

# State of Tennessee Deferred Compensation Plans



HOW DO I ...	YOU NEED TO ...	FOR MORE INFORMATION ...
Get enrollment information and enroll in the Plan?	New participants need to complete the following forms: 401(k) Enrollment Form 457 Enrollment Form	Forms and enrollment information are available on the Web site at <b><a href="http://www.tn.gov/treasury/dc">www.tn.gov/treasury/dc</a></b> or by calling (800) 922-7772 and pressing "2" for a local representative.
Change my allocations for future contributions?	Visit the Internet or call KeyTalk®. Confirmations of changes will be sent to you.	Go to <b><a href="http://www.tn.gov/treasury/dc">www.tn.gov/treasury/dc</a></b> and click on the "Great-West Account Access" link or call KeyTalk at (800) 922-7772 and press "1." <sup>1</sup> Enter your Social Security number and Personal Identification Number (PIN). <sup>2</sup>
Increase, decrease, restart or stop payroll contributions?	Changes are made through Edison Employee Self-Service, or visit your Payroll Office or Human Resources.	Forms are available on the Web site at <b><a href="http://www.tn.gov/treasury/dc">www.tn.gov/treasury/dc</a></b> or through your Great-West Retirement Services® representative. Please turn in completed forms to your Payroll Office or Human Resources.
Change my name or mailing address on my account?	State participants can make changes through Edison Employee Self-Service. TBR/UT participants need to complete a Participant Change Form.	Forms are available on the Web site at <b><a href="http://www.tn.gov/treasury/dc">www.tn.gov/treasury/dc</a></b> or through your Great-West Retirement Services representative. Send completed forms to: Great-West Retirement Services, 545 Mainstream Dr., Suite 407, Nashville, TN 37228.
Change my primary or contingent beneficiary?	Complete a new Beneficiary Designation Form and submit it to your local Great-West Retirement Services office.	Forms are available on the Web site at <b><a href="http://www.tn.gov/treasury/dc">www.tn.gov/treasury/dc</a></b> or through your Great-West Retirement Services representative. Send completed forms to: Great-West Retirement Services, 545 Mainstream Dr., Suite 407, Nashville, TN 37228.
Ask questions about my statements or account?	Call the Customer Service Center via KeyTalk.	Call KeyTalk at (800) 922-7772. Press "1" to speak to a national service center representative.
Change or replace my PIN?	Request a new PIN through the Web site or KeyTalk.	Go to <b><a href="http://www.tn.gov/treasury/dc">www.tn.gov/treasury/dc</a></b> and click on the "Great-West Account Access" link or call KeyTalk at (800) 922-7772. Press "1," then enter your Social Security number.
Check my account balances, reallocate ongoing deposits, transfer among investment options, or use the Dollar Cost Averaging or Rebalancer calculators (Web site only)?	Visit the Web site or call KeyTalk. Confirmations of changes will be sent to you.	Go to <b><a href="http://www.tn.gov/treasury/dc">www.tn.gov/treasury/dc</a></b> and click on the "Great-West Account Access" link or call KeyTalk at (800) 922-7772. <sup>1</sup> You'll need your Social Security number and PIN.



**Great-West**  
RETIREMENT SERVICES®

<sup>1</sup> Access to KeyTalk and the Web site may be limited or unavailable during periods of peak demand, market volatility, systems upgrades/maintenance or other reasons. Transfer requests made via the Web site or KeyTalk 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 option selected.

<sup>2</sup> The account owner is responsible for keeping the assigned PIN confidential. Please contact Great-West Retirement Services immediately if you suspect any unauthorized use.

Securities, when offered, are offered through GWFS Equities, Inc., a wholly owned subsidiary of Great-West Life & Annuity Insurance Company.

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# KeyTalk® Quick Reference Guide

## State of Tennessee Deferred Compensation Plans

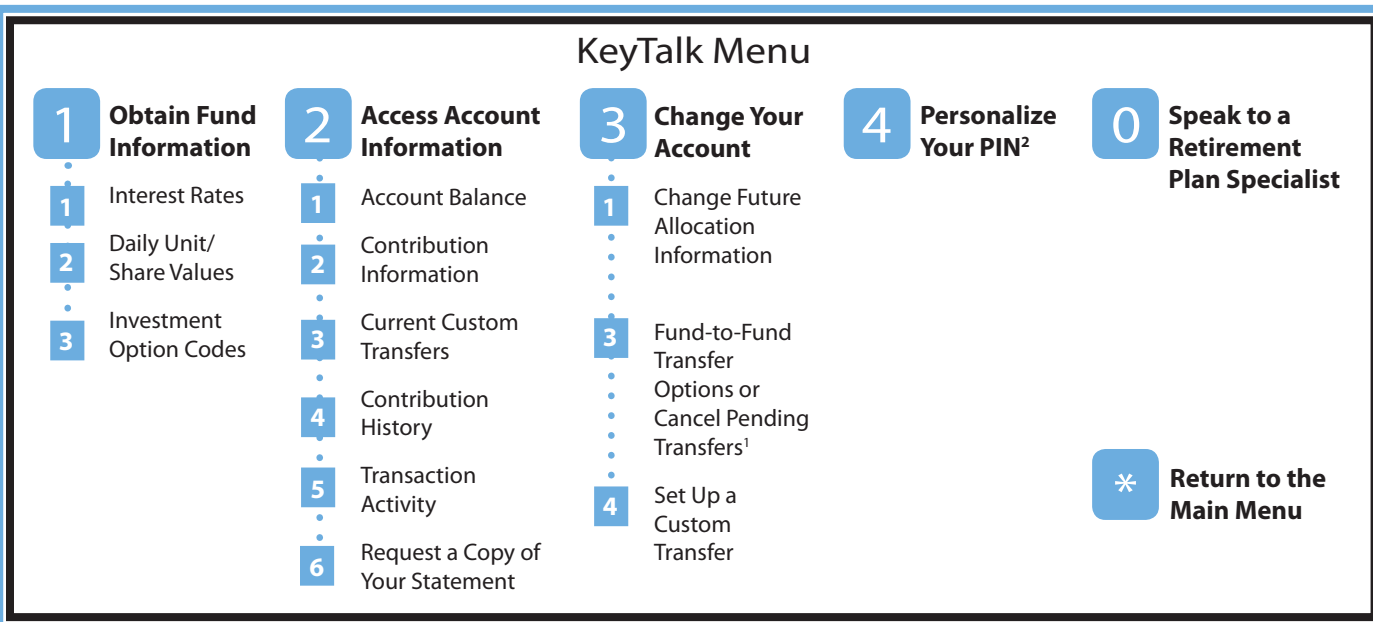
### CALL KEYTALK AT (800) 922-7772<sup>1</sup>

- To order a new Personal Identification Number (PIN) or personalize your PIN<sup>2</sup>
- To obtain your account balance, investment option allocations and past transactions
- To transfer among funds<sup>1</sup>
- To change future contribution allocations
- To obtain daily unit/share values of your investment options
- To speak to a Retirement Plan Specialist between 7:00 a.m. and 6:00 p.m. Mountain Time

### TO ACCESS KEYTALK, THE AUTOMATED TELEPHONE SYSTEM:

- Call **KeyTalk** toll free at **(800) 922-7772**.<sup>1</sup>
- A message prompt will ask you to enter your **Social Security number**, **PIN**<sup>2</sup> and then “#.” If you’re calling from a rotary phone, wait on the line and the call will be answered by a Retirement Plan Specialist.

### USE THIS GUIDE TO NAVIGATE KEYTALK



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