



Are you leaving money on the table?

If you are in the Tier 4 Optional Retirement Plan, and you are not contributing to the 403(b) plan to get your match, you are. Did you know that if you contribute 4% of your salary to the 403(b) plan, your employer will match that 4% and put it in your ORP account? That's like getting a 100% return on your money; you're not going to find that kind of return anywhere else!

To sign up for the 403(b) plan, just go to <https://nb.fidelity.com/public/nb/opurp/home> or <http://www1.tiaa-cref.org/tcm/opurp>; whichever vendor you chose for your ORP dollars. You can always choose a higher percentage than 4% to contribute, but you should at least contribute 4% and quit leaving all that free money behind! By contributing 4%, you will have 16% of your salary going towards a secure retirement!

If you decide to maximize your contributions, which means contributing \$18,000 per year (an additional \$6,000 if you are at least age 50), keep in mind that you should spread your contributions over 12 months. You want to make a contribution of at least 4% each month. Why? Because, again, you will be missing out on some of that free money. For highly compensated employees; while you may be tempted to maximize your 403(b) contributions and reach the maximum during the first few months, think twice about that as well. The match can only be calculated on a monthly basis through payroll, so by reaching your maximum early, or not contributing each month, you will miss out on any months wherein you didn't have a contribution.

See examples below:

Month	Monthly Salary	% of Salary	Amount Contributed	Match		Monthly Salary	% of Salary	Amount Contributed	Match
Jan	\$4000	10%	\$400	\$160		\$4000	20%	\$800	\$160
Feb	\$4000		\$400	\$160		\$4000	20%	\$800	\$160
March	\$4000		\$400	\$160		\$4000	20%	\$800	\$160
April	\$4000		\$400	\$160		\$4000	20%	\$800	\$160
May	\$4000		\$400	\$160		\$4000	20%	\$800	\$160
June	\$4000		\$400	\$160		\$4000	20%	\$800	\$160
July	\$4000		\$400	\$160		\$4000			
August	\$4000		\$400	\$160		\$4000			
Sept	\$4000		\$400	\$160		\$4000			
Oct	\$4000		\$400	\$160		\$4000			
Nov	\$4000		\$400	\$160		\$4000			
Dec	\$4000		\$400	\$160		\$4000			
Total			\$4800	\$1920		Total		\$4800	\$960

As you can see, if you contribute \$4800 over 12 months, you would receive a match of \$1920; if you contribute the same amount over 6 months, and stop contributing, you will only receive a match of \$960. That is \$960 less than what you could have had contributed on your behalf.

For a participant who wants to contribute the maximum limit:

Month	Monthly Salary	% of salary	Amount Contributed	Match		Monthly Salary	% of Salary	Amount Contributed	Match
Jan	\$10,000	15%	\$1500	\$400		\$10,000	40%	\$4000	\$400
Feb			\$1500	\$400			30%	\$3000	\$400
Mar			\$1500	\$400			30%	\$3000	\$400
Apr			\$1500	\$400			30%	\$3000	\$400
May			\$1500	\$400			30%	\$3000	\$400
June			\$1500	\$400			29%	\$2000	\$400
July			\$1500	\$400					
Aug			\$1500	\$400					
Sept			\$1500	\$400					
Oct			\$1500	\$400					
Nov			\$1500	\$400					
Dec			\$1500	\$400					
Total			\$18,000	\$4800			Total	\$18,000	\$2400

For this participant, if he contributes at a higher rate for the first six months of the year, he would meet the limit after making only six contributions, and therefore would leave behind a match of \$2400.

To get the most benefit from the match, spread out the contributions equally over the 12 months each year. Even if you are not maxing out your contributions, be sure and make a contribution each month up to the 4% so you can get your match.

If you have questions about this, please call your Benefits Department.