Defined Contribution 401(a) Plan Summary

How the Plan Works	With a defined contribution plan, an account is established on your behalf and your account grows through contributions from you, your employer, and earnings from investments you select. The benefit is a lump sum amount equal to your account balance when you leave or retire; it may also be payable as a monthly benefit. With a defined contribution plan, vested benefits are portable if you change employers – this means you can take the benefit with you if you leave your employer after you have satisfied the plan's vesting requirement.
Employer/ Employee Contribution Rates	Your employer contributes a percentage of your salary to your plan account each pay period in accordance with the following schedule, based on your years of creditable service: • 0-9 years of service - 1% • 10-14 years of service - 3% • 15 or more years of service - 5% You make a required employee 5% contribution to the Plan. (NOTE: Contributions will be allocated to the Plan's Vantagepoint Milestone Funds based on your current age until you access your account online at www.missionsq.org and make your investment elections. See *Beneficiary and Investment Allocation Fact Sheet* for directions.)
Vesting	You are 100% vested in the plan benefits plan as follows: • After you have completed 5 years of creditable service in a full-time permanent position, or • After you have reached your normal retirement date while employed (general employee - age 65; sworn public safety employee - age 60), or • Upon your death while employed by a participating employer.
Receiving a Distribution	You may receive a lump sum payment, start receiving monthly or installment payments when you leave your employer, or you may leave your account balance in the Plan for later distribution. Distributions are taxed when you receive them, based on your tax rate at the time unless they are rolled over to another plan or Individual Retirement Account (IRA).
Portability of Benefits	Your account is portable. That means you can roll over the amount of assets you are entitled to receive tax and penalty free to another qualified plan that accepts rollovers or an Individual Retirement Account (IRA) within 60 days of distribution.
Beneficiary Options	Upon your death, any account balance is transferred to your designated beneficiary. Your beneficiary must complete the required claim documents with the third-party vendor, currently Mission Square, who will disburse the account balance.
Disability Benefits	Benefits are payable from the Defined Benefit Plan based on the plan formula in the event of Compensable (job-related) or Ordinary (non-job-related) disability. You must have five years of creditable service in order to apply for Ordinary Disability retirement. There is no minimum years of creditable service required to apply for Compensable Disability retirement. In the event you qualify, disability benefits will be offset by any benefits you are eligible to receive from the Defined Contribution Plan.
Cost-of-Living Adjustments	Since benefits are payable in a lump sum, cost-of-living adjustments will not apply.

This is a summary of benefit provisions. For additional information on benefits provided by the Richmond Retirement System, please refer to Chapter 22 of the Code of the City of Richmond or contact the RRS at (804) 646-5958.