

## Your annual account tune-up: three steps to get you started

Conducting an annual retirement account tune-up can help you stay on track toward reaching your goal of a secure retirement.

### Step #1

#### Assess your personal situation.

Have there been any recent changes in your life, such as a marriage, divorce or birth of a child? Will anything significant happen this year that has the potential to affect your decision to retire earlier or later than expected?

Saving and investing strategies that are right for one stage of life may not be right for another. Major life events might require you to save or invest differently.

A secure retirement depends on a balance of Social Security benefits and personal savings in addition to your employer-sponsored retirement plan. Since your Pension Plus retirement plan includes a pension and a retirement investment account, you have double the opportunity to accumulate retirement assets for your future.

Make sure you are accumulating enough by monitoring your account balances at least annually. It may be time to increase the amount you contribute to your retirement investment account. To increase your contributions, go to [www.mipensionplus.org](http://www.mipensionplus.org) and log into your retirement investment account. Select **Contributions**, then **Change Contributions**.

### Step #2

#### Review your investments.

When you become a member of the Pension Plus retirement plan, your contributions to your retirement investment account are automatically invested in the target retirement fund for the year you are likely to retire. Target retirement funds offer a well-diversified investment mix that adjusts annually to become more conservative as the fund nears its target retirement date. While this default option may be a good choice for you, it's important to understand all of your options.

In addition to the target retirement funds, you have a wide variety of choices for pursuing your own investing strategy: index funds, actively-managed investment options, and through the Self-Managed Account, certificates of deposit, exchange-traded funds and more than 10,000 mutual funds. To review fund fact sheets, log into

*continued on page 2* 

## 2013 contribution limits for retirement investment accounts

The Internal Revenue Service (IRS) increased the maximum amounts that can be contributed to retirement plans in 2013.

You are allowed to set aside more than the 2 percent of your pay that is automatically contributed to your retirement investment account. If you wish, you may contribute up to these limits in 2013.

Maximum Annual Contribution	\$17,500
Maximum including Age 50+ Catch-Up	\$23,000
457 Three-Year Traditional Catch-Up	Up to \$35,000

Beginning the year you reach age 50, you are allowed to contribute an extra \$5,500 with the Age 50+ Catch-Up, for a total of up to \$23,000. If eligible, you may be able to contribute up to \$35,000 for three years with the Three-Year Traditional Catch-Up. Since this catch-up option takes into account your prior contributions and date of hire, please call ING at (800) 748-6128 for assistance with calculating the amount available to you. **You may not use both catch-up options in the same year.** ●

(continued from page 1)

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your retirement investment account or call ING at **(800) 748-6128**. You should carefully read and review all investment information prior to making any investment decisions.

If you have selected your own mix of investments, check them at least once a year to make sure they are still appropriate for your objectives, level of comfort with risk and the amount of time left before you expect to retire. Whether your retirement is a long way off or right around the corner, it is likely that you will have to make periodic adjustments to keep your investments in sync with your financial objectives.

### Step #3

#### Get a second opinion.

If you're not sure whether you're saving enough for retirement or making the right investment decisions, take advantage of the ING Advisor Service® powered by Financial Engines®.

You can get personalized, objective retirement planning and investment advice at no additional cost when you log into your retirement investment account and click on the **ING Advisor Service** link or by calling **(800) 748-6128** and asking to speak with an Investment Advisor Representative.

If you would prefer to hire a professional to manage your account for you, the **Professional Account Manager** service is available for a fee. For information and an initial no-cost retirement assessment by an ING Investment Advisor Representative, call **(800) 748-6128**. The fee for the Professional Account Manager service is 0.30% of your account balance per year. That's about \$2.50 a month for each \$10,000 in your account. You may cancel your use of this service at any time. Fees are listed on your account statements in the Account Activity Summary. ●

*For more information about the ING Advisor Service, please read the ING Investment Advisors Disclosure Statement. A Disclosure Statement may be viewed online by accessing the ING Advisor Service link (access via <http://stateofmi.ingplans.com> or may be requested from an ING Investment Advisor Representative by calling the Plan Information Line at (800) 748-6128. ING does not give tax or legal advice. If you need tax advice, consult your accountant or attorney; if you need legal advice, contact your attorney. ING does not guarantee future results. Advisory Services provided by ING Investment Advisors, LLC (ING). Plan administrative services provided by ING Institutional Plan Services, LLC. Both are members of the ING family of companies. Financial Engines Advisors, LLC (FEA) acts as sub-advisor but is not a corporate affiliate of ING. Neither ING, FEA, nor their affiliates guarantee future results. Financial Engines® is a registered trademark of Financial Engines, Inc.*

### Retiree healthcare plan changes

The election window for changes to your retiree healthcare plan under PA 300 of 2012 closed on January 9, 2013. The implementation date for these changes will be February 1, 2013. To review the details of your retiree healthcare plan, log in to *miAccount* at [www.michigan.gov/orsmiaccount](http://www.michigan.gov/orsmiaccount). ●

### 1099-Rs report distributions

If you took a distribution from your retirement investment account in 2012, you will receive a 1099-R form mailed by January 31, 2013 to arrive in early February. The 1099-R will also be available when you log into your retirement investment account at [www.mipensionplus.org](http://www.mipensionplus.org). ●



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### Quarterly calendar

Transactions made on these dates when the New York Stock Exchange is closed will be processed the following business day.

- Monday, January 21, 2013
- Monday, February 18, 2013
- Friday, March 29, 2013