

OPEIU Local 8 Employees Retirement Plan

This important information is for Local 8 members *who currently participate* in the OPEIU 401(k) Plan OR *who are eligible to participate* but not enrolled. Transamerica is the company that manages Plan investments. Benefit Administration Company (BAC) administers the Plan.

HOW TO ENROLL IN THE OPEIU LOCAL 8 EMPLOYEES RETIREMENT PLAN:

- 1** Complete the Enrollment and Beneficiary Designation Forms found in the Transamerica Enrollment Booklet.
To request a Booklet, contact your Employer, your Union Representative or Benefit Administration Company (see contact information below) and an Enrollment Booklet will be sent to you. You have a choice of investments. The Booklet will guide you through the process.

- 2** Return the completed Enrollment and Beneficiary Designation Forms to your employer for processing.
Once you enroll in the Retirement Plan, your contributions will automatically be sent to Transamerica each pay period for investing into your retirement account. You will receive quarterly account statements reflecting the savings you have accumulated, and you will be able to access your retirement account information through Transamerica at any time (see information below).

If you already participate in the OPEIU Local 8 Employees Retirement Plan:

HOW TO MANAGE YOUR RETIREMENT ACCOUNT AT TRANSAMERICA:

- ✓ **Via the Internet – login at www.TA-Retirement.com**
 - Register for website access by clicking on the First time user? Register here link, located in the top-left-hand corner of the homepage within the “Your Account: LOGIN” section.
 - In addition to providing access to your Retirement Plan account information, the Transamerica Website is loaded with useful information, helpful tips and interactive tools, all designed to help you discover, build and manage your Plan account.

- ✓ **Via the Telephone – call (800) 401-8726**
 - The Transamerica automated telephone system offers you direct access to your Plan account information. You can access the system 24 hours a day – seven days a week.

HOW TO ACCESS INVESTMENT INFORMATION VIA THE TRANSAMERICA WEBSITE:

1. Go to www.TA-Retirement.com
2. Click: “Employees” on the navigation bar, then “Account Information”, next “Investment Choice Performance” in the left navigation
3. Enter your Contract ID (800237) and click “Submit”
4. Your Performance Overview will appear
5. Click on any investment choice name to view the investment Fact Sheet for that investment

WHO TO CONTACT FOR MORE INFORMATION?

For more information about the OPEIU Local 8 Employees Retirement Plan, contact BAC-Benefit Administration Company: (206) 625-1800 (ext. 266) or (800) 967-3709 or email Holly Arrington at OPEIU@baclink.com