

Your Employer-Sponsored Retirement Plan



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Retirement: A New Beginning



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Today's retirees are living longer than ever before — well into their 70s, 80s, 90s, and even 100s — and are pursuing diverse and active lifestyles. They volunteer, travel, exercise, help care for grandchildren and other family members, and even continue to work, ideally on their own terms. Retirement is no longer viewed as a time of rest after years of hard work, but the beginning of a brand new stage of life, complete with new adventures. How will you create yours?

Before you answer, consider this:

Most people will probably need between 70% and 100% of their final income each year during retirement to afford a comfortable lifestyle.

But there's a catch:

Your income needs to increase a bit each year to keep up with the rising cost of living. For example, if you retire making \$60,000 and decide that you'll need 80% of that amount to live on, you'll need a little more than \$48,000 in your first year of retirement (including any income you would receive from Social Security). Then each year after that, your retirement income will need to rise to maintain your lifestyle.

That means you'll most likely need a sizable amount of money set aside before you retire in order to provide the income you'll need during retirement.

There's good news:

Your employer offers one of the most valuable employee benefits available today — a defined contribution retirement savings plan. By taking full advantage of your employer's plan, you can help make your retirement the best stage of your life.



How Much Will You Receive From Social Security? Social Security has been the subject of much debate in recent years. While some folks hope to rely on Social Security for all of their retirement income, others question whether Social Security will help much at all. For most people, the reality probably falls somewhere in the middle. To get an estimate of your Social Security benefits, visit www.socialsecurity.gov.

Retirement: Your Retirement Income Strategy

In our parents' and grandparents' era, retirement income was built from what was often referred to as the "three-legged stool." One leg was Social Security; the second leg was an employer benefit known as a pension plan; and the third was an individual's own personal savings.

Unfortunately, traditional pension plans are rare nowadays — only a small percentage of firms offer one — and Social Security has become the source of much debate (see sidebar). Tomorrow's retirees will likely need to piece together their income from a variety of sources, which might include the traditional legs mentioned above, as well as other sources of income, such as real estate and art, insurance and annuities, and perhaps even income from a part-time job or a new business venture.

And fortunately for you, a potentially strong source of retirement income could be your employer-sponsored retirement savings plan. By taking full advantage of your plan now, you could make it the core piece of your retirement income strategy down the road.

What Does It Take to Provide Income for a Retirement That Lasts 25 years?

This table offers a glimpse of how much it might take to provide 70% of a given salary each year for 25 years, using certain assumptions, including the fact that your salary will rise by 3% a year until you retire. These amounts do not consider any current savings you may have, or other possible income sources such as Social Security. They are meant to show how important it is to plan ahead.

| Current Salary | Years Until Retirement | | |
|----------------|------------------------|-------------|-------------|
| | 10 | 20 | 30 |
| \$40,000 | \$822,189 | \$1,104,953 | \$1,484,965 |
| \$60,000 | \$1,233,284 | \$1,657,430 | \$2,227,448 |
| \$80,000 | \$1,644,378 | \$2,209,907 | \$2,969,930 |

Figures are hypothetical, for illustrative purposes only, and do not represent the performance of any specific investment. They assume a 3% inflation rate and a rate of return during retirement of 4% per year. Actual inflation and returns will vary. Taxes and fees are not considered.

To see how these figures might compare to your own savings target, use a goal-setting worksheet or an online retirement goal-setting calculator, or visit a financial professional.



Benefits for Today and Tomorrow

Your retirement savings plan offers three primary benefits, including convenience, potential tax advantages, and a variety of investments to consider.

1. **Convenience:** When you participate in an employer-sponsored savings plan, your contributions are taken directly from your paycheck. This process makes saving easy, allowing you to "pay yourself first," automatically, each pay period. In addition, some employers offer an employer match — extra money that goes into your plan based on how much you contribute. If your plan offers a match, be sure to save at least enough to get the full amount. The money is similar to a guaranteed return on your contribution dollars.*
2. **Tax advantages:** Depending on the type of plan your employer offers, you potentially could cut your tax bill both now and in the future. With a traditional "pre-tax" savings plan, contributions are deducted from your pay before income taxes. That means your taxable income — and the amount you pay to Uncle Sam each year you participate in the plan — is lower. In addition, your account benefits from "tax deferral." Unlike other investment accounts that require you to pay taxes each year on the earnings, retirement savings plans allow you to put off paying taxes on your earnings until you withdraw the money. Some plans also offer a Roth account. With Roth accounts, your contributions are taken from your pay after taxes, but qualified withdrawals are tax free. A Roth withdrawal is considered qualified if the account is held for at least five years and the distribution is made after age 59½ or as a result of the account owner's disability or death.**
3. **Investment choice:** Your plan offers many different types of investments. This will help you put together a strategy to pursue your saving goals with a comfortable level of risk (see Retirement: Investing 101 for more information).

Immediate Benefits of Pre-tax Contributions

| | Employee 1 | Employee 2 |
|-------------------|------------|------------|
| Bi-Weekly Pay | \$2,000 | \$2,000 |
| Plan Contribution | \$0 | \$120 |
| Taxable Pay | \$2,000 | \$1,880 |
| Taxes Paid | \$440 | \$414 |

← Amount Invested: \$120

← Immediate Savings: \$26

This example assumes a 22% federal tax rate and a 6% plan contribution, and has been simplified for illustrative purposes. Your results will differ based on your unique circumstances.

**Employer matches are often subject to a vesting schedule, which means you need to be employed for a certain amount of time before the match money, and any earnings on it, is entirely yours. See your Summary Plan Description for more details.*

***Withdrawals from traditional pre-tax accounts and nonqualified withdrawals from Roth accounts will be subject to income tax and a 10% early-withdrawal penalty prior to age 59½, unless an exception applies.*



Risk/Reward Comparison Key

- High Risk/Reward
- Mid Risk/Reward
- Low Risk/Reward

Retirement: Investing 101

Once you've made the decision to set aside money for retirement, the next important decision you'll make is how to invest that money. That decision really boils down to understanding a few simple concepts and how they relate to your individual circumstances.

First, let's consider some basic principles of investing. The investment options available in your plan may range from not so risky ("conservative") to very risky ("aggressive"). Riskier investments typically offer the chance for higher returns over the long term — but they also come with a greater chance of losing your savings.

Using a mix of different investments, a process known as "diversification," can help you manage risk in your portfolio.

The investments in your plan can generally be placed in one of three categories called "asset classes." They are stocks, bonds, and cash (also known as capital preservation). Each asset class has a different risk/return personality.





Sneaky Inflation

Why take on any risk at all in your retirement savings plan? One important reason is the need to beat inflation, or the rising cost of living. Consider how much some everyday purchases could cost after 20 years at a 3% inflation rate:

- Gallon of milk today: \$4.00
- Gallon of milk 20 years: \$7.22
- Haircut today: \$45
- Haircut 20 years: \$81.28
- Running shoes today: \$100
- Running shoes 20 years: \$180.61
- New car today: \$35,000
- New car 20 years: \$63,214

This chart illustrates the historical growth of \$1,000 invested in stocks, bonds, and cash for the 30 years ended December 31, 2021. It also shows how costs rise over time (inflation). As you think about your risk tolerance and how it relates to your asset allocation, consider your ability to ride out the dips in the value of your retirement savings plan in pursuit of long-term gains. Note that an investor who kept all his money in cash over this time period would have barely outpaced inflation.



Source: Refinitiv. Performance covers the 30-year period ended December 31, 2021. Small-cap stocks are represented by the S&P SmallCap 600 Total Return Index; large-cap stocks are represented by the S&P 500 Composite Total Return Index; bonds are represented by the Citigroup Corporate Bond-Composite Index; cash is represented by the 30-day Money Market All Taxable Index; and inflation is represented by the Consumer Price Index. Indexes do not take into account the fees and expenses associated with investing, and individuals cannot invest directly in any index. Past performance cannot guarantee future results. Actual results will vary.

All investing involves risk, including the possible loss of principal. Stocks are particularly susceptible to volatility and market risk, or the risks that their prices will fluctuate with overall market conditions, and small stocks tend to experience wider price swings than large stocks. Bonds are subject to interest rate risk, or the risk that bond prices will decline with rising interest rates, as well as credit risk, or the possibility that the bond issuers will not be able to make their promised interest payments or repay principal. Cash investments are most susceptible to inflation risk, or the risk that returns will not keep pace with the rising cost of living. There can be no assurance that any investment strategy will be successful.



Something to Consider
Before investing in a mutual fund, carefully consider its investment objectives, risks, fees, and expenses, which can be found in the prospectus available from the fund. Obtain a copy of the prospectus and read it carefully before investing.



Investment Mix
Your savings goal, time horizon, and risk tolerance help to determine your investment mix.

Retirement: Choosing Your Investments

Most retirement savings plans offer access to the three asset classes through mutual funds. These investments bring together the money from many different retirement plan participants to buy a pool, or "portfolio," of individual stocks, bonds, and/or cash investments. By investing in a fund or several funds, you own small portions of each individual security. You are also taking advantage of the principle of diversification, which helps you manage risk. You select funds for your needs based on each fund's objective (what it is designed to achieve).

Following are some common fund objectives:

| Typical objective | Description | Invests in | Risk level |
|----------------------|---|-------------------------------------|---|
| Growth | Growth of investment dollars over time (can be more or less aggressive) | Mainly stocks | Tend to offer higher long-term average returns, but carry most risk of loss |
| Income | Provide stream of income over time | Mainly bonds | Generally fall in the middle of the risk/return spectrum |
| Capital Preservation | Help preserve investment dollars | Cash investments and low-risk bonds | Most conservative offerings in the plan; tend to offer lowest returns |

When you choose investments for your retirement savings plan, you use a process called "asset allocation," which refers to how you divide your investment dollars among the three main asset classes. But how do you make your choices?

Three main factors can help guide your asset allocation decision:



Generally speaking, a large goal, a high tolerance for risk, and a long time horizon would translate into a more aggressive strategy — and a higher allocation to stock/growth investments. The opposite is also true: smaller goals, a low tolerance for risk, and a shorter time horizon might require a more conservative approach.

A careful analysis of these three personal factors can help you make thoughtful, strategic choices for your retirement savings plan. The goal setting and risk tolerance worksheets included in this booklet can also help, or consider working with a financial professional.

Also keep in mind that there is no guarantee that any investment strategy will be successful; all investing involves risk, including the possible loss of principal. And remember that asset allocation and diversification can't guarantee a profit or eliminate the possibility of potential losses, including the loss of principal.



Age 50 and Over: Here's a Chance to Catch Up!
If you are age 50 or over and are just now beginning to plan for retirement, don't panic. Special Internal Revenue Service (IRS) "catch up" rules allow you to save more in your retirement savings plan. While most workers can contribute up to \$20,500 in 2022, savers age 50 and older can save up to \$27,000 in 2022. The IRS reviews these figures each year for possible adjustments.

RETIREMENT: THE POWER OF COMPOUNDING

Compounding, the most powerful force in the universe

It is believed that Albert Einstein once called compounding "the most powerful force in the universe." Compounding is when your money earns returns, and then those returns earn more returns themselves. In your retirement savings account, compounding can be a driving force behind your rate of success.

Let's say you contribute \$120 to your retirement savings plan on a biweekly basis. Assuming you earn a 7% rate of return each year, your results would look like this:



The Compounding Difference



That's that power of compounding at work. And the longer your time horizon, the more dramatic the results may be.



| Time horizon | Total amount saved | Total amount accumulated |
|--------------|--------------------|--------------------------|
| 10 years | \$31,200 | \$45,100 |
| 20 years | \$62,400 | \$135,835 |
| 30 years | \$93,600 | \$318,381 |

These examples are hypothetical, for illustrative purposes only, and do not represent the performance of any actual investment. The effects of investment fees and taxes have not been included. Returns will change from year to year, and cannot be guaranteed. You may also lose money in your retirement plan investments. Actual results will vary.

Plan now for your retirement.

No matter what your age, now is the time to begin planning for retirement. And an important first step is participating in your employer-sponsored retirement savings plan.

1

Contribute as much as you can (up to plan limits) to benefit from any employer match, as well as current and future tax advantages.

2

Invest thoughtfully and strategically, based on your savings goal, time horizon, and risk tolerance.

3

Review your plan at least annually to ensure it stays on track.

ESTIMATE YOUR RETIREMENT SAVINGS GOAL

| Years until retirement | 5 | 10 | 15 | 20 | 25 | 30 | 35 | 40 |
|------------------------|------|------|-------|-------|-------|-------|-------|-------|
| Factor A | 1.16 | 1.34 | 1.56 | 1.81 | 2.09 | 2.43 | 2.81 | 3.26 |
| Factor B | 4.90 | 9.58 | 14.03 | 18.27 | 22.32 | 26.17 | 29.84 | 33.34 |

How much might you need to retire? Use this worksheet to help target a total accumulation goal.

- How much is your current income?
- Multiply this amount by .80. This is an estimated annual income in retirement, in today's dollars, based on 80% of your current income. (Or enter a different amount, if you choose. Most experts suggest 70% to 100% of your current annual income.)
- How much might you receive from Social Security each year, in today's dollars? Visit www.socialsecurity.gov to estimate your Social Security income.
- How much might you receive each year from other sources, in today's dollars, such as pension income?
- Add lines 3 and 4. This is your total estimated annual income, in today's dollars, from other sources.
- Subtract line 5 from line 2. This is your estimated income gap, which you will need to make up from your retirement savings.
- How many years until you retire?
- Find the corresponding factor from Factor A (above) and enter it here.
- Multiply line 6 by line 8. This is the amount that your savings will need to generate in year one of your retirement.
- How long do you expect your retirement to last?
- Find the corresponding number from Factor B (above) and enter it here.
- Multiply line 9 by line 11. This is the target amount you may need to accumulate by the time you retire.

This worksheet assumes that inflation rises at an average of 3% per year both before and during retirement. It also assumes that your investments grow at an average of 6% per year before retirement, and 4% per year during retirement. Such assumptions are hypothetical and cannot be guaranteed.

This worksheet is not meant as advice, but as a way to provide a general estimate for illustrative purposes. Your specific goal should take into consideration your total family income, your current and expected assets, and other unique circumstances. A financial professional can help you calculate a goal that is specific to your particular situation. There is no assurance that working with a financial professional will improve investment results.

| Example | You |
|-----------|--------------|
| \$60,000 | 1. \$ _____ |
| \$40,000 | 2. \$ _____ |
| | |
| \$23,000 | 3. \$ _____ |
| | |
| \$0 | 4. \$ _____ |
| | |
| \$23,000 | 5. \$ _____ |
| | |
| \$17,000 | 6. \$ _____ |
| | |
| 20 years | 7. _____ |
| 1.81 | 8. _____ |
| | |
| \$30,770 | 9. \$ _____ |
| | |
| 25 years | 10. _____ |
| 22.32 | 11. _____ |
| | |
| \$686,786 | 12. \$ _____ |

RISK TOLERANCE WORKSHEET

The following worksheet may help you assess your ability to take on investment risk in pursuit of long-term goals. Answer each question, then tally your results at the end.

1. When making a long-term investment, I plan to hold the investment for:
 - a. 1 to 2 years (1 point)
 - b. 3 to 4 years (2 points)
 - c. 5 to 6 years (3 points)
 - d. 7 to 8 years (4 points)
 - e. 9 to 10+ years (5 points)
2. If you owned an investment that fell 20% over a short period of time, what would you do?
 - a. Sell all of the investment (1 point)
 - b. Sell a portion of the investment (2 points)
 - c. Sell nothing (3 points)
 - d. Buy more of the investment (4 points)
3. Generally, I prefer an investment with little or no fluctuation in value, and I am willing to accept the lower return associated with this investment.
 - a. I strongly agree (1 point)
 - b. I agree (2 points)
 - c. I disagree (3 points)
 - d. I strongly disagree (4 points)
4. When it comes to investing in stocks and bonds, I would describe myself as a:
 - a. Very inexperienced investor (1 point)
 - b. Somewhat inexperienced investor (2 points)
 - c. Somewhat experienced investor (3 points)
 - d. Experienced investor (4 points)
 - e. Very experienced investor (5 points)
5. How optimistic are you about long-term prospects of the economy?
 - a. Pessimistic (1 point)
 - b. Unsure (2 points)
 - c. Somewhat optimistic (3 points)
 - d. Optimistic (4 points)
6. What do you hope your account value will be 10 years from now?
 - a. A little higher than it is today (1 point)
 - b. Moderately higher than it is today (2 points)
 - c. Substantially higher than it is today (3 points)

Points

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

Total Points:

Retirement Savings Goal Score:

| Score | Investor Type | Description |
|-------|---------------|--|
| 6-12 | Conservative | In general, a conservative portfolio will invest heavily in bonds and stable value/cash alternatives. The primary goal is to preserve principal. |
| 13-18 | Moderate | A moderate portfolio will generally attempt to balance income and growth by allocating significant investment dollars to both stocks and bonds. |
| 19+ | Aggressive | An aggressive portfolio will typically tend to concentrate heavily in stocks, focusing on potential growth. |

This tool is not intended as investment advice, but rather as a guide to help you assess your risk tolerance. A financial professional can help you understand how your results relate to your investment choices. There is no assurance that working with a financial professional will improve investment results.

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