

A GUIDE TO
**Self-Directed
Brokerage
Account**



What is a self-directed brokerage account?

A self-directed brokerage account allows you to select from thousands of publicly traded mutual funds in addition to the Minnesota Deferred Compensation (MNDCP) core investment options. A self-directed brokerage account is offered within the MNDCP through TD Ameritrade. Mutual funds within TD Ameritrade are not offered through the Plan Sponsor or GWFS Equities, Inc. You will not be able to invest in individual securities, such as stocks, bonds, exchange traded funds (ETF's) or options.

There is an additional annual administrative fee of \$30 (\$2.50 monthly) for the use of a TD Ameritrade brokerage account. Additional fees may apply depending on trading activity.

Is a brokerage account right for me?

A brokerage account is for knowledgeable investors who understand the risks and costs associated with mutual fund investments.

By utilizing the TD Ameritrade brokerage account, you acknowledge that none of the available fund offerings have been reviewed for suitability by your employer, Plan Sponsor, TD Ameritrade, or the plan recordkeeper - Empower Retirement.

You are solely responsible for determining the suitability of the funds in which you invest. You agree to fully indemnify and hold harmless your employer, Plan Sponsor, TD Ameritrade, and any/all service providers to the Plan against any claims, damages, or other causes of actions which may arise as a result of any negative consequence resulting from using the TD Ameritrade brokerage account.



Before investing, carefully consider a fund's investment objectives, risks, charges and expenses. Fund prospectuses contain this and other important information and may be obtained by calling TD Ameritrade. Read prospectuses carefully before investing.

How do I open a TD Ameritrade brokerage account?

You must already be enrolled in the MNDCP prior to opening a TD Ameritrade brokerage account.

To Open a TD Ameritrade Brokerage Account

1. Login to your MNDCP Account Online at www.msrs.state.mn.us
2. Select **Go to Savings Plans** in the upper right
3. Select **Brokerage** under *Investments* in the left navigation menu
4. Click the **Enroll** icon to enroll in a pre-tax or Roth after-tax brokerage account.

If you wish to open a pre-tax AND Roth brokerage account, you must enroll separately in each. This will allow you to track your Roth investments and earnings separately from your pre-tax brokerage account.

Once you enroll, you will receive your TD Ameritrade account number and be asked to create your own Personal Identification Number (PIN).

Immediately following this step, you will be able to initiate your first transfer into your TD Ameritrade brokerage account. TD Ameritrade will send you a Welcome Kit.

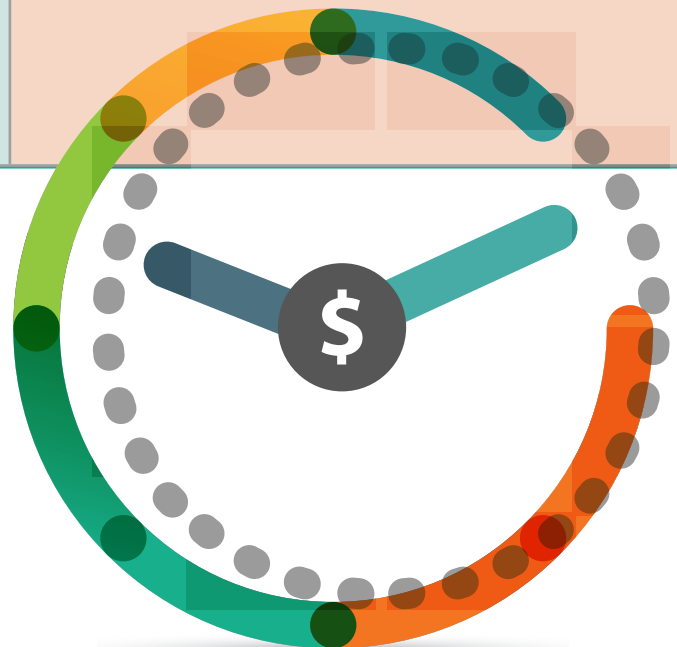


How do I fund my TD Ameritrade brokerage account?

Your per pay period contribution can be deposited directly to your TD Ameritrade brokerage account or you can transfer a specific dollar amount from your MNDCP core investment option(s) into your TD Ameritrade brokerage account.

You must maintain a minimum balance of \$100 in an MNDCP core investment option.

| To deposit contributions directly to your TD Ameritrade brokerage account | To transfer a specific dollar amount from your core account balance |
|---|---|
| <ol style="list-style-type: none">1. Login to your MNDCP account online at www.msrs.state.mn.us2. Select Go to Savings Plans in the upper right3. Select View/Manage my investments under <i>Investments</i> in the left navigation menu4. Select Change my Investments5. Select Change how my future contributions will be invested6. Select Do it Myself - Choose individual funds7. Select TD Ameritrade SDB Sweep Program or TD Ameritrade SDB Sweep Program Roth as applicable | <ol style="list-style-type: none">1. Login to your MNDCP account online at www.msrs.state.mn.us2. Select Go to Savings Plans in the upper right3. Select Brokerage under <i>Investments</i> in the left navigation menu4. Select Transfer Info5. Follow the instructions to transfer 100% or any portion of your account balance. |



Frequently asked questions

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

Contact TD Ameritrade or login to your TD Ameritrade brokerage account online to liquidate your mutual fund holdings. Once the liquidation is complete, the proceeds are deposited into the TD Ameritrade Sweep Program. You may then transfer the proceeds back to your MNDCP core investment option(s). You can initiate the transfer by logging into your MNDCP account online or by contacting an MSRS Service Center Representative.

How can I manage and/or make changes to my TD Ameritrade brokerage account?

Contact TD Ameritrade or login to your TD Ameritrade brokerage account online to inquire about your balance or to change your investment options.

How do I request a withdrawal?

You are eligible to request a withdrawal thirty days after termination of service. Once eligible, login to your MNDCP account online or contact MSRS to request a **Distribution/Direct Rollover** form. You cannot take a withdrawal directly from your TD Ameritrade brokerage account. You must first transfer money from your TD Ameritrade brokerage account back to a MNDCP core investment option(s). If your requested withdrawal amount is greater than your core account balance, you will receive less than the amount requested.

Will I receive statements?

Both MSRS and TD Ameritrade send quarterly statements. TD Ameritrade will also send you a monthly statement if you have account activity in any given month.

Note: The account balance on your MSRS and TD Ameritrade 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).

Contact Information

Minnesota State Retirement System (MSRS)



1.800.657.5757



www.msrs.state.mn.us

TD Ameritrade



1.866.766.4015



www.tdameritraderetirement.com

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The Minnesota Deferred Compensation Plan (MNDCP) is administered by Minnesota State Retirement System (MSRS).

Questions?



Contact the MSRS Service Center:
1.800.657.5757 or 651.296.2761



Go online:
www.msrs.state.mn.us



Email us:
info@msrs.us



Make an appointment to speak with a retirement representative at one of our offices.

Locations

St. Paul -

Main Office

60 Empire Drive, Suite 300
St. Paul, MN 55103
Monday – Friday 8 a.m. - 4:30 p.m.

Additional Offices

Addresses and hours of operation available online.

- Duluth
- Mankato
- St. Cloud
- Detroit Lakes

Our Mission - *We empower Minnesota public employees to build a strong foundation for retirement.*