

The State University of New York Voluntary Savings Plan

2019 UNIVERSAL AVAILABILITY NOTICE

The State University of New York (“SUNY”) provides employees with the opportunity to save for their retirement through the SUNY Voluntary 403(b) Savings Plan (the “Plan”). Participation in the SUNY Voluntary Savings Plan is a great way to build your retirement savings through pre-tax and/or post-tax payroll deduction contributions.

Whether you want to enroll in the plan for the first time, or you are already enrolled but wish to change the amount of your deferral, you can do so through the SUNY online enrollment and management system at www.retirementatwork.org/suny*. For more information, contact your [state-operated](#) or [community college](#) Employee Benefits Office, call the University Benefits Office at 518-320-1194, or visit the [SUNY Benefits Web Site](#).

ELIGIBILITY

All employees of SUNY (state-operated and community colleges) who receive compensation reportable on an IRS Form W-2 are eligible to participate in the plan.

Please take a moment to review the plan materials before enrolling, available at www.suny.edu/benefits/vsp/. Once you are enrolled, you can review and change the amount of your contributions as often as once per pay period, in accordance with your campus payroll deadlines for submitting changes, through the SUNY online enrollment and management system at www.retirementatwork.org/suny*. The exact date your investment allocations will take effect may vary depending upon the policies of the Investment Provider managing the investment options you chose for Plan contributions.

In addition to the SUNY 403(b) plan, the NYS Deferred Compensation Plan (NYSDCP) also provides a way for you to contribute to a retirement account on both a pre-tax (Traditional) and post-tax (Roth) basis through payroll deduction.

Through the pre-tax options, your contributions, plus earnings are not taxed until you withdraw the funds. Distributions are considered ordinary income for tax purposes. Withdrawals are available if you are at least 59 ½ or separated from service. Early distribution penalties may apply if under age 59 ½ unless there is a qualified exception such as death, disability or financial hardship as defined by the IRS or you are at least 55 during the year in which you separate from service. Usually this will be during your retirement, when your income may fall within a lower tax bracket.

Through the post-tax (Roth) option, your contributions are taxed at the time you make them. Earnings are income tax-free upon qualified distribution if you are 59 ½ or separated from service and it has been at least five taxable years since the initial Roth deposit. Early distribution penalties may apply if under age 59 ½ unless there is a qualified exception such as death, disability or financial hardship as defined by the IRS or you are at least 55 during the year in which you separate from service. Use of the post-tax option may help you maintain a balance against tax rates that increase over time.

WHAT ARE MY SAVINGS OPTIONS?

There are several different Plan options and Investment Providers to choose from through the SUNY 403(b) Plan. NYSDCP also offers its own investment options. The SUNY 403(b) Authorized Investment Providers offer a wide choice of investment options, including stock, bond and guaranteed funds. The following Plans and Investment Providers are available to you:

Fidelity Investments (403(b)(7) Mutual Funds)

1-844-FOR-SUNY (844-367-7869), www.netbenefits.com/SUNY

Teachers Insurance Annuity Associate (TIAA)

1-800-662-7945, www.tiaa.org/suny

VALIC Retirement

1-800-448-2542 or 1-888-569-7055, www.valic.com/suny

Voya Financial

1-800-584-6001, <https://suny.beready2retire.com/>

NYS Deferred Compensation Plan (457)

1-800-422-8463, www.nysdcp.com

HOW MUCH CAN I CONTRIBUTE?

For 2019 **you can contribute** up to **\$19,000** per year. If you are **age 50 or older** anytime in 2019, you can contribute an additional **\$6,000**, for a maximum of \$25,000.

Each participant is limited to these maximum contribution amounts for all 403(b) and 457 plans, respectively, so if you are also a participant in a 403(b) or 457 plan with another employer, your combined contributions to that plan and to the SUNY 403(b) Plan and NYS Deferred Compensation Plan in 2019 are generally limited to \$19,000. If you do participate in a 403(b) plan and/or 457 with other employers, you are responsible for tracking and reporting the amount of all of your contributions to the plans so that the total amount of all your contributions to all plans in which you participate do not exceed the limit. Note also that the sum of all of your contributions, and those of your employers, to all 403(b) and 457 plans that you participate in are generally limited to the lesser of \$56,000 or 100% of your compensation in 2019.

SUNY employees are able to maximize contributions to both the SUNY 403(b) Plan and the NYS Deferred Compensation 457 Plan concurrently.

WHAT DO I NEED TO DO?

If you wish to enroll or change your enrollment in the NYS Deferred Compensation Plan (NYSDCP), you will need to contact NYSDCP directly.

If you are enrolling* in SUNY's 403(b) plan for the first time, you can do so by using the SUNY online enrollment and management system at www.retirementatwork.org/suny. For assistance with the enrollment process, please contact your [state-operated](#) or [community college](#) campus Employee Benefits Office for more information.

If you are currently enrolled and wish to contribute the same **BI-WEEKLY** amount in 2019, no action on your part is necessary unless you are currently contributing additional monies under the Age 50 rule outlined above. **Please check your pay stub to be sure your current bi-weekly contribution (for 403(b) deductions with any investment providers with whom you are investing) multiplied by the number of remaining pay periods in the year does not exceed the allowable limit.** Please be mindful that if you made a change mid year, you will need to make sure that your current biweekly amount will result in the correct annual amount you want deferred for 2019.

To change* the amount you are now contributing, please do so by using the SUNY online enrollment and management system at www.retirementatwork.org/suny. For assistance with this process or if you have questions, please contact your [state-operated](#) or [community college](#) campus Employee Benefits Office for more information.

*Employees at campuses where online enrollment is not available should file a Salary Reduction Agreement with the HR/Benefits office at their campus. For more information, see the "Enrollment" section at <http://www.suny.edu/benefits/vsp/>.