



Planning for Retirement

After years of dedication and commitment in the workplace, the time has come to plan your retirement.

BENCOR's Advisors hope to provide that same dedication and commitment to excellence. We will work with you to match the benefits and plans that best meet your needs. We have helped clients for more than 28 years, providing stress-free, custom retirement planning that is unique to each individual and their goals.

We understand that this major milestone may be intimidating. Our personal Advisors will work with you, hand-in-hand, to assist in planning your successful retirement.

If you have any questions regarding what we can do for your needs today, please contact your Advisors, **Travis Payne** or **David Payne**.

BENCOR is here to help you achieve a happy and well-deserved retirement.

Sincerely,



Travis Payne



David Payne



Michael Payne

BENCOR Advisors

Phone: 800-330-4014 | Fax: 888-678-5287

BENCOR Advisors are registered representatives of and offer only securities and advisory services through PlanMember Securities Corporation. A registered broker/dealer, investment advisor and member FINRA/SIPC. 6187 Carpinteria Ave. Carpinteria, CA 93013. (800) 874-6910 PlanMember is not the broker/dealer for U.S. Retirement Partners or U.S. Employee Benefits Services Group. BENCOR, U.S. Retirement Partners and U.S. Employee Benefits Services Group are independently owned and operated companies and not affiliated with PlanMember Securities Corporation. PlanMember is not liable for ancillary products or services offered by this representative or any of the mentioned companies.

www.bencorplans.com | 982 Brevard Ave. #2 | Rockledge, FL 32955

BENCOR Special Pay Plan Overview



The BENCOR Special Pay Plan is a retirement program consisting of two parts, the *first part* satisfying the requirements under **Section 401(a)** of the Federal tax law, the *second part* following the dictates of **Section 403(b)**. Together, these two parts are offered by BENCOR, Inc. as one Plan to help governmental units, as well as you as an employee, save up to 7.65% of Social Security and Medicare taxes on certain forms of "special pay" (as described below) contributed to the first and second parts of the Plan.

The Plan also results in the *deferral* of your income taxes on that same special pay that is contributed under both parts of the Plan; income taxes are not imposed until you actually withdraw money from the Plan. The Social Security and Medicare tax savings are *permanent* because these taxes are not imposed on withdrawals from the Plan.

Frequently Asked Questions

Who participates in the Plan? To be eligible for the Plan, you must be in a category of employment designated as covered by school board policy. If you are covered by such policy, then you will participate if you (i) are retiring, terminating or are entering into DROP, and (ii) have accumulated at least \$500 in "special pay" (terminal pay, sick leave pay, annual leave pay, etc.).

What should I do to set up my Plan account? Your employer establishes your Plan account for you. Once your account is created, you should log on to your account at www.bencorplans.com to:

- 1) select your statement delivery preference (electronic/paper) under **Statements/Forms**;
- 2) designate the person(s) who should receive the funds in your account in the event of your death by using the **Beneficiaries link** under the **gear icon**; and
- 3) make an investment election under **Investments**.

What are the options for investment of my account? The Plan offers different investment options in which you may choose to invest amounts contributed to your account. The options are listed and described on the website. If you do not choose investment options, your account will be invested automatically in your Plan's default option, which may or may not be the best option for your circumstances. Therefore, it is important for you to log on to your account at www.bencorplans.com as soon as possible to obtain information about all the available investments and choose the options that are appropriate for your own objectives and preferences.

What is contributed to the Plan? Contributions to the Plan consist of accumulated special pay that otherwise would be paid to you in cash at retirement or other separation from service.

If you enter DROP:

Accumulated Sick Pay -- Contributions of accumulated sick pay are made to the Plan in each year of the DROP period leading up to your actual retirement date. The amount contributed each year depends upon the number of years in your separation period. For example, an employee participating for a period of eight years who has accumulated Sick Leave Pay, will have that Sick Leave Pay deposited as follows:

Year 1	20% of the balance of terminal sick leave
Year 2	25% of the remaining balance of terminal sick leave
Year 3	33% of the remaining balance of terminal sick leave
Year 4+	50% of the remaining balance of terminal sick leave

Employees terminating prior to end date of their DROP will be paid 100% of their eligible sick leave balance per policy. If the yearly sick pay contribution exceeds the amount of the contribution limit the excess amount will be rolled into the next plan year.

Annual Leave -- Employees participating in DROP subject to employer policy have the option to:

- (1) Receive their annual leave as a lump-sum distribution at the time of enrollment in DROP, or
- (2) Receive a lump-sum payment at the end of the DROP period.

If option (1) is chosen (annual leave paid as a lump-sum at the time of enrollment in DROP) this dollar amount will be included in the employee's compensation for retirement benefit calculation purposes (FRS).

If option (2) is chosen (wait until end of DROP period), this dollar amount is not included in the FRS benefit calculation.

Under option (1) or option (2) above, annual leave will be placed into the Plan subject to contribution limits. Any annual leave in excess of Plan contribution limits will be paid to the participant subject to Federal tax and related payroll taxes (Social Security and Medicare).

In addition to these employer-made contributions of special pay, you also may choose to “roll over” into the Plan monies invested in other eligible retirement plans or traditional IRAs, thereby consolidating your retirement savings in one place.

Is there a limit on the amount of Special Pay that can be contributed to the Plan? Yes. The IRS adjusts the annual dollar limit periodically to reflect cost-of-living increases. [Click here to see the current IRS limits.](#)

Your employer will not contribute more to the Special Pay Plan on your behalf than is permitted by law. Any amount that cannot be contributed to the Plan will be retained until the next plan year or paid to you as current taxable compensation, as applicable. Please consult your tax advisor or your BENCOR representative regarding your specific Plan contribution limits.

May I still make elective deferrals to another 403(b) or 457(b) plan? You still may elect to defer money into any other plans for which you are eligible, subject to all applicable limits imposed by Federal tax law, but no elective employee contributions may be made to the BENCOR Special Pay Plan.

Can I withdraw money from my account? Your account is always 100% vested and belongs only to you. The balance of your account is available for withdrawal at any time *after* your termination of employment or upon total disability or death. In the case of your death, the beneficiary(ies) you name under the Plan will be able to withdraw your account balance. Funds may be withdrawn in one or more cash distributions, which are taxable for the year of withdrawal, or in the form of a direct rollover to an IRA or other eligible retirement plan, which results in continued deferral of your income tax obligation. To request a withdrawal, log on to your account at www.bencorplans.com and submit your request electronically. Additional information about income taxes and rollovers is provided online and with the form.

Are my funds taxable and are there any penalties when I withdraw my funds? Income taxes are imposed for the year of withdrawal. Income taxes are deferred in the case of a rollover to an IRA or other eligible retirement plan, although rollovers to a “ROTH” IRA are currently taxable. The Special Tax Notice provides general information about the taxation of distributions from the Plan. For specific tax information, consult an independent tax advisor.

An additional 10% tax (early withdrawal penalty) may apply to withdrawals taken prior to the attainment of age 59½ if you retire or otherwise separate from service prior to the year in which you turned age 55. Your employer has chosen to “make whole” those employees who fall within this category *if* they request all of their funds in cash from the Plan Administrator within **60 days** of separation from employment. This generally results in a “make-up” payment of 2.35% (10% penalty minus 7.65% previous savings on Social Security and Medicare taxes). However, individuals who have met their FICA salary limit before retiring would receive an 8.55% (10% penalty minus 1.45% savings) reimbursement for amounts over the FICA limit.

Your account is subject to the IRS Required Minimum Distribution rules after you reach age 72 or retire, whichever is later, or following your death, if earlier.

Can I borrow from my account? You may be eligible to borrow up to 50% of your account balance. The minimum loan amount is \$1,000. The amount available to borrow is affected by any other Plan loans you have received. An initiation fee of \$75 is deducted from your account each time you take a loan. A quarterly loan maintenance fee of \$6.25 also applies but not in the quarter the loan is issued. There is a maximum of two (2) loans allowed. Please visit www.bencorplans.com to view loan availability and request a loan.

Will I receive account statements? Statements showing your account activity, including beginning balance, contributions made, investment results and ending balance, are provided after the close of each calendar quarter. You may generate a statement on demand at any time by logging in to your account.

Are there any fees? There are no administrative fees charged to your account unless your balance is less than \$1,000 *and* no contributions have been made to your account for more than two years. At that time, if you do not elect a distribution, a monthly maintenance fee will apply.

Welcome to the BENCOR Special Pay Plan

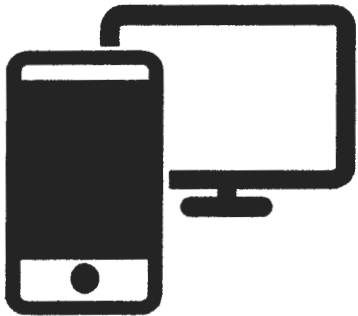
Brevard Public Schools provides the BENCOR Special Pay Plan as an important retirement benefit for all eligible employees. This letter provides general information about the plan and outlines available resources for you to get more detailed information.



Key Features of your Special Pay Plan

- If you are eligible, you are automatically enrolled in the program.
- Your employer will make a contribution of "special pay" based on your accumulated sick, vacation or other leave/incentive pay into a retirement account in your name.
- You will permanently save up to 7.65% of your wages in Social Security and Medicare taxes that otherwise would be deducted from your wages.
- Income taxes are deferred on contributions to the plan until you withdraw the money from your account in the plan.
- Your plan account is always 100% vested and belongs only to you.

Where Can You Get More Information?



1. Your Employer's Benefits Department

Access *Frequently Asked Questions* and plan videos through your employer's benefits department or benefits web portal.

2. Online

www.bencorplans.com

Click on **Participant Login**, select your State, County and Employer then click on **Log In**.

For first time users, click on **New User** and follow the prompts.

For returning users, enter your User ID and Password, select Participant from the drop-down menu and **Login**.

3. BENCOR National Participant Service Center

866-296-9712

(M-F 9:00 a.m. - 6:00 pm ET)

4. Your local BENCOR Advisors at 800-330-4014:

Dave Payne x. 5060

Travis Payne x. 5064

Michael Payne x. 5069





USEFUL INFORMATION

Local BENCOR Appointment Office

982 Brevard Ave #2,

Rockledge FL 32955

Tel# 800-330-4014 or 888-323-6267

Fax# 888-678-5287

Local BENCOR Team

800-330-4014

Retirement Representatives:

BENCOR Representative	David Payne	Ext 5060	dpayne@bencorrep.com
BENCOR Representative	Travis Payne	Ext 5064	tpayne@bencorrep.com
BENCOR Representative	Michael Payne	Ext 5069	mpayne@bencorrep.com

General Questions and Assistance:

BENCOR Florida Coordinator	Gena Flores	EXT 5075	gflores@bencorrep.com
BENCOR Florida Assistant	Rhonda Horner	EXT 5067	rhorne@bencorrep.com

BENCOR Main Service Center

Tel# 866-296-9712

Fax# 888-500-7111



Requesting a Distribution from your BENCOR Account

Special Pay Plan (Sick and Annual)

When you are eligible for a distribution (withdrawal), you may request your entire account balance, or only a portion of your balance. No forms are required to withdraw your funds. The distribution process is entirely online and accessed through the BENCOR website.

How to Begin the Distribution Process



- 1) Go to <https://bencorplans.com>. Click on Participant Login, select your State, County and Employer, click on Log In and log in to your account. (For first time users, click on the "+ New User" link to change the log in window to allow you to "Request User ID and Password". Follow the prompts to answer security questions and set up your user account.)
- 2) After login, click on **Request a Distribution** in the Transactions menu near the top of the page.
- 3) When the page loads, click on the "here" link to request a distribution. Follow the prompts to enter your information, e-sign and submit. That's it!

What to Expect



Safe Online Authentication with LexisNexis® InstantID®
The security of your private information and your retirement account are important. You will be asked to correctly answer security questions to ensure that only you have access to your account.

Security Verification

Please answer the following questions for security purposes. Once your identity has been verified you'll be able to request your online distribution.

Please Note: you will only have a limited amount of time to answer these questions. If you don't answer the questions within the allotted time period, you will not be able to proceed with the online distribution request.

Click on the "Start Verification" button when you're ready to begin the verification. Please make sure that you're not interrupted during this process.

START VERIFICATION

I am applying an e-signature in my name to this document and have read the:

Finish & Submit Electronically



No Hassle Online Signature and Submission



Automatic Distribution Status Updates

You can elect to receive text and/or email updates letting you know when your distribution has been approved by your Plan Sponsor and when it has passed the final review.

Your distribution request was approved by your plan sponsor and has been sent for final review. We will notify you again when the review process is complete and your distribution has been processed.

Your distribution request has been approved. Trades will typically be sent in 1-2 business days. If all trades settle in a normal manner, your distribution proceeds will typically be issued within 3-5 business days of approval.

Thank you.
Client Services