



MASSACHUSETTS Department of Higher Education

Will it pay to retire tomorrow? It depends on what you do today.

Saving a percentage of your salary from each paycheck can make a big difference in the amount you could have when you retire. With the Commonwealth's 403(b) Plan, you have the opportunity to supplement your core retirement benefits such as the SERS, ORP, or Social Security (if eligible), with this voluntary benefit. Start early and update your contributions as your income increases.

We urge you to take advantage of the Commonwealth's 403(b) Savings Plan because it is a unique way to save for retirement through convenient payroll deductions, with special tax advantages, and a broad range of investment options.

Your pretax contributions allow you to reduce your income taxes in the current year. You may contribute a flat amount or a % of salary. Here are the 2012 limits:

If you are under age 50, your 2012 limit is: \$17,000.

If you are age 50 or over, your 2012 limit is: \$17,000 + \$5,500 = \$22,500.

So why not take advantage of your Plan today? To enroll, follow these steps:

1. Contact your payroll/benefits administrator for an enrollment kit from one of these approved providers: **AXA-Equitable, Fidelity, ING, Lincoln Alliance, MetLife MFP, TIAA-CREF or VALIC**. Also get the Plan's Salary Reduction Agreement.
2. Complete the Provider account application within the kit, and the Plan Salary Reduction Agreement form. Make sure the provider forms are given to the account representative or sent to the provider before you start your deduction. You must enroll in the Plan for contributions to be applied to your account.
3. Return the Salary Reduction Agreement to the payroll/benefits office.

To increase your current contributions, follow these steps:

1. Complete a new Salary Reduction Agreement form.
2. Designate the dollar amount or % of your salary to contribute to the Plan every pay period. With the % method, contributions will grow with salary increases.