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## The seven habits of effective retirement investors

Habits influence our daily lives and our futures. A habit starts with motivation. If you want a more secure retirement someday, you may want to consider imitating these habits of effective retirement investors.

- 1 **Learn what to do.** OPERS gives you access to educational webinars to help you understand how to manage your OPERS account and invest for retirement. To register for a webinar, visit [www.opers.org](http://www.opers.org) and click on *Seminar Options*.
- 2 **Make a plan.** Without a plan, you may not know which investments are right for you or whether you are on course to reach your savings goals. To get started, try the retirement needs calculator at <http://ing.us/individuals/tools-calculators/retirement> or financial webinars at <http://ing.us/individuals/retirement/seminar-library>.
- 3 **Save more.** You are required to contribute 10 percent of your salary to OPERS since you do not pay into Social Security. However, you are allowed to supplement your mandatory contributions by making after-tax voluntary contributions to your OPERS account. In 2014, the annual maximum deposit limit determined by Internal Revenue Code (IRC) Section 415(c) is \$52,000 or 100 percent of your compensation, whichever is less. You can increase your account balance by rolling over assets from another qualified pre-tax account, such as a 457(b) plan, 403(b) plan or Traditional IRA, directly into your OPERS account. For forms and information about voluntary contributions and rollovers, go to [www.opers.org](http://www.opers.org) or call the OPERS Help Line at (866) 673-7748.
- 4 **Diversify.** Don't put all your eggs in one basket. That's the idea behind diversification and asset allocation, spreading your money across different types of investments. OPERS offers different options for diversifying your investment mix. You can choose one OPERS Target Date Fund or a combination of OPERS core funds. You can further diversify into your choice of more than 6,000 mutual funds beyond the core OPERS investment options by investing up to 50 percent of your account balance in the OPERS Self-Directed Brokerage Account through Charles Schwab's Personal Choice Retirement Account® (PCRA). Charles Schwab is not affiliated with the ING family of companies. For more information, including Morningstar® fund profiles and Target Date Fund glide paths, past performance sheets and fund expenses, visit [www.opers.org](http://www.opers.org) and click on the *Investments* tab or call (866) 673-7748. You should read the *OPERS Investment Options Disclosures* document before investing.
- 5 **Review at least annually.** Over time, changes in market conditions can push your investment mix out of alignment with your asset allocation strategy. So give your account a checkup periodically, or at least once a year. Consider activating the automatic rebalancing feature to keep your desired asset allocation on track. Log into your OPERS online account at [www.opers.org](http://www.opers.org) and select *Rebalance Account* under the *Account* tab at the top of the page. Note: If you turn on the automatic rebalance feature, it will be turned off if you make another manual transaction to move funds between investments.
- 6 **Read your statements.** Your quarterly account statement contains valuable information that can help you track your investments' performance against your savings goals. You can also retrieve past statements and create customized statements with different date ranges anytime. Log into your online account at [www.opers.org](http://www.opers.org) and select *Statement* under the *Account* tab at the top of the page.
- 7 **Keep improving.** Good habits take time to develop. After you have mastered the investment basics, continue to sharpen your skills. Take advantage of everything OPERS offers to help you stay in the habit of saving and planning for your future. ●



# Your beneficiary designations: avoid these common mistakes

Your beneficiary designation applies to all retirement plans in which you have service: the Member-Directed Plan, Combined Plan and Traditional Pension Plan.

It's smart to review your choices from time to time. You want to be sure the right individuals will get your money, especially if your personal situation changes. Checking your beneficiary designations at least once a year could help prevent these common errors.

- Forgetting to remove an ex-spouse as a beneficiary after a divorce or remarriage.
- Not adding a child after a birth or adoption.
- Not identifying a new beneficiary after the death of the primary beneficiary.
- Overlooking the need to name a contingent beneficiary who would receive the benefits if the primary beneficiary dies before you.
- Naming your parents as beneficiaries when you are a young single adult, then neglecting to change the information after your parents die or you marry or have children.

- Listing your estate as a beneficiary without guidance from an estate planning attorney.
- Specifying your estate or an entity other than an individual as your beneficiary without knowing the implications on the IRS required minimum distribution payments to beneficiaries.

These are errors that would affect the people in your life who depend on you. Log into your account online to verify that the beneficiary designations you have on file with us reflects your current wishes.

You can make any changes or updates by accessing your account online or by submitting a paper *Designation of Beneficiary* form (A-3U) available at [www.opers.org](http://www.opers.org).



## New name for ING: Voya Financial™

**ING, the Plan record keeper for OPERS, is changing its name to Voya Financial.**

Nothing changes to your account or the quality retirement services you receive as a result of this name change. Over the next few months you will begin to see the Voya name more and more.

**In September, you will see Voya on your account statement, printed materials and Plan website, and by the end of 2014, on all other materials.**

Empowering you to control your financial journey remains a top priority of Voya, a name coined from the word "voyage." Visit [www.Voya.com](http://www.Voya.com) for more information.



Program website: [www.opers.org](http://www.opers.org)

Benefits questions and personal data changes: (800) 222-PERS (7377)

Account information and management: (866) OPERS-4-U (866-673-7748)

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### quarterly calendar

Transactions made on this date when the New York Stock Exchange (NYSE) is closed will be processed the following business day that the NYSE is open.

- **Monday, September 1, 2014**