

# South Carolina Deferred Compensation Program Employer Get Started Checklist



If you would like more information about the South Carolina Deferred Compensation Program (Program or SCDCP), call (877) 457-6263.<sup>1</sup> Your local SCDCP Retirement Plan counselor is available to answer any questions you may have or meet with you in person to review the Program in detail.

If you are ready to adopt the Program for your employees, follow the steps provided in the checklist below.

- Schedule a meeting with your local SCDCP Retirement Plan counselor; call (877) 457-6263.<sup>1</sup>
- Review the plan document(s) with the Retirement Plan counselor.
- Review Program materials.
- Your SCDCP Retirement Plan counselor will present to your governing board, key administrator(s) or committee.
- Your governing board, key administrator(s) or committee adopts the Program.
- Complete the Payroll Data Survey and sign the Participation Agreement and Resolution. Then send them to:
- Your SCDCP Retirement Plan counselor will forward a copy to the South Carolina Deferred Compensation Commission and the Empower Retirement home office.
- Empower Retirement contacts the payroll administrator to provide information regarding payroll processing, enrollment procedures, and new standard operating procedures.
- Your SCDCP Retirement Plan counselor will schedule group awareness and enrollment meetings for your employees and provides enrollment materials. From the start, your representative will help to introduce the Program to your employees and encourage participation.

**South Carolina**  
**Deferred Compensation Program**  
**Empower™ Retirement**  
**200 Arbor Lake Drive, Suite 115**  
**Columbia, SC 29223**



**The South Carolina**  
**Deferred Compensation Program**

**WWW.SOUTHCAROLINADCP.COM**

<sup>1</sup> Access to the voice response system and/or any website may be limited or unavailable during periods of peak demand, market volatility, systems upgrades/maintenance or other reasons.

**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. Recordkeeping and administrative services are provided by Empower™ Retirement. Empower™ Retirement 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, and its subsidiaries and affiliates. Representatives of GWFS Equities, Inc. are not registered investment advisors and cannot offer financial, legal or tax advice. Please consult with your financial planner, attorney and/or tax advisor as needed. Other than those owned by the South Carolina Deferred Compensation Program or indicated otherwise, the trademarks, service marks and design elements used are owned by GWL&A. ©2015 Great-West Life & Annuity Insurance Company. All rights reserved. Form# CB1121ECL (01/2015) PT213186

**FOR EMPLOYER USE ONLY. NOT FOR USE WITH PROGRAM PARTICIPANTS.**