CVST	KEN						2.00	2.00	2.00	2.00	01/01/1984 01/01
234234007	88888	FFFFF						900.00	5000.00	5000.00	500.00	12/12/1955 01/01

Totals across pages 5

XYZ Company 401(k) Plan - 932777-01
 Process Employee Updates and Submit Contributions Online

STEP 1: Enter Your Payroll Information
 STEP 2: Send Your Money Sources
 STEP 3: Update Your Employee and Contribution Information
STEP 4: Process and Confirm Your Contributions

Reference Number	Payroll Date	Expected Total	Division
1234567891	11/03/2017	\$15,000.00	XYZ P 2 MNIT Monthly

Expected Total is used for reconciliation purposes only, it may or not equal the actual total for the contribution.

You are now being directed to the final step to complete the submission of your contributions.

In this step you will need to confirm your contribution amounts, review any messages and finalize your contribution for funding to your participant accounts.

Finished validating remittance. Please click 'Continue'.

[Continue](#)

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STEP 4: Process and confirm your contribution. Once the validation is complete, a *Continue* button will appear. This will bring you to your final confirmation page.

STEP 5: Once the transaction is complete, a confirmation screen will appear; print it for your records.

Edit Employee

SSN: 234234006

Last Name: 88888 First Name: FFFFFF
 Middle Name: Suffix:
 Birth Date: 12/12/1955 Gender: - Select - Marital Status: MARRIED

Address 1: 123 abc Address 2:
 City: Highlands Ranch State: COLORADO
 Zip Code: 80130 Country: UNITED STATES
 Work Number: Extension:
 Assigned ID: Email (Work):

Hire Date: 01/01/2014 Term Date: Retire Date:
 Salary Amount: 123123.00 Salary Frequency: ANNUAL * 1
 Eligibility Code: Yes No Participation Date: 01/01/2014
 Ineligibility Reason: - Select - Participation Date Source: Plan Service Center
 YTD Hours Worked: YTD Total Comp:
 YTD Plan Comp: YTD Pre-Entry Comp:
 Highly Compensated: Yes No Officer: Yes No Trade Monitoring: Yes No
 Ownership Percent:

[Save](#) [Cancel](#)

FOR ILLUSTRATIVE PURPOSES ONLY.

PAYROLL PROCESSING OPTION B: PAYROLL DATA INTERCHANGE

PAYROLL DATA INTERCHANGE (PDI)

This payroll processing method is required for employers with more than 25 employees.

Why PDI? It can simplify your life

PDI dramatically increases the efficiency of the PSC. PDI simplifies plan administration, increases the accuracy of Deferred Comp and participant data, and helps ensure the secure exchange of information. PDI is a comprehensive file of Deferred Comp's employee information, which is updated in conjunction with your payroll.

The PDI file includes the following participant information:

- **Demographic information** – SSN, name, complete address, birthdate, gender, marital status, salary, state of residency
- **Employment information** – Hire date, termination date, rehire date
- **Contribution information** – Employee contribution, employer contribution, loan repayment, Roth contributions

HOW TO GET STARTED

Please reference the PDI Data Requirements template on Page 21.

- Employer data files must contain all the fields and descriptions listed on the template.
- The data files may be created using payroll or spreadsheet software (such as Quickbooks or Microsoft Excel).
- Employers may submit a PDI data file in either a comma-delimited or a space-delimited format.
- Import data into the file using your payroll system.
- To upload the PDI file, contact Caryn Davis at **303.737.3036** and verify the data.

How do I implement PDI?

Your account manager, Caryn Davis, will help you prepare your PDI file, contact Plan Technical Support and provide a test file to upload through the PSC website. Plan Technical Support builds a template to ensure that the content from your file populates the appropriate fields in Empower's recordkeeping system. This process, known as mapping, takes up to five business days from the time Empower receives a good test file.

Plan Technical Support will contact you when Empower is ready to process your first file and will work with you to resolve any issues to ensure you are ready when it is time to process your first contributions with Empower. The PDI file is sent every payroll cycle by uploading the file with complete data to the PSC.

Benefits of PDI

- The data required for PDI is information that employers already gather for payroll administration.
- By uploading your PDI file, the need for duplicate data entry updates to the Empower system is eliminated.
- Empower's recordkeeping system is populated with the information contained in the file, which in turn provides accurate information on the website or voice response system for participants.
- PDI with participant birthdates can help Deferred Comp administer a Qualified Default Investment Alternative (QDIA) when age-based funds are used.

Please note: An active participant is not allowed to update his address online or through the use of the Personal Information Change Request form. The employer must make that change through its payroll system. This is to ensure the correct address appears on the payroll file.

Plan Name: State of South Carolina Salary
 Deferral 401(k) Plan and Trust and State of
 South Carolina 457 Deferred Compensation
 Plan and Trust

Plan Account Number: 98955-01 / 98955-02

Payroll Data Interchange (PDI) Data Requirements

Fixed Length Record Format-
 Maximum Length Not applicable for
 comma delimited files

Field Description	Start/Stop Positions	Maximum Length*	Data Type	Required (R) Optional (O)	Format / Value	Comments
1 Plan Number	1-8	8	Char	R		98955-01 (401k) 98955-02 (457)
2 Employee SSN	9-17	9	Char	R	999999999	
3 Division number	18-21	4	Char	R		Required if the plan chooses to use Deferral Recordkeeping services for initial enrollment.
4 Last Name	22-56	35	Char	R		
5 First Name	57-76	20	Char	R		
6 Middle Initial	77-77	1	Char	O		
7 Name Suffix	78-92	15	Char	O		
8 Birth Date	93-102	10	Date	R	mm/dd/yyyy	Must be four digit year.
9 Gender	103-103	1	Char	R	M=Male, F=Female	
10 Marital Status	104-104	1	Char	R	M=Married, S=Single, D=Divorced, W=Widowed	Used for spousal consent determination.
11 Address Line 1	105-139	35	Char	R		
12 Address Line 2	140-174	35	Char	R		
13 City	175-194	20	Char	R		
14 State	195-196	2	Char	R	Upper Case	
15 Zip Code	197-206	10	Char	R	99999-9999 or 99999	
16 Home Phone Number	207-216	10	Char	O		
17 Work Phone Number	217-226	10	Char	R		
18 Work Phone Ext.	227-230	4	Char	O		
19 Country Code	231-232	2	Char	O		Remove if all employees live in the USA.
20 Hire Date	233-242	10	Date	R	mm/dd/yyyy	Original Hire date; must be four digit year.
21 Termination Date	243-252	10	Date	R	mm/dd/yyyy	
22 Re-Hire Date	253-262	10	Date	R	mm/dd/yyyy	Use when an employee was previously terminated and rehired.
23 Check Date (payday)	263-272	10	Date	R	mm/dd/yyyy	Must be current ending payroll date. Identifies the plan year that contributions are applied.
24 Before Tax Contribution	273-282	10	Numb	R	9999999.99	EMPLOYEE BEFORE TAX (BEF1)
25 Employer Contribution	283-292	10	Numb	R	9999999.99	Positive number implied. EMPLOYER MATCH (ERB1)
26 Roth Contribution	293-302	10	Numb	R	9999999.99	Positive number implied. EMPLOYEE ROTH AFTER TAX (RTH 1)
27 Loan Payment	303-312	10	Numb	R	9999999.99	Positive number implied. EMPLOYEE REPAYMENT OF LOAN (LON1)
28 Participation Date	313-322	10	Date	R	mm/dd/yyyy	Required for online enrollment and deferral processing. If not optional
29 Email Address	323-362	40	Char	R		If employee doesn't have an email please provide employer email address
30 Salary Amount	363-379	17	Numb	R		Salary for the employee for a given pay period. If providing Salary Amount is required to provide Salary Amount Qualifier
31 Salary Amount Qualifier	380-381	1	Char	R		Salary period A=Annual, M= Monthly, S= Semi-Monthly, B= Bi-Weekly, hourly, W= Weekly

Record length 381

Technical Instructions:

- 1 File can be created in a standard Space Delimited ASCII format (.prn) or comma delimited format (.csv). A carriage return (cr) is required at the end of a record. Only include one participant per record.
- 2 THE FILE FORMAT MUST REMAIN STATIC, CHANGES TO THE FILE MUST BE COORDINATED WITH RECORD KEEPER.
- 3 For participants that are not contributing to the plan but appear on the file please Zero Fill the contribution field(s).
- 4 Numeric fields should be right justified, with the exception of Zip Code (left justified)
- 5 Contribution/Compensation fields should not include commas, and field must extend two digits after the decimal and must be right justified.
- 6 Unused spaces in character or date fields should contain blanks
- 7 A negative sign in the contribution fields can be added in the first space of the contribution field, ie: "-000012.34" or directly next to the contribution amount " -12.34"
- 8 All date fields must be a two-digit month(MM), two-digit day(DD), and a four digit year (YYYY)



Plan Service Center authorization form – custom access

This form is used to request access to the Plan Service Center website (PSC). The PSC is the primary tool used by the plan sponsor and any authorized third parties for online contribution processing, viewing plan and participant data, requesting/downloading plan files and reports, and approving online withdrawals. The new users listed below will receive an email notification when their PSC authorization request is complete.

PLAN SPONSOR CONTACT INFORMATION

Plan name:	Plan number:
Contact name:	
Contact email:	Contact phone/ext:

PLAN SERVICE CENTER CLIENT ADMINISTRATION AGREEMENT

By signing this form, the plan sponsor agrees that the usernames listed on the following pages are authorized to use the PSC. The plan sponsor hereby agrees to notify each of the usernames listed to maintain the confidentiality of logon and password information provided and to not share such information with any third parties. The plan sponsor is responsible for regular review of the users authorized access to the PSC and providing timely notification to Empower of any access changes including access terminations.

Authorized Plan Representative:	
Signature: _____	Print name: _____
Title: _____	Email: _____
Phone #: _____	Date: _____

Please complete and fax or email to Empower Retirement.

Fax Number: 303-801-5228

Email: security@retirementpartner.com



PLAN SERVICE CENTER LOGIN REQUEST

To obtain access to plan information through PSC, please complete the following (additional pages may be attached if needed). **Please see Appendix A for detailed access level options and descriptions.** If no box is checked, Default Plan Access as defined in appendix A will be provided.

Name:		Current PSC username: (if applicable)		
Email Address:		Phone:		
Secure PIN: ___ ___ ___ ___ <i>We recommend using the last four digits of your SSN as your pin, which will be used for caller authentication.</i>				
Subsets <i>(if applicable):</i>	<input type="checkbox"/> All; OR <input type="checkbox"/> Restrict access to: Divisions(s):		Pay center(s):	
User Type: Check One	Plan Employee: <input type="checkbox"/>	Other: <input type="checkbox"/> _____		
1) Default Plan Access as defined in Appendix A is provided for all login requests.				
2) Participant data access: Select only one option; access will not be provided if a selection is not made.		<input type="checkbox"/> No participant data access <input type="checkbox"/> View participant data and order reports <input type="checkbox"/> View, add, edit participant data and order report <input type="checkbox"/> View, add, edit participant data, order reports, process payroll, and update plan ACH info		
3) Compliance access: Select only one option; access will not be provided if a selection is not made.		<input type="checkbox"/> No Compliance 5500 access <input type="checkbox"/> View Compliance 5500 <input type="checkbox"/> View, add, edit, submit Compliance 5500		
4) To do list access: Select only one option; access will not be provided if a selection is not made.		<input type="checkbox"/> No to do list access <input type="checkbox"/> View to do list without email reminders <input type="checkbox"/> View to do list with email reminders <input type="checkbox"/> View, edit, approve to do list		
5) Fee disclosure documents: Select only one option; access will not be provided if a selection is not made.		<input type="checkbox"/> No fee disclosures access <input type="checkbox"/> View fee disclosures with email reminders <input type="checkbox"/> View fee disclosures without email reminders		
6) Plan expenses: Select only one option; access will not be provided if a selection is not made.		<input type="checkbox"/> No pay plan expenses access <input type="checkbox"/> View plan expenses <input type="checkbox"/> View and pay plan expenses		
7) Username management: Access will default to view if a selection is not made.		<input type="checkbox"/> No viewing privileges <input type="checkbox"/> View username access privileges		
8) File Sharing: Select only one option per category; access will not be provided if a selection is not made.				
Auditor folder	<input type="checkbox"/> No access	<input type="checkbox"/> View files	<input type="checkbox"/> View and upload files	<input type="checkbox"/> View, upload, and delete files
Client/External folder	<input type="checkbox"/> No access	<input type="checkbox"/> View files	<input type="checkbox"/> View and upload files	<input type="checkbox"/> View, upload, and delete files
Compliance folder	<input type="checkbox"/> No access	<input type="checkbox"/> View files	<input type="checkbox"/> View and upload files	<input type="checkbox"/> View, upload, and delete files
Conversion folder	<input type="checkbox"/> No access	<input type="checkbox"/> View files	<input type="checkbox"/> View and upload files	<input type="checkbox"/> View, upload, and delete files
Payroll records folder	<input type="checkbox"/> No access	<input type="checkbox"/> View files	<input type="checkbox"/> View and upload files	<input type="checkbox"/> View, upload, and delete files
Trustee folder	<input type="checkbox"/> No access	<input type="checkbox"/> View files	<input type="checkbox"/> View and upload files	<input type="checkbox"/> View, upload, and delete files
Vault folder	<input type="checkbox"/> No access	<input type="checkbox"/> View files	<input type="checkbox"/> View and upload files	



PLAN SERVICE CENTER LOGIN REQUEST

To obtain access to plan information through PSC, please complete the following (additional pages may be attached if needed). **Please see Appendix A for detailed access level options and descriptions.** If no box is checked, default plan access as defined in appendix A will be provided.

Name:		Current PSC username: (if applicable)		
Email Address:		Phone:		
Secure PIN: ___ ___ ___ ___ <i>We recommend using the last four digits of your SSN as your pin, which will be used for caller authentication.</i>				
Subsets <i>(if applicable):</i>	<input type="checkbox"/> All; OR <input type="checkbox"/> Restrict access to: Divisions(s):		Pay center(s):	
User type: check one	Plan employee: <input type="checkbox"/>	Other: <input type="checkbox"/> _____		
1) Default plan access as defined in Appendix A is provided for all login requests.				
2) Participant data access: Select only one option; access will not be provided if a selection is not made.		<input type="checkbox"/> No participant data access <input type="checkbox"/> View participant data and order reports <input type="checkbox"/> View, add, edit participant data and order report <input type="checkbox"/> View, add, edit participant data, order reports, process payroll, and update plan ACH info		
3) Compliance access: Select only one option; access will not be provided if a selection is not made.		<input type="checkbox"/> No Compliance 5500 access <input type="checkbox"/> View Compliance 5500 <input type="checkbox"/> View, add, edit, submit Compliance 5500		
4) To do list access: Select only one option; access will not be provided if a selection is not made.		<input type="checkbox"/> No to do list access <input type="checkbox"/> View to do list without email reminders <input type="checkbox"/> View to do list with email reminders <input type="checkbox"/> View, edit, approve to do list		
5) Fee disclosure documents: Select only one option; access will not be provided if a selection is not made.		<input type="checkbox"/> No fee disclosures access <input type="checkbox"/> View fee disclosures with email reminders <input type="checkbox"/> View fee disclosures without email reminders		
6) Plan expenses: Select only one option; access will not be provided if a selection is not made.		<input type="checkbox"/> No pay plan expenses access <input type="checkbox"/> View plan expenses <input type="checkbox"/> View and pay plan expenses		
7) Username management: Access will default to view if a selection is not made.		<input type="checkbox"/> No viewing privileges <input type="checkbox"/> View username access privileges		
8) File Sharing: Select only one option per category; access will not be provided if a selection is not made.				
Auditor folder	<input type="checkbox"/> No access	<input type="checkbox"/> View files	<input type="checkbox"/> View and upload files	<input type="checkbox"/> View, upload, and delete files
Client/External folder	<input type="checkbox"/> No access	<input type="checkbox"/> View files	<input type="checkbox"/> View and upload files	<input type="checkbox"/> View, upload, and delete files
Compliance folder	<input type="checkbox"/> No access	<input type="checkbox"/> View files	<input type="checkbox"/> View and upload files	<input type="checkbox"/> View, upload, and delete files
Conversion folder	<input type="checkbox"/> No access	<input type="checkbox"/> View files	<input type="checkbox"/> View and upload files	<input type="checkbox"/> View, upload, and delete files
Payroll records folder	<input type="checkbox"/> No access	<input type="checkbox"/> View files	<input type="checkbox"/> View and upload files	<input type="checkbox"/> View, upload, and delete files
Trustee folder	<input type="checkbox"/> No access	<input type="checkbox"/> View files	<input type="checkbox"/> View and upload files	<input type="checkbox"/> View, upload, and delete files
Vault folder	<input type="checkbox"/> No access	<input type="checkbox"/> View files	<input type="checkbox"/> View and upload files	

Appendix A: access options and descriptions

Default plan access: Default is required for all users and cannot be removed.

1) **Default:** Provides the ability to view plan information and order plan reports. Access to participant data is not provided by default and is optional as outlined below.

Participant data access options: Participant data access is optional and one of the following access levels from each group can be in addition to default access.

2) **Participant data and payroll processing:** Provides the ability to view participant data, order reports, add/edit participant data, process payroll, and update plan banking information for ACH debit.

- View participant data and order reports
- View, add, and edit participant data and order report
- View, add, and edit participant data, order reports, process payroll, and update plan banking information (please note: payroll processing provides the authority to debit applicable bank accounts to fund participant contributions.)

3) **Compliance 5500 Information:** Provides the ability view, edit, and submit compliance 5500 testing information and corrective distributions.

- View compliance 5500 information, results, and corrective distributions
- View, add, edit, and submit compliance 5500 information, approve compliance corrective distributions

4) **To do list:** Provides the ability to view, edit, and approve participant withdrawal requests, plan/participant notifications, and participant enrollments.

- View participant to do list items notifications and enrollments without email reminders
- View participant to do list items notifications, and enrollments with email reminders
- View, edit, and approve participant to do list items, notifications, and enrollments with email reminders

5) **Fee disclosure documents:** Provides the ability to view plan and participant fee disclosure documents with or without email reminders when new documents are available.

- View fee disclosure documents with email reminders.
- View fee disclosure documents without email reminders.

Additional access options: The following access levels are optional.

6) **Plan expenses information:** Provides the ability to view historical invoices and pay current plan expenses.

- View plan expenses online
- View and pay plan expenses online

7) **Username Management:** Provides the ability to view who has access to see plan and participant information.

- View only access to Username Management

8) **File Sharing:** Provides the ability to securely share files and provides several folder category options to organize, view, upload, and manage files. For each File Sharing category, the following options are available.

- Auditor folder, Client/External folder, Compliance folder, Conversion folder, Payroll Records folder, Trustee folder
 - View files
 - View and upload files
 - View, upload, and delete files
- Vault folder
 - View files
 - View and upload files

Please complete and fax or email to Empower Retirement.

Fax Number: 303-801-5228

Email: security@retirementpartner.com

Banking Change Request Form

PLEASE PRINT LEGIBLY IN BLACK OR BLUE INK

Plan Number: State of South Carolina 401k/457 98955-01/02

*Division Name: _____ Number: _____ P/E: _____

***Please submit a separate banking form for each division.**

Company Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone #: _____ Fax: _____

The Primary/Site Contact is the person that we will contact if we have any questions or concerns and when the banking change is complete.

Primary/Site Contact (Please Print): Mr./Mrs./Ms. _____ Title: _____

(First Name) (Last Name) E-mail Address: _____

Telephone #: _____ Extension: _____

CONTINUE TO PAGE 2

Date: _____

RE: Automated Clearing House Account Access for Retirement Plan
Please accept this as formal notification that effective:

Effective Date: _____

Plan Sponsor's Name: _____

(The "Plan Sponsor"), has engaged Great-West Financial Retirement Services ("Great-West Financial Financial") to be the recordkeeper for the

Plan Name: State of South Carolina 401k/457 98955-01/02 P/E: _____

(the "Plan"), as sponsored by the Plan Sponsor. The Plan Sponsor acknowledges that Great-West Financial is a non-discretionary recordkeeper and that the Plan Sponsor retains all responsibilities otherwise not delegated to Great-West Financial in a formal agreement.

To facilitate EMPOWER Retirement's recordkeeping duties for the Plan, EMPOWER Retirement and its affiliates are hereby authorized to access the Contractholder's designated account at the depository financial institution listed below to initiate debit or credit transaction via the Automated Clearing House (ACH) for the Plan. Company agrees to notify its depository financial institution of this arrangement.

Depository Financial Institution Information:

Company's Depository Financial Institution: _____

Complete Address: _____

Account Title: _____

Account Type: Checking: Savings: Money Market:

Account Number: _____ Routing Number: _____

Depository Financial Institution Contact: _____

Telephone #: _____

The Plan Sponsor agrees to provide Great-West Financial with 30 days notice, prior to closing or changing this account.

Authorized Plan Representative:

Signature: _____

Print Name: _____

Title: _____

E-mail: _____

Phone #: _____

Date: _____

Cc: **[DEPOSITORY FINANCIAL INSTITUTION]:** _____

**PLEASE COMPLETE AND FAX OR EMAIL TO EMPOWER RETIREMENT
FAX NUMBER: 303.801.5627
EMAIL: security@retirementpartner.com**

YOUR RETIREMENT PLAN ADVISORS



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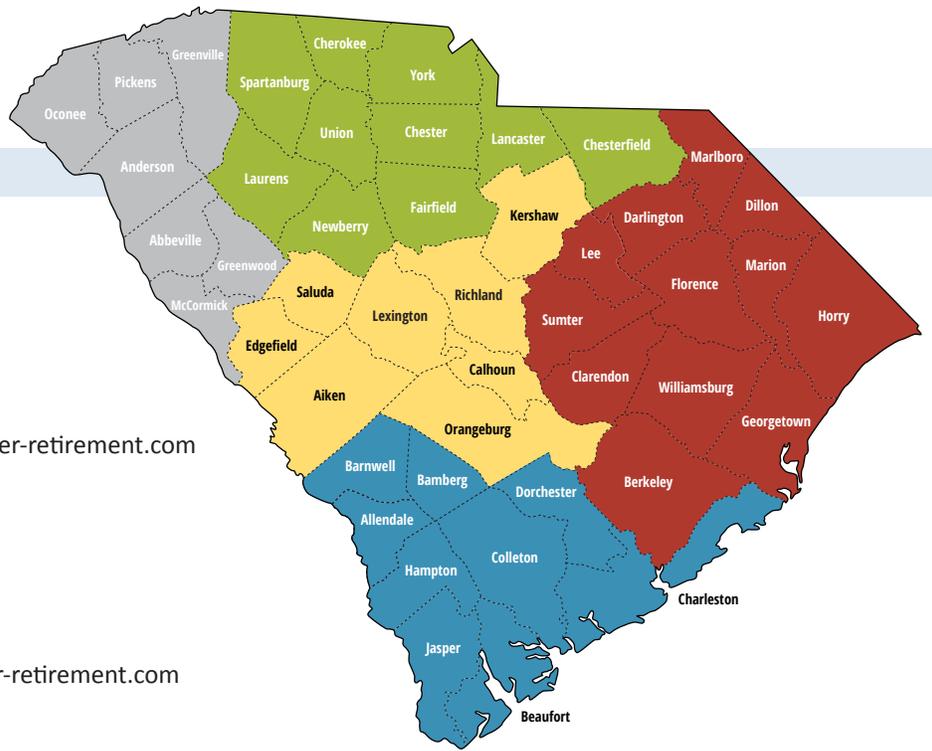
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This page contains no other content.



CONTACT US

www.southcarolinadcp.com

877.457.6263

ABOUT EMPOWER RETIREMENT

Headquartered in Colorado, with a dedicated local Deferred Comp office in the Columbia area, Empower focuses on providing high-quality retirement plan services to employers and their employees. Empower Retirement is a leading services provider of employer-sponsored deferred compensation retirement programs, primarily for government, healthcare and nonprofit entities.

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