



## Important Information for Current Self-Directed Brokerage Account (SDBA) Holders

You recently received information regarding the transition to an enhanced recordkeeping system for the East Bay Regional Park District 457(b) Deferred Compensation Plan. As part of this transition, your Self-Directed Brokerage Account (SDBA) will be transferring from Schwab self-directed brokerage to Empower Brokerage and transfers and trades will be restricted beginning at 1 p.m. Pacific time on February 21st, 2024 and ending the week of March 10, 2024 ("blackout period").

NOTE: The transfer from Schwab self-directed brokerage to Empower Brokerage may take several days. During the blackout period while your brokerage assets are transferring between providers, the assets will not be visible in the old or new account. Brokerage assets being transferred may settle at different times and may not settle on the same day. Please note that fractional shares of equities will not transfer to the new account. Whole shares of equities will transfer, while fractional shares will be liquidated and transferred in cash.

**If you currently have an SDBA with Schwab self-directed brokerage, a new SDBA has been established for you at Empower Brokerage to facilitate the transfer of the SDBA assets, and you will receive a Welcome Kit from Empower Brokerage explaining the features of the SDBA.**

**However, you will need to answer certain questions to be able to make trades within your Empower SDBA after the blackout period ends. This letter will help you complete the setup of your Empower Brokerage account online. Please review the following steps and additional information thoroughly. If you have Roth money in your SDBA, a separate Roth SDBA will be established for you. Please refer to Page 3 for additional details.**

**You may answer the questions necessary to complete the setup of your Empower Brokerage account online on or after the week beginning March 10, 2024, to avoid trading restrictions on your SDBA.**

Follow the steps below:

- Log on to [empowermyretirement.com](https://empowermyretirement.com).
- Access the Brokerage link.
- Click on "Enroll."
- Complete the process online.

***If these steps are not completed before the brokerage platform transition is complete, your account may be restricted at the time of transfer and will remain restricted until the application process is complete.***

Through your continued use of the SDBA, you agree that you are solely responsible for determining the SDBA investments that are suitable to you and for any losses to your SDBA, and that you, on behalf of yourself and your heirs, successors and assigns, will not hold your employer, Empower Brokerage or any of your Plan's service providers liable for any negative consequences resulting from your use of the SDBA.

### **If you do not want your current SDBA transferred to Empower Brokerage**

- You must liquidate all noncash holdings within your current SDBA **and** request the transfer of your SDBA assets back into the core funds (non-SDB investments) within the Plan **no later than 1 p.m. Pacific time on February 21, 2024**. If you do not act as described above, an SDBA will be opened for you, and your assets will transfer to the new account.
  - The trades to liquidate the current SDBA holdings and the transfer of proceeds to the core funds should be initiated via your Plan's website at [missionsq.org](https://missionsq.org) or by calling 800-669-7400.
  - If you also have ongoing contributions allocated to your SDBA, you must redirect those as well prior to the transition via your Plan's website at [missionsq.org](https://missionsq.org) or by contacting MissionSquare at 800-669-7400.

### **If you hold investments in your current SDBA that are not eligible for transfer to Empower Brokerage**

- If you have non-eligible investments, including but not limited to real estate, municipal bonds, foreign securities, worthless or chilled securities, privately held securities, limited partnerships, or certain mutual funds that Empower Brokerage does not have trading agreements with, those investments must be liquidated in your current SDBA prior to February 21, 2024, the blackout date.
  - You will be informed if you have non-eligible investments.
  - The non-eligible investments must be liquidated in your current SDBA. If the non-eligible investments are not liquidated by February 21st, 2024 blackout date, they may be fully liquidated on your behalf.

### **Core and Transfer Minimums**

- Once your SDBA is transferred to Empower Brokerage, you will be required to maintain a minimum balance of \$30,000 of your account balance in the core funds. If your current investment elections allocate a portion or all your salary deferrals to your SDBA, and you have not yet met the core minimum requirement in your core funds, the system will direct all or a portion of your payroll contributions into the Plan's default fund, until the core minimum is met. Once the core minimum is met, contributions will be allocated in accordance with your current investment elections.
- If you wish to make transfers into SDBA from your core funds, an initial \$5,000 and subsequent transfer minimum of \$1,000 will apply.
- Monies will be transferred first into the Empower Brokerage Sweep Vehicle in your SDBA. You may then access your SDBA to make trades from the monies in your Empower Brokerage Sweep Vehicle.

### **Advisors or trading authorizations**

- If you've designated a financial advisor on your current SDBA or given trading authorization to another individual, those assignments will not transfer to your new SDBA.
- If you'd like to designate a financial advisor on your SDBA or assign trading authorization or power of attorney to another individual, and if this is allowed per your plan rules, please contact Empower Brokerage after the transition is complete.

**Note:** We will cancel all open orders in your current SDBA. You will need to access your SDBA to set up open orders again after the blackout period ends. Account preferences such as systematic purchases or dividend elections that you've established within your current SDBA will not carry over to your new SDBA. These items will need to be reestablished after the transition has been completed, if desired. If allowed by your plan, authorization to trade options will need to be reestablished.

### **If you have Roth money in your SDBA**

- A separate Roth SDBA will be established for you during the Plan's blackout period. During this blackout period, money will be moved into this separate account and transfers and trades will be prohibited. During this period, you will also see your overall SDBA balance overstated by one business day as the assets are moved from the non-Roth brokerage account to the Roth SDBA.
- To establish the new Roth SDBA, assets equal to your Roth balance will be transferred to the new Roth SDBA.

- o If there is sufficient cash in your SDBA, cash will be moved to your new Roth SDBA.
- o If there is not sufficient cash in your SDBA the transfer will occur in the following order until the Roth SDBA is funded:
  - Cash
  - Mutual funds, in alphabetical order by fund name as listed by Empower Brokerage
  - Settled stocks and exchange-traded funds (ETFs), in alphabetical order as listed by Empower Brokerage
- o **NOTE:** This transfer process may result in a security being split between the Roth and non- Roth SDBAs.
- If you want to have an “all-cash” transfer to the Roth SDBA, the amount of cash in your current SDBA should be equal to or greater than your Roth balance in your current SDBA.
- You will need to call MissionSquare at 800-669-7400 to make sure you have enough cash in your account. If you need to liquidate securities to raise more cash, you will need to place sell orders in your current SDBA by February 21, 2024.

If you do not want to have a separate Roth SDBA, you may transfer the cash back to the core funds in your Plan’s lineup from the Roth SDBA at Empower Brokerage after the blackout period has ended.

Sincerely,

Empower

***Please consider the investment objectives, risks, fees and expenses carefully before investing. The prospectus contains this and other information about the investment options. Depending on the investment options offered in your Plan, your registered representative can provide you with prospectuses for any mutual funds; any applicable annuity contracts and the annuity’s underlying funds; and/or disclosure documents for investment options exempt from SEC registration. Please read them carefully before investing.***

**Core securities, when offered, are offered through GWFS Equities, Inc. and/or other broker dealers.** GWFS Equities, Inc., Member FINRA/SIPC is a wholly owned subsidiary of Great-West Life & Annuity Insurance Company.

Empower refers to the products and services offered in the retirement markets by Great-West Life & Annuity Insurance Company (GWL&A), Corporate Headquarters: Greenwood Village, CO; Great-West Life & Annuity Insurance Company of New York, Home Office: New York, NY; and their subsidiaries and affiliates. The trademarks, logos, service marks, and design elements used are owned by their respective owners and are used by permission.