



**STATE OF WEST VIRGINIA
DEFERRED COMPENSATION PLAN
PARTICIPATION AGREEMENT**

Rev. 11/2009

Check the appropriate transaction below.

- Auto Enrollment**
 New Enrollment
 Decline Automatic Enrollment
 Restart/ Increase Salary Deferral
 Termination /Retirement Date: _____
 Decrease Salary Deferral
 Suspend Salary Deferral
 Name/ Address Change

PARTICIPANT INFORMATION

Name _____ (Last) _____ (First) _____ (Middle Initial)
 _____ **Date of Birth** _____
Former Name _____
 _____ **Social Security #** _____
Address _____ (Street) _____
 _____ (City) _____ (State) _____ (ZIP Code)
 _____ **Date of Employment** _____
Agency/Department _____
Former Plan Participant? Check if yes
 _____ **Agency/Department Work Location** _____
Phone (____) _____ (____) _____
 Home Phone No. Work Phone No.
Email Address _____

DEFERRAL ELECTION

Salary Deferral Amount \$ _____ per pay period
 If applicable, include amount of catch-up and complete Catch-up Contribution section below.

Effective Date: This agreement will be effective the first day of the month following the completion of this form or the pay date indicated on the designated line below. *Note:* If you are suspending your salary deferral, your election will be effective the first available pay date following receipt of this form.
Effective Date: _____

EMPLOYEE AGREEMENT TO PARTICIPATE IN 457 DEFERRED COMPENSATION PLAN / AUTOMATIC ENROLLMENT

The State of West Virginia has established an Internal Revenue Code Section 457(b) Deferred Compensation Plan (Plan) for the benefit of its employees. The Plan provides that eligible employees may elect to join and become participants in the Plan (subject to the limitations established in the Plan) upon executing and filing a Participation Agreement with the State. Employees hired on or after July 1, 2007 will be automatically enrolled into the Plan and an amount equal to \$10 per pay period will be deducted from your pay and deposited into an account in your name, to be invested under the Plan. If you do not want to participate in the Plan at this time, please check the "Decline Automatic Enrollment" option above and return the form to your Benefits Coordinator within 30 days of your date of employment. If you elect this option, you may choose to enroll in the Plan at a later date.

The employee acknowledges the following:

- I elect to participate in the Plan and agree to defer compensation to the Plan in accordance with the Plan and Internal Revenue Code (Code).
- I agree that all rights to the deferred compensation shall be governed by the terms and conditions of the Plan and Code.
- I agree that the elections indicated above will remain in effect until later changed or revoked by me or my contributions during any year reach the maximum dollar amount allowed under the Plan and Code. If the latter occurs, my salary deferral election will automatically stop.

CATCH-UP CONTRIBUTION (To learn more, call toll-free at 1-877-786-2982)

Check below, if you wish to make catch-up contributions as permitted under the Plan. Only one option may be selected during the same year.

SPECIAL SECTION 457(b) CATCH-UP PROVISION – This option is available only during the three consecutive years prior to, but not including, the year the employee attains Normal Retirement Age under the Plan. A 457(b) Plan Catch-up Election form is required for this option. For this form and further information, contact your local ING representative.

Calendar year to begin _____ **Calendar year to end** _____

AGE 50+ CATCH-UP PROVISION – This option is available to employees age 50 and over by the end of the year. **Date of birth** _____

The participant cannot use both the special section 457(b) catch-up provision and the age 50+ catch-up provision during the same year. The participant must choose the option most beneficial to him or her.

TO DESIGNATE A BENEFICIARY CALL 1-800-584-6001 OR VISIT www.WV457.com

I certify that the information on this form is true, complete and accurate.

**KEEP A COPY FOR YOUR RECORDS.
RETURN COMPLETED FORM TO YOUR
PAYROLL/BENEFITS COORDINATOR**

Participant's Signature Date

For Payroll/Benefits Coordinator Use only

Payroll/Benefit Coordinator Signature Date State Agency/Political Subdivision

Coordinator please mail or fax a copy of this form to Office of the State Treasurer, One Player's Club Drive, Charleston, WV 25311, Fax: 304-340-1503



Automatic Enrollment for New Employees

Congratulations and Welcome!

One great benefit of working at the State of West Virginia is that you are eligible to be automatically enrolled in the West Virginia RETIREMENT *plus* Deferred Compensation Plan if you are hired on or after July 1, 2007. This Plan is a key part of our benefits program, designed to help you to plan for your retirement.

Of course, you have a variety of options available to you. You can choose not to participate, increase, decrease or stop your salary deferral, or change the way your account is invested at any time. If you do not want to participate in the Plan at this time, please check the “Decline Automatic Enrollment” option on the State of West Virginia Deferred Compensation Plan Participation Agreement in the back of this Enrollment Guide and return the form to your Benefits Coordinator within 30 days of the date you begin employment. If you elect this option, you may choose to enroll in the Plan at a later date.

Unless you decline automatic enrollment, beginning with your first paycheck after the window period in which you can decline automatic enrollment (30 days from the date of your employment), \$10 from your semi-monthly pay will be deducted on a before-tax basis and deposited into an account in your name to be invested under the Plan.

What’s more, your deferrals (or contributions) will be allocated to the investment option chosen by the State, the Stable Value Option, which is the stability of principal investment option available to all employees under the Plan. Once enrolled, an ING Financial Advisers Representative will contact you to answer any questions you may have concerning West Virginia Retirement Plus. After enrollment, you can select from a wide variety of investment options offered in the Plan by using the “Accessing Your Account” instructions below. The enrollment information provided to you contains an information booklet, fund performance, and fact sheets about each of the available investment options, which describe fund expenses, investment objectives, strategy and investment risks. To contact your local representative directly, call toll free **(877) 786-2982**.

You should consider the investment objectives, risks, charges, and expenses of the variable product and its underlying fund options carefully before investing. Fund prospectuses, containing this and other information, can be obtained by contacting ING’s Service Center at (800) 584-6001 Monday – Friday 8:00 a.m. – 9:00 p.m. (Eastern Time) to speak with a representative, or 24 hours a day, seven days a week, by using ING’s automated voice response service. Please read carefully before investing.

Accessing Your Account

Our Plan’s investment provider is ING Life Insurance and Annuity Company. Once you’ve received an enrollment confirmation from ING, visit www.WV457.com and click on “ING Login” at the top of the page to access your personal Plan account:

- 1 – Choose “Sign me up”
- 2 – Enter your Social Security Number and Personal Identification Number (PIN) (identified on your enrollment confirmation)
- 3 – Enter the e-mail address where you would like ING to send correspondence about your account.
- 4 – Create your “User ID” and password

You will then be able to use the site to manage your account, monitor your investments, and take action on an ongoing basis. You can also call ING’s Service Center to make investment allocation or PIN changes at **(800) 584-6001**. We encourage you to change your PIN to one of your own preference once your enrollment has been confirmed.

Group annuities are long-term investments designed for retirement purposes. Money distributed from the annuity will be taxed as ordinary income in the year the money is received. Account values fluctuate with market conditions, and when surrendered the principal may be worth more or less than the original amount invested. An annuity does not provide any additional tax deferral benefit, as tax deferral is provided by the Plan. Annuities are subject to additional fees and expenses to which other tax-qualified funding vehicles may not be subject. However, an annuity does provide other features and benefits, such as lifetime income payments and death benefits, which may be valuable to you.

Insurance Products issued by ING Life Insurance and Annuity Company (ILIAC). Seminars and securities offered through ING Financial Advisers, LLC. (member SIPC) or other broker-dealers with which ING has selling agreements. C09-1026-008R(10/09)