Go Online
To Plan Your Retirement

How much income will you have at retirement? Will it be enough to pay your bills and do the things you want to do in retirement? Is there anything you can do now to make your dreams come true?

Go to your myVRS account at www.varetire.org and check out the myVRS Retirement Planner. The Retirement Planner is the newest online tool in myVRS, the secure member area of the VRS Web site. The Retirement Planner gives you an easy way to create a customized picture of your income and expenses in the first month of retirement.

Use the Retirement Planner to see if you are on the right track to retirement or if you need to increase your savings or change your retirement date. The planner shows how increasing your tax-deferred savings, changing your investment strategy or selecting a different retirement date can improve your retirement outlook.

See the insert in this issue of Member Bulletin for more information.

More and More Members Nearing Retirement Are Going Online For Help

When it comes to planning retirement, members rely on information and help from VRS. Now, many members are turning to the convenience of myVRS and requesting tools such as the Retirement Planner to estimate retirement income and spending.

These are the findings of a recent survey conducted by the Southeastern Institute of Research (SIR) on behalf of VRS. SIR surveyed more than 57,000 VRS members who will become eligible for retirement within the next five years. Over half of the respondents are between the ages of 55 and 64, with a mean age of 57.
More and More Members Nearing Retirement Are Going Online For Help

CONTINUED FROM PAGE 1

Almost two-thirds are satisfied with the role VRS has played in their careers so far. Eighty-two percent believe they will need more contact with VRS as they come closer to retirement. Sixty percent foresee needing information on applying for retirement; 58 percent want a benefit calculator or estimator.

The survey shows that members are well informed in certain areas, but need education in others. Eighty-four percent of respondents know the approximate amount of their VRS retirement benefits, and 61 percent know how to calculate their benefits. Only 36 percent believe they know how much their health insurance will cost. Respondents specifically asked for more information on health care options and costs as well as retirement options, such as the Partial Lump-Sum Option Payment (PLOP).

Most respondents want to plan their retirement either with the help of a VRS representative or through secure online access. Forty-four percent want to meet with someone in person or over the phone, while 37 percent would like to plan through myVRS.

VRS is already answering these needs. You can turn to retirement planning education opportunities such as the Retirement Education Seminars or Group Counseling Sessions; go to the VRS Web site for information; or sign into myVRS and use the Retirement Planner.

Planning Your Retirement?

What To Do When

When you use the Retirement Planner in myVRS, you see that planning for retirement is too important to leave until the last minute. For a secure retirement, focus on your future from your first day on the job.

This timeline suggests VRS resources to use as retirement planning guides throughout your career.

When you start your career

- Participate in employer-sponsored savings plans, such as the 457 Plan or 403(b), to start building your savings.
- Sign up for Optional Group Life Insurance to protect your family.
- Create your myVRS account.
- Purchase any prior service credit as soon as you become eligible to avoid paying a higher rate.

Midway through your career

- Use the Retirement Planner to evaluate your savings and investment plan.
- Attend a Retirement Education Seminar for tips on saving and investing, lifestyle changes in retirement and legal concerns.
- Review your contributions to your 457 Plan or 403(b) plan. Attend a 457 Plan information meeting. Schedule an account review.
How To Apply For Retirement

A Guide For Completing The Application Process

Start by giving your Application for Service Retirement (VRS-5) to your employer three to four months before you plan to retire.

You don’t want anything to delay your benefit payment, so fill out each section of your retirement application completely and provide all required signatures, notarizations and additional documentation.

Your application must include:

- Legible copy of your birth certificate.
- Legible copy of your survivor’s birth certificate, if you are choosing a Survivor Option.
- Authorization for Direct Deposit of Monthly Benefit (VRS-57), with a voided check attached.
- State Health Benefits Program Enrollment Form For Retirees, Survivors and VSDP/LTD Participants.
- Request for Health Insurance Credit (VRS-45), if you are eligible.

If you have planned well, adjusted savings and expenses throughout your career and developed a workable retirement budget, applying for retirement is the easy part.

Five to 10 years before retirement

- Use the Retirement Planner to try different retirement dates and scenarios to refine your savings and investments.
- Attend a Retirement Education Seminar and, if you are within five years of retirement, a VRS Group Counseling Session to learn the retirement application process.
- Increase your contributions to the 457 Plan. If you are eligible, use the age 50+ catch-up or the 457 Plan standard catch-up.
- Learn the different VRS retirement payout options.

Within 18 months of retirement

- Use myVRS to estimate your retirement benefit or request an estimate if you need assistance.
- Let your human resource office know when you plan to retire.
- Complete all your purchases of prior service before your retirement date.
- Attend a 457 Plan information meeting.

90-120 days before your retirement date

- Give your employer your Application for Service Retirement (VRS-5) and the other forms you need for retirement.
- Review your beneficiary designations and submit any changes on the Designation of Beneficiary (VRS-2).
- Apply for state health insurance, if you are eligible.
- Submit your Request for Health Insurance Credit (VRS-45), if you are eligible.

CONTINUED ON PAGE 4
Retirement Education And Group Counseling Help Take The Stress Out Of Retirement

Take control of your future and feel more confident about your decisions.

Retirement Education Seminars provide valuable information if you are five to 10 years from retirement. These half-day seminars cover planning for a successful retirement. Topics include setting realistic goals; preparing for the personal adjustment of retirement; estate planning and legal readiness; and long-term financial planning using deferred compensation and other tax-deferred plans. Retirement Education Seminars are held at locations throughout the state.

Group Counseling Sessions are for you if you plan to retire within the next five years. They provide practical advice on how to increase your VRS benefit by purchasing prior service credit; choose the best retirement option for you; use VRS online tools to calculate your retirement benefit; and complete the retirement application. They also include information on life insurance and the health insurance credit. Group Counseling Sessions are held at the same locations as the retirement education seminars.

See the schedule on the Web site at www.varetire.org, or on page 5 of this newsletter, for both the seminars and the sessions.

How To Apply For Retirement
A Guide For Completing The Application Process

CONTINUED FROM PAGE 3

Before giving the application to your employer, check to see that:

- You signed the application.
- Your spouse completed the spousal acknowledgement section, and the signature is notarized.
- You included acceptable, legible evidence of your date of birth.
- You included acceptable, legible evidence of the date of birth of your survivor, if you choose the Survivor Option.

Your retirement date will always be the first of the month.

If you are employed in more than one VRS-covered position, terminate all positions before you retire to avoid an overpayment, which you would be required to repay.

Taking A Refund?

If you decide to leave your position and do not have at least five years of service credit, you may want to take a refund of the funds in your member contribution account.

To take a refund, complete a Request for Refund (VRS-3). You can fill the form in online at www.varetire.org and then print and sign it. Submit it to your employer if you are requesting a refund within six months of leaving covered employment. If more than six months pass between when you leave your job and when you request a refund, have the form notarized and submit it to VRS.

A refund is subject to 20 percent federal tax and 4 percent Virginia tax if you live in Virginia when you receive the refund. You can postpone taxes on your refund by rolling it over to an eligible Individual Retirement Account (IRA) or other eligible plan.

If you have five or more years of service credit, you are vested and entitled to a retirement benefit when you meet age requirements. If you leave your position, consider leaving the funds in your member contribution account until you are eligible for a benefit.
2008 Retirement Education Seminar And Group Counseling Schedule

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<td>Chesapeake Main Library</td>
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<tr>
<td></td>
<td>Phone: 804-706-5030  FAX: 804-796-4266</td>
<td>TBA</td>
<td>Mail: Tidewater Community College 300 Granby Street, 5th Floor, Norfolk, VA 23502</td>
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<td></td>
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<td>Thomas Nelson Community College Espada Conference Center, Moore Hall 99 Thomas Nelson Drive, Hampton, VA 23670</td>
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<td></td>
<td>Community College Workforce Alliance Phone: 804-706-5030  FAX: 804-796-4266</td>
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<td>Phone: 757-825-2937  FAX: 757-825-3552</td>
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<td>June 13</td>
<td>Lord Fairfax Community College, Fauquier Campus 6480 College Street, Warrenton, VA 20187</td>
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<tr>
<td></td>
<td>Phone: 540-351-1524  FAX: 54-351-1560</td>
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<td>June 17</td>
<td>Blue Ridge Community College P.O. Box 80, Weyers Cave, VA 24486</td>
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<tr>
<td></td>
<td>Phone: 540-453-2342  FAX: 540-234-8102</td>
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<td>Wytheville Community College 1000 E. Main St., Wytheville, VA 24382</td>
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<tr>
<td></td>
<td>Phone: 276-223-4712  FAX: 276-223-4716</td>
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<td>99 Thomas Nelson Drive, Hampton, VA 23670</td>
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<tr>
<td></td>
<td>Phone: 540-966-3984, Ext 74  FAX: 540-966-4010</td>
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<td>Germanna Community College Workforce &amp; Community Development 10000 Germanna Point Drive, Fredericksburg, VA 22408</td>
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<td></td>
<td>10000 Germanna Point Drive, Fredericksburg, VA 22408</td>
<td>October 1</td>
<td>Germanna Community College Workforce &amp; Community Development 10000 Germanna Point Drive, Fredericksburg, VA 22408</td>
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<td>Phone: 540-891-891-096  FAX: 540-891-3082</td>
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RETRIEVEMENT EDUCATION SEMINAR & GROUP COUNSELING SESSION REGISTRATION FORM

Important: To register for either a Retirement Education Seminar or a Group Counseling Session, fax or mail this form to the contact listed for the meeting you wish to attend. Be sure to include your name and number on the fax cover sheet. This form also is available on the VRS Web site at www.varetire.org.

Sessions fill up quickly, so register early to reserve your seat at the session of your choice. Registrations should be received 15 days prior to the program date. You will receive confirmation of your registration from the community college seven to 10 days before the session.

Which program would you like to attend?

☐ Retirement Education Seminar (RES): Recommended for members who are five to 10 years from retirement. Topics discussed: Adjusting and Planning for Retirement; Estate Planning and Legal Readiness; Basic Financial Planning Concepts.

☐ Group Counseling Session (GCS): Recommended for members who are five to 10 years from retirement. Topics discussed: VRS Retirement Options, Estimating Your Monthly Benefit; Increasing Your Retirement Benefit; Life Insurance; Retirement Resources.

☐ I would like to attend both the RES and the GCS sessions.

Date, Time and Location: ____________________________

Name: ____________________________

Daytime Phone Number: (_____ ) ____________________________

Mailing Address: ____________________________

E-mail address: ____________________________

Are you bringing a guest? Yes ☐ or No ☐ Number of Guests _____ If your guest is a VRS member, please have the guest complete a registration form.

Please check your employer: ☐ State Agency ☐ State Police ☐ VaLORS ☐ Judges ☐ School System ☐ Political Subdivision ☐ Political Subdivision/Hazardous Duty.

If you need assistance because of a disability, please indicate how we can help: ____________________________


Investing Through The 457 Plan Can Improve Your Retirement Outlook

Increase your retirement income by investing through the Commonwealth of Virginia 457 Deferred Compensation Plan. Advantages of saving for retirement through the 457 Plan include:

- Tax-deferred savings and growth
- Reduction in your current taxable income
- Matching employer contribution up to $20 per pay period
- Choice of investment options
- The opportunity to maximize your retirement income by starting early
- The ability to manage your own account by increasing deferral levels or changing investment options online.

Since January 1, 2008, newly hired and re-hired salaried state employees have been enrolled automatically in the 457 Plan. If you are not saving through the 457 Plan, fill out enrollment and beneficiary forms available on the plan Web site at www.vadcp.com or by calling the Great-West Local Service Center at 1-804-643-1882 (option 2).

MORE 457 PLAN NEWS ON PAGE 7
Long-Term Care Protects Your Income During Employment And After Retirement

As a participant in the Virginia Sickness and Disability Program (VSDP), you are covered at no cost under the VSDP Long-Term Care Plan. The plan pays part of your expenses if you suffer an accident or illness and need help with certain activities of daily living, such as bathing, dressing, eating, controlling the bladder or bowel, toileting and transferring. The plan pays a maximum daily benefit of $96, with a lifetime maximum of $70,080 for services not covered by other health plans or Medicare.

Long-term care includes:

- Nursing home care
- Assisted living facility care
- Hospice care
- At-home and community-based care

If you leave or retire from VSDP-covered employment, you may continue your long-term care coverage. You must pay the cost of the coverage, but you enjoy the same benefits as active participants.

To continue coverage, complete the VSDP Long-Term Care Plan Authorization of Coverage Retention form within 60 calendar days of your last day of VSDP-covered employment. For the form, go to the VRS Web site at www.varetire.org or contact:

Long Term Care Group, Inc.
Toll free: 1-800-761-4057
P.O. Box 64011
St. Paul, Minnesota 55164-0011

Save Time – Visit The VRS Web Site For The Forms You Need

VRS makes it easy to complete the forms you need when you apply for retirement. All of these forms are available as fillable online forms on the Web site at www.varetire.org. Just print the completed version, sign it and send it in. It’s as simple as that.

- Designation of Beneficiary (VRS-2)
- Application for Service Retirement (VRS-5)
- Application for Disability Retirement (VRS-6)
- Request for Income Tax Withholding (VRS-15)
- Application for Purchase of Prior Service Credit (VRS-26)
- Application for Optional Life Insurance (VRS-39)
- Retiree Optional Life Continuation (VRS-39R)
- Request for Health Insurance Credit (VRS-45)
- Authorization for Direct Deposit of Monthly Benefit (VRS-57)

457 Plan News CONTINUED FROM PAGE 6

Working For More Than One State Agency May Affect How You Change Your 457 Deferrals

If you work in both a salaried position and a wage position with the state and want to change your deferral amount to the 457 Plan, remember that:

- The 2008 deferral limit of $15,500 ($20,500 if you are age 50 or older) is for combined deferrals for all your positions with the state.
- Your deferrals to the 457 Plan should come from your salaried position.
- If you change your deferral amount using a form, list the employer for your salaried position. If changing deferrals online using www.vadcp.com, you do not need to identify an employer.
VRS Announces Schedule For 457 Deferred Compensation Plan Regional Enrollment And Education Meetings

VRS and Great-West Retirement Services have scheduled Regional Enrollment and Education Meetings (REEMS) through September. The presentation, “Introduction to the 457 Deferred Compensation Plan,” explains the 457 Plan to employees who are enrolled automatically. It also is useful for employees who want general information on the plan.

“Account Management Strategies and Tools” is for anyone with a 457 Plan or a Virginia Cash Match Plan account balance, including participants who are retired. This presentation helps participants use available resources to manage their accounts.

“Retirement Planning and Distribution Options” is for retired participants and participants approaching retirement.

Visit www.vadep.com or call 1-804-643-1882 or toll free at 1-866-226-6682 (option 2) for more information and to schedule an annual account review.

### INTRODUCTION TO THE 457 DEFERRED COMPENSATION PLAN
9:00 a.m.

### ACCOUNT MANAGEMENT STRATEGIES AND TOOLS
10:30 a.m.

### RETIREMENT PLANNING AND DISTRIBUTION OPTIONS
Noon

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<tr>
<td>May 21</td>
<td>Department of Health Professions</td>
<td>9960 Mayland Drive, Richmond, VA 23233, Perimeter Center, Boardroom 4</td>
<td>Tom Ferguson, 1-866-226-6682, Option 2 Ext 102</td>
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<tr>
<td>May 28</td>
<td>Rappahannock Community College</td>
<td>52 Campus Drive, Warsaw, VA 22572, Lecture Hall</td>
<td>MacKenzie Hayden, 1-866-226-6682, Option 2 Ext 110</td>
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<td>May 28</td>
<td>Rappahannock Community College</td>
<td>12745 College Drive, Glenns, VA 23149, Lecture Hall</td>
<td>MacKenzie Hayden, 1-866-226-6682, Option 2 Ext 110</td>
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<td>June 11</td>
<td>James Madison University</td>
<td>Carrier Drive, Harrisonburg, VA 22807, ISAT Building, Room 259</td>
<td>Catherine Pfeilsticker, 1-866-226-6682, Option 2 Ext 107</td>
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<td>June 12</td>
<td>Department of Environmental Quality</td>
<td>355 Deadmore Street, Abingdon, VA 24212, Auditorium</td>
<td>Nancy Roth, 1-866-226-6682, Option 2 Ext 115</td>
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<td>June 19</td>
<td>Germanna Community College</td>
<td>10000 Germanna Point Drive, Fredericksburg, VA 22404, Center for Workforce and Community Development, Auditorium</td>
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<td>June 24</td>
<td>Virginia Department of Transportation, Culpeper District</td>
<td>1601 Orange Road, Culpeper, VA 22701, Auditorium</td>
<td>Catherine Pfeilsticker, 1-866-226-6682, Option 2 Ext 107</td>
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<td>June 24</td>
<td>Virginia Department of Transportation, Suffolk District</td>
<td>1700 North Main Street, Suffolk, VA 23434, Auditorium</td>
<td>MacKenzie Hayden, 1-866-226-6682, Option 2 Ext 110</td>
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<td>July 9</td>
<td>Virginia Department of Transportation, Salem District</td>
<td>731 Harrison Avenue, Salem, VA 24153, Auditorium</td>
<td>Nancy Roth, 1-866-226-6682, Option 2 Ext 115</td>
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<td>July 22</td>
<td>Library of Virginia</td>
<td>800 East Broad Street, Richmond, VA 23219, 1st Floor, Conference Room A</td>
<td>Tom Ferguson, 1-866-226-6682, Option 2 Ext 102</td>
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<td>July 23</td>
<td>Frontier Culture Museum</td>
<td>1290 Richmond Road, Staunton, VA 24401, Dairy Barn Lecture Hall</td>
<td>Catherine Pfeilsticker, 1-866-226-6682, Option 2 Ext 107</td>
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<td>July 24</td>
<td>Southeastern Virginia Training Center</td>
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<td>MacKenzie Hayden, 1-866-226-6682, Option 2 Ext 110</td>
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<td>July 26</td>
<td>Wytheville Meeting Center</td>
<td>333 Community Boulevard, Wytheville, VA 24382, Room 3</td>
<td>Nancy Roth, 1-866-226-6682, Option 2 Ext 115</td>
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<td>August 12</td>
<td>Department of Mines, Minerals and Energy</td>
<td>US Route 23 South, 3405 Mountain Empire Road, Big Stone Gap, VA 24219, Rooms 218 and 219</td>
<td>Nancy Roth, 1-866-226-6682, Option 2 Ext 115</td>
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<td>August 14</td>
<td>John Tyler Community College</td>
<td>13101 Jefferson Davis Highway, Chester, VA 23831, Bird Hall, Room B-124</td>
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<td>August 18</td>
<td>Jamestown Settlement</td>
<td>Route 31 South, Jamestown, VA 23187, Education Wing, Classrooms A and B</td>
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<td>29300 Lankford Highway, Melfa, VA 23410, Room B77a</td>
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<td>September 3</td>
<td>Central Virginia Community College</td>
<td>3506 Wards Road, Lynchburg, VA 24502, Merritt Hall, Room 5122</td>
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<td>September 24</td>
<td>Department of Health</td>
<td>830 Southampton Avenue, Norfolk, VA 23513, 3rd Floor, Rooms B and C</td>
<td>MacKenzie Hayden, 1-866-226-6682, Option 2 Ext 110</td>
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<td>September 25</td>
<td>Department of Human Resource Management</td>
<td>101 North 14th Street, Richmond, VA 23219</td>
<td>Tom Ferguson, 1-866-226-6682, Option 2 Ext 102</td>
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VRS and Great-West Retirement Services have scheduled Regional Enrollment and Education Meetings (REEMS) through September.
Prepare for your Future Income Needs—Use the *myVRS* Retirement Planner

How much will your retirement benefit be? How about your expenses? Whether your retirement is two years or 20 years away, the new *myVRS* Retirement Planner helps estimate your net income when you first retire.

The Retirement Planner is a new feature in your *myVRS* member online account. Because it is part of your account, your VRS information is pre-populated in the planner. Other information, such as a health insurance estimate and inflation projections, has been built into the planner. You can change or add information to produce a financial view tailored to your future needs.

A Comprehensive Look at Your Future

To get an idea of what your first month of retirement may look like, the *myVRS* Retirement Planner allows you to consider major retirement income sources and expenses.

**VRS BENEFIT**
Your projected VRS retirement date and estimated Basic Benefit amount automatically appear in the Retirement Planner.

If you want to try another scenario, enter a different retirement date. Or, through the *myVRS* Benefit Estimator, create an estimate based on the Survivor Option, Partial Lump-Sum Payment Option (PLOP) or Advance Pension Option, and use that in your plan.

If you are eligible for the health insurance credit or hazardous duty supplement, this information will display in the planner.

**SPOUSE’S INCOME**
You can include income from your spouse or other individual in the Retirement Planner.

**RETIREMENT SAVINGS**
If you participate in the Commonwealth of Virginia 457 Deferred Compensation Plan, the Virginia Cash Match Plan or an optional retirement plan, your account total and annual deferral amount will display in the planner. The planner will show you the impact of increasing your deferral amounts or changing your investment strategy.

You can add information from other tax-deferred savings plans such as a 457 plan from another employer, a 403(b) plan or an Individual Retirement Account (IRA).

**SOCIAL SECURITY**
If you are eligible for Social Security on the retirement date you enter, a Social Security estimate will display in the planner.

**HEALTH INSURANCE**
The planner estimates a health insurance premium, which you can change to a different amount, to show the impact of health insurance on your benefit. If you are eligible for Medicare, this premium also will display in the planner.

**TAXES AND LIVING EXPENSES**
The planner estimates federal and state income tax withholdings and allows you to include living expenses for housing, food, transportation, travel and other expenses.

Will You be Ready for Retirement?

Use the *myVRS* Retirement Planner to find out.
current salary, retirement savings and lifestyle. Then create a plan with a benefit based on a higher future salary or a lifestyle that might include travel, not working or working full or part time.

How does your income compare to expenses? If the results don’t paint the picture you envision for your retirement, test various scenarios to learn how to achieve the results you want.

For example, play with an increase in your tax-deferred savings to see what that would do to your nest egg. Or, you may want to consider delaying retirement or working while retired.

Based on Industry Practices

Key assumptions, such as a 3-percent annual inflation rate, basic living expenses and conversions from current-to-future dollars, are the same as those used in other planners. The Social Security estimate pre-populated in the planner is modeled after the Social Security Administration’s quick calculator. You can use these defaults or enter your own figures.

Note: The plans you create using the Retirement Planner are for your planning purposes only. They are based on your current VRS record, the information you enter and the policies in effect at the time you create your plan. The planner does not factor in changes in income or expenses that may occur throughout retirement. Results are estimates only and may not reflect your actual income and expenses in retirement.