

Self-Directed Brokerage Account

Do-It-For-Me-Path

Category:

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What is the Self-Directed Brokerage Account?

The Self-Directed Brokerage Account (SDBA) is offered through Charles Schwab. If you are in more than one plan, you may invest in the SDBA through each plan.

For whom is this investment option appropriate?

The SDBA is for *knowledgeable investors* who acknowledge and understand the risks and costs associated with the investments contained in the SDBA. By utilizing the SDBA, you acknowledge that none of the investments in the SDBA have been reviewed for suitability by your employer, the Plan Administrator or record keeper. You are solely responsible for determining suitability of the investments that are available in the SDBA. You agree to fully indemnify and hold harmless your employer, the Plan Administrator, record keeper and any and all service providers to the Plans against any claims, damages or other causes of actions that may arise as a result of any negative consequences resulting from your use of the SDBA.

Before making an investment decision, investors should carefully read and consider investment objectives, risks, charges and expense of each investment option. This and other important information may be obtained by calling Charles Schwab at 1-888-393-7272. Investors should carefully read prospectuses, where applicable, before investing.

How do I get started?

- Go to dcp.varetire.org and select your retirement plan.
- Enter your Account Access User ID and password to login to your secure account.
- Click the **Access My Account** tab. Select the appropriate plan from the drop down menu.
- Click on **Investments & Research**
- Click on **Self Directed Brokerage Account** and then **Open an Account**.

If you have additional questions about the SDBA, you may call Charles Schwab at **1-888-393-7272**.

How do I transfer money into my SDBA?

Visit your account on dcp.varetire.org or call toll free at 877-327-5261 to initiate transfers into the SDBA.¹ Transfers will first be made into a cash sweep vehicle with Charles Schwab. Then, you can purchase other investments. Also, when moving money back to your Plan's core investment options, the Charles Schwab assets will be liquidated and moved to the cash sweep vehicle first, and then moved to the core investment options. Transfers into each Plan's SDBA will be subject to a minimum amount of **\$1,000**. If your transfer request does not meet this amount, your transfer will not be completed. At the time of transfer, you must also have at least **\$2,500** in the Plan's core investment options, other than the Virginia Retirement System Investment Portfolio, for each Plan in which you use the SDBA.

How do I make changes and manage my SDBA?

Visit the Charles Schwab website or mobile app at www.schwab.com or call **1-888-393-7272** to change your investment options or inquire about your daily SDBA balance.

How do I transfer money back to my plans core investment options?

You can transfer money from your SDBA to your core investment in the same way that you would transfer money to other available investments through your secure Account Access login or by calling Participant Services toll free at 877-327-5261. However, only assets in the cash sweep vehicle can be transferred back to your core investment funds and only after settlement of securities your sell is complete, if applicable. Settlement may take up to three business days.

Who sends statements and confirmations?

The Plan's record keeper, Voya Financial will send transaction confirmations when you transfer funds between your core investment options and the SDBA. Charles Schwab will send you confirmations of any transactions within your SDBA. Voya Financial's quarterly statements will include the total value of your SDBA, but the details of the underlying investments within the account will be provided on separate statements from Charles Schwab. Charles Schwab will send a separate monthly statement if any activity occurred within the account during the month. Otherwise, Charles Schwab will send statements to you on a quarterly basis.

Note: The account balance on your Voya Financial and your Charles Schwab statements may be slightly different due to different period-ending dates. (For example, one may be as of the last day of the quarter, while the other may be as of the last business day.)

Distributions from your Plan

When you terminate employment and qualify for a distribution, are approved for an unforeseeable emergency withdrawal or any other type of plan distribution, you must first transfer the assets back to your core account. You may not withdraw assets directly from your SDBA.

1 Transfer requests made online or by phone received on business days prior to close of the New York Stock Exchange (4:00 p.m. Eastern Time or earlier on some holidays or other special circumstances) will be initiated at the close of business the same day the request was received. The actual effective date of your transaction may vary depending on the investment options selected.

SDBA Fees — Voya Financial does not charge a fee to establish a SDBA for participants in any of the Commonwealth of Virginia plans. All Charles Schwab fees are deducted directly from your brokerage account. For a complete list of brokerage account fees and charges, refer to Schwab Personal Choice Retirement Account® (PCRA) Pricing Summary at www.schwab.com/resource/pcra-pricing-summary or call 1-888-393-7272.

Plan Administrative Fee — An annual record keeping fee of \$35.50 will be deducted from your account on a monthly basis (approximately \$2.96 per month). This is in addition to fund annual operating expenses. If you participate in more than one Commonwealth of Virginia plan, only one annual fee of \$35.50 will be deducted from your account. If your core account has insufficient funds to cover the monthly record keeping fee of approximately \$2.96, SDBA assets will be transferred to the core investment options to pay the fee. This may require SDBA assets to be liquidated. For a complete list of brokerage account fees and charges, refer to Schwab Personal Choice Retirement Account® (PCRA) Pricing Summary at www.schwab.com/resource/pcra-pricing-summary or call 1-888-393-7272. All Charles Schwab fees are deducted directly from your brokerage account.

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Schwab Personal Choice Retirement Account® (PCRA) is offered through Charles Schwab & Co., Inc. (Member SIPC), a registered broker-dealer which also provides other brokerage and custody services to its customers.

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