

**STATEMENT OF BENEFITS FOCUS GROUP  
DISCUSSION GUIDE  
GROUP 1**

**Comment [MO1]:** Most of these questions seem to assume the FG participants have DC plans. What if they have none, or DB plans (or both)?

<p>Introduction (2 min)</p>	<p>Welcome. Thank you for coming to this focus group discussion. I'm xxxx from the RAND Corporation here in Washington, DC and I'll be facilitating our group today. With me is xxxx, another member of the study team.</p> <p>We are holding these discussions so that we will have a better understanding of how people make retirement savings decisions. This is part of a public policy study being conducted by the RAND Corporation. This work is sponsored by the US Department of Labor. The Department of Labor oversees the retirement benefits that your employer may provide and so they are interested in what kinds of information would be helpful to you on the statement of benefits that you get from your employer sponsored retirement plan.</p>
<p>Ground Rules (3 min)</p>	<p>In order to make the best use of your time, I'd like to go over a few ground rules before we begin.</p> <ul style="list-style-type: none"> <li>• I am going to ask you several questions and I'd like to give everyone a chance to give their opinions. We do not have to go in any particular order but we do want everyone to take part in the discussion. We ask that only one person speak at a time.</li> <li>• We're interested in your opinions and whatever you have to say is fine with us. There are no right or wrong answers. Don't worry about having a different opinion than someone else. But please do respect each other's answers or opinions. Feel free to treat this as a discussion and to ask questions of each other and to respond to what others are saying, whether you agree or disagree.</li> <li>• If there is a particular question you don't want to answer, you don't have to.</li> <li>• RAND will keep your answers completely private. The information you provide will be kept confidential and will be used for research purposes only. RAND will not include your name in any summary reports.</li> <li>• We also ask that each of you respect the privacy of everyone in the room and not share or repeat what is said here in any way that could identify anyone in this room. However, since someone in the group may not obey instructions to keep all comments confidential, we recommend you avoid saying anything that you don't want anyone to repeat outside the focus group.</li> <li>• The session will be audio taped so that we make sure we capture the full discussion. We will destroy all tapes at the end of the study. To protect your confidentiality, please do not use your last name and if you talk about other people during the discussion, use only their first names.</li> <li>• Is everyone OK with this session being tape recorded? [GET VERBAL CONSENT TO TAPE RECORD DISCUSSION. IF A PARTICIPANT DECIDES THAT S/HE DOES NOT WANT TO BE TAPED AND WANTS TO LEAVE, S/HE SHOULD STILL BE PAID THE FULL</li> </ul>

	<p>AMOUNT]</p> <p>Are there any questions for me before we begin?</p> <p>We have quite a few topics to cover, so I may use a “time out” sign if I need to move the discussion to another topic.</p>
Group Introduction (2 min)	I'd like to go around the table starting on my right and to have each person tell us just your first name.
<b>Topic</b> Retirement Goals (5 min)	<p>Let's start by talking a bit about your retirement savings and your goals.</p> <p>What kinds of retirement accounts do you have?</p> <ul style="list-style-type: none"> <li>• 401(k)? IRA's?</li> </ul> <p>Do you have any other retirement savings, like real estate?</p> <p>CAVEAT: For the purposes of tonight's discussion, we want to focus only on saving for retirement.</p> <p>How many of you have thought about how much money you will need for retirement? How many of you have formally set a goal for yourself?</p> <ul style="list-style-type: none"> <li>• THOSE WHO RESPOND YES: <ul style="list-style-type: none"> <li>○ Do you think about how much money you will need in your retirement accounts or other savings when your reach retirement age? (in other words, do you have a target amount that you are saving toward – one large number)</li> <li>○ And/or do you think about the income you might need every month/year in order to live comfortably in retirement <ul style="list-style-type: none"> <li>▪ <i>For those who say yes: Do you think about it in annual or in monthly terms?</i></li> </ul> </li> <li>○ And/or do you think about your retirement goals in some other way, other than income? (<i>prompt if necessary: For example, as a percent of income or as an absolute number?</i>)</li> <li>○ How did you come up with your retirement goals? Can you describe the steps that you took to come up with that amount/goal?</li> <li>○ In coming up with your retirement goals, what are some other sources of money or income, beyond your own retirement savings, that you will rely on?</li> </ul> </li> <li>• THOSE WHO RESPOND NO: <ul style="list-style-type: none"> <li>○ What are some of the reasons why you haven't come up with a retirement goal?</li> <li>○ <i>Allow open ended responses, but prompt/probe if some variant of “don't know how to come up with reasonable goal” comes up (as opposed to just having trouble making ends meet, saving, etc.)</i> <ul style="list-style-type: none"> <li>▪ Are you waiting until you reach a certain age to get serious about retirement planning?</li> </ul> </li> </ul> </li> </ul>

**Comment [MO2]:** DB? Hybrid? Cash Balance? Also many people actually don't know own plan type...

	<ul style="list-style-type: none"> <li>▪ How many people have trouble coming up with a reasonable goal? <ul style="list-style-type: none"> <li>• What are some of the things that are difficult in figuring out a retirement savings goal?</li> <li>• Are you having difficulty figuring out how much you will need to live comfortably? Are there specific reasons you find this difficult?</li> <li>• Are any of you worried that you won't be able to retire, that you will have to keep working?</li> </ul> </li> </ul>
<p><b>Topic</b> Statement of Benefits (10 min)</p>	<p>How many of you regularly review the Statement of Benefits that your 401k (or other employer-sponsored pension) plan sends you in the mail?</p> <p>We're going to first ask a series of questions to those that do regularly review their statements but then we will ask those that don't regularly review their statements the same set of questions so be thinking about how you would answer them.</p> <p><i>Those who regularly review</i></p> <ul style="list-style-type: none"> <li>• How often do you review it? (prompt if necessary: do you review every statement they send, or do you look at your statements once a quarter, or once a year or something)</li> <li>• What motivates you to review your statement?</li> <li>• Did you review your statement before you came here? <ul style="list-style-type: none"> <li>○ When you reviewed your statement before you came here, did you notice any information that you hadn't really noticed before?</li> </ul> </li> <li>• When you review your statement, what information do you look at first? (prompt if necessary: account balance, your rate of return, your portfolio allocation, graphs vs. numbers vs. text)</li> <li>• What information on your statement of benefits helps you figure out if your savings and investments are on track with your retirement goals?</li> <li>• Is there any other information that you think would be helpful to see on your statement of benefits?</li> </ul> <p><i>Those who don't regularly review:</i></p> <ul style="list-style-type: none"> <li>• Is there a specific reason why you don't regularly review your statement?</li> <li>• Did you review your statement before you came here? <ul style="list-style-type: none"> <li>○ When was the last time you looked at your statement before then?</li> <li>○ When you reviewed your statement before you came here, did you notice any information that you hadn't really noticed before?</li> </ul> </li> <li>• When you review your statement, what information do you look at? (prompt if necessary: account balance, your rate of return, your portfolio allocation)</li> </ul>

**Comment [MO3]:** Is it obvious people will know what you mean? In my plan they call it the Quarterly Statement (and NEVER mention the word "Benefits")

**Comment [MO4]:** retirement

**Comment [MO5]:** retirement plan statements

**Comment [MO6]:** DC people usually don't get a BENEFIT statement

**Comment [MO7]:** ditto

	<ul style="list-style-type: none"> <li>• What information on your <b>statement of benefits</b> helps you figure out if your savings and investments are on track with your retirement goals?</li> <li>• Is there any other information that you think would be helpful to see on your <b>statement of benefits</b>?</li> </ul> <p>What about online retirement account resources? Do you ever check on your retirement plan using the plan's website?</p> <ul style="list-style-type: none"> <li>• How many of you have opted out of the paper statements and only receive your account information online?</li> <li>• For those that still receive paper statements, How often do you use the website?</li> <li>• Is your online account easier to access than the mailed statement?</li> <li>• Is your online account easier to understand than the mailed statement?</li> <li>• What information do you look for when you go to your online account?</li> <li>• Is there information that you see online that helps you figure out if your savings and investments are on track with your retirement goals? <ul style="list-style-type: none"> <li>◦ Some plans' sites have online tools to help you calculate how much to save, has anyone used those tools? Where did you learn about the online tools (e.g., from information provided in your statement, from a welcome packet, etc.)?</li> </ul> </li> <li>• Is there information that you see online that you wish you could also get in the mailed statement of benefits?</li> </ul>
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**Comment [MO8]:** ditto

**Comment [MO9]:** ditto

<p><b>Topic</b> Sample Statements of Benefits (60 min - 15 min per handout, then 15 for general discussion)</p>	<p>We're going to pass out some samples of <b>statements of benefits</b></p> <p>Here is the first statement.</p> <p><b>HANDOUT - Statement 1</b></p> <p>As you can see this sample statement is for a <b>person who is 40 years old</b> and whose retirement balance is \$124,023.</p> <p><i>Give 1-2 minutes for participants to read through</i></p> <p>What do you like about the format of this statement? (<i>prompt: do you like the way the information is presented?</i>)  What don't you like? (<i>prompt: would you change anything about how the information is presented</i>)</p> <p>Is there information that you think is missing? If so, what is that?  Is there information that you think is not important and can be removed?  How well do you feel that you understand the information being presented?</p> <p>What additional information do you think would be helpful for John Doe to figure out if he is on track to have enough money for retirement?</p>
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**Comment [MO10]:** not statement of BENEFITS

**Comment [MO11]:** give the person's age on the sample statement too

*Prompt if necessary:* What about Section A? Do you think the information presented in Section A is helpful for figuring out if he will have enough money in retirement?

- In your own words, how would you describe what information is given in the last row in the table, the row that is labeled: Projected Account Value at retirement?
  - Does it seem like this amount is guaranteed? What parts of this section make it seem like that?
  - What are some of the assumptions that went into coming up with this amount?
- *If someone says something about [inflation, nominal, real, purchasing power, today's dollars, tomorrow's dollars, present value, etc.] follow up with questions about understanding of nominal vs. real. If it doesn't come up, then prompt*
  - One factor that is taken into account in this projection is inflation, Do you take inflation into account when thinking about how much you will need for retirement? [\$1 today will buy more than \$1 in 25 years. For instance, I can get a soda for \$1 at the convenience store now, but it will likely cost more to get the exact same soda 25 or even 5 years from now] How do you take inflation into account?

#### **HANDOUT – Statement 2**

This sample statement is for the same person, with the same savings, as in Statement 1. It's the 40 year old, with a retirement account balance of \$124,023. The information presented on the last statement is still presented here, but you will see that there is also additional information on this statement.

First, the Projected Account Value has been taken out of Section A and moved to and expanded on in Section C, on Page 2.

Looking at Section C, estimates and projections:

- In your own words, how would you describe what information is given in columns 1, 2, and 3 in the table?
- And what are the differences between rows A and B in the table?
- What additional information do you think would be helpful for John Doe to figure out if he is on track to have enough money for retirement?
- Or do you think there is too much information in this table ? Not helpful, etc?

Still looking at Page 2, this statement tries to better explain that the projections take inflation into account. It uses the phrases “today's dollars” and “purchasing power” (*give a minute to look it over*)

- Do you understand either of these phrases? Do either, both or neither of these phrases make the concept of adjusting for inflation

clear ?

- Look at the entire bulleted explanation. Do you think it is helpful? Or do you think the explanation is unnecessary/distracting/etc.?
- Do you think the explanation is too technical? Too simple?
- What language would you use if you had to provide an explanation of how the projections are adjusted for inflation?

Also on Page 2, this statement tries to explain the factors that are used to generate the amounts in the table in Section C. *(give a minute to look it over)*

- Do you think these explanations are helpful? Or do you think the explanations are unnecessary/distracting/etc.?  
*(based on responses, try to determine whether presence of explanations makes more clear that projections are not guaranteed or that there is uncertainty in these choices; and try to determine which of the assumptions themselves are helpful to have explained in detail)*
- Is there anything you would change about the explanations to make them more helpful *(prompt if necessary: make the language less technical?)*?

Version 2 has the addition of Section D on Page 3. *(give 2-3 minutes to look it over)*

- Can you explain what these graphs are showing in your own words?
- Do you think this section is helpful? Or do you think this section is unnecessary/distracting/etc.?
- Is there anything you would change about this section?
- If you were in John Doe's shoes, would you:
  - Increase your monthly contribution? *(why or why not)*
  - Delay your retirement date? *(why or why not)*
  - Consider changing your investment allocation to get a better return? *(why or why not)*
    - How would you change your allocation?

### **HANDOUT – Statement 3.**

Again, this sample statement is for the same person, with the same savings, as is Statement 1. Page 1 is the same as on Version 2.

But looking at Page 2, there are 3 bullet points in section C that differ from the information shown before. Take a minute to read the new bullets.

This statement has a different way of explaining that the projections account for inflation *(give a minute to look it over)*

- Do you think this explanation is helpful? Or do you think the explanation is unnecessary/distracting/etc.? Which do you like better?
- *If hasn't been mentioned specifically: What about the additional*

explanation marked "Caution"?

- If hasn't been mentioned specifically: What about the third bullet point about how to think about the monthly income projections?

Do you think there is too much information? Which pieces of information are unnecessary or distracting? And which are helpful?

Also on page 2 of this statement, note that the projection numbers are a bit different than they were in Version 2.

- How are they different?
- Are the rounded numbers more likely to make you think that these numbers are estimates? Are they easier to think about?

Version 3 also has Section D. The information about working longer is a bit different. (give 2-3 minutes to look it over)

Comparing this to what's written in Version 2...

- What is the difference between the two?
- Which explanation do you like better?

#### GENERAL DISCUSSION OF ASSUMPTIONS

As we've discussed already, in Section C of these statements, we had to take an educated guess at the factors that will be used to calculate the projections, such as your age of retirement, the rate of return on your investments, and so on. We want to talk about whether you think the numbers we chose for the factors are accurate and realistic for you and your retirement situation?

- For instance, do you think you will retire at 67? Earlier? Later?
- Do you think you will continue to contribute the same amount until retirement?
- Do you think the 3% inflation rate are realistic?
- Do you think using current annuity pricing to estimate monthly retirement income is realistic?
- Do you think assuming that survivor benefits are 50% is good?
- Do you think that you will get a 7% rate of return on your retirement investments? More? Less? Why do you think that?

**Comment [MO12]:** or percent of salary?  
These are diff amts

**Comment [MO13]:** is realistic

**Comment [MO14]:** unclear what 'good' means. Accurate for you? (not if no partner). Or do you mean survivor gets too much/little?

**Comment [MO15]:** You should always say 'expected' return since it will surely not be 7% always. Also I think 7% after inflation (is that what you meant?) is awfully aggressive – suggest 5% is a better place to start

#### GENERAL DISCUSSION OF COMPARISON OF STATEMENTS

Let's take a minute to compare the three statements. Now that you have gone through this discussion, do you have any comments about what features you like most or least on these statements?

- Does one statement stand out as the best or the worst? Are there any specific parts in any statement that you found especially helpful or unhelpful?
- Which would you like to receive in the mail if you were John Doe?

Additional Thoughts

Now that our session is drawing to a close, does anyone feel differently about

<p>(5 min)</p>	<p>his/her retirement preparedness as before the session? Will you think about retirement savings differently after this discussion? What is the most important thing you learned today, if anything, that affected the way you think about retirement?</p> <p>Do you feel differently about whether you're on track to meet your retirement goals?</p> <p><i>If yes</i></p> <ul style="list-style-type: none"> <li>• What has changed?</li> <li>• What changed your mind?</li> </ul> <p>Are there any other thoughts or comments that you would like to share before we wrap up?</p>
<p>Thank you (1 min)</p>	<p>That's the end of my questions. Thanks very much for taking part in this discussion today; it was very helpful to us.</p>
<p>Handouts</p>	<p><i>To be determined</i></p>

**Sample Retirement Statement for John Doe**  
**Plan Name XXXX**  
**Quarterly Retirement Plan Statement, 6/30/12**  
**For more information about your plan, contact (XXX) 555-5555**

**Comment [MO1]:** Explain is a DC plan

**A. Account Information**

Account Balances		Explanation
End of statement period	\$124,023.02	<i>This is the total amount of money in your account on 6/30/2012</i>
Beginning of statement period	\$117,821.87	<i>This is the total amount of money in your account on 4/1/2012</i>
Vested account value	\$80,473.02	<i>This is the amount of money in your account that you currently own (you do not own all money that your employer contributes to your account right away, you earn it over time)</i>
Projected account value at retirement <sup>1</sup>	\$665,715.09	<i>This is the amount of money that is projected to be in your account when you retire. The projection shown is given in today's dollars, which account for inflation<sup>2</sup>. <b>Caution: projected values at retirement are only estimates.</b></i>

The projection above was calculated using:

- Your current age is 40
- Your account balance as of June 30, 2012
- The average life expectancy for a man of this age
- Retirement at age 67
- An inflation rate of 3%
- An expected rate of return on your investments after inflation of 4.7%

**Comment [MO2]:** Too aggressive

Investment Allocation	Beginning of period (4/1/12)	End of period (6/30/12)	Percentage of account (6/30/12)
<i>XYX Institutional Fund (Large cap stock fund)</i>	\$50,663.40	\$52,461.73	42.3%
<i>ABCD Management Fund (Mixed Stock Bond fund)</i>	\$67,158.45	\$71,561.28	57.7%

*It is important to have a well-balanced and diversified investment portfolio. Holding more than 20 percent of a portfolio in the security of one entity (such as employer securities) may not be adequately diversified. For further information on individual investing and diversification, visit [www.samplewebsite.com](http://www.samplewebsite.com)*

<sup>1</sup> This projection assumes that your current employer contribution rate and your personal monthly contributions grow 3% annually.

<sup>2</sup> Inflation changes the purchasing power of money. Presenting your projections in today's dollars will give you an idea of how much you could buy with your retirement account when you retire.

**B. Activity**

This section shows the activity in your account in the period of time shown

<b>Activity</b>	<b>Last Period (since 4/1/12)</b>	<b>Year to Date (since 1/1/12)</b>	<b>Explanation</b>
<b>1. Contributions / withdrawals</b>			
Your contributions	\$1,250	\$2,500	<i>This is the total contribution you made</i>
Your employer's contributions	\$250	\$500	<i>This is the total contribution your employer made</i>
Withdrawals	\$0	\$0	<i>This is the sum of your withdrawals</i>
<b>SUBTOTAL</b>	<b>\$1,500</b>	<b>\$3,000</b>	<i>This is the sum of contributions and withdrawals.</i>
<b>2. Investment changes</b>			
Investment gains and losses	\$4,847.40	\$5,933.34	<i>This is the total amount your account gained or lost due to changes in the value of your investments.</i>
Administrative fees	\$146.25	\$286.65	<i>These include fees to legal, accounting and recordkeeping.</i>
Individual fees and expenses	\$0	\$0	<i>These include fees for processing plan loans or qualified domestic relations orders, investment advice, brokerage windows, commissions, front- or back-end loads or sales charges, redemption, transfer and optional rider charges in annuity contracts.</i>
<b>SUBTOTAL</b>	<b>\$4,701.15</b>	<b>\$5,933.34</b>	<i>This is the sum of investment gains, losses and fees.</i>
<b>Change in account value</b>	<b>\$6,201.15</b>	<b>\$8,933.34</b>	<i>This is the total increase or decrease in your account value in the period of time shown. It is the sum of 1 and 2.</i>

For more information about your plan, contact (XXX) 555-5555

**Sample Retirement Statement for John Doe**  
**Plan Name XXXX**  
**Quarterly Retirement Plan Statement, 6/30/12**  
**For more information about your plan, contact (XXX) 555-5555**

**Comment [MO1]:** Be clear is DC

**A. Account Information**

<b>Account Balances</b>		<b>Explanation</b>
End of statement period	\$124,023.02	<i>This is the total amount of money in your account on 6/30/2012</i>
Beginning of statement period	\$117,821.87	<i>This is the total amount of money in your account on 4/1/2012</i>
Vested account value	\$80,473.02	<i>This is the amount of money in your account that you currently own (you do not own all money that your employer contributes to your account right away, you earn it over time)</i>

<b>Investment Allocation</b>	<b>Beginning of period (4/1/12)</b>	<b>End of period (6/30/12)</b>	<b>Percentage of account (6/30/12)</b>
<i>XYX Institutional Fund (Large cap stock fund)</i>	\$50,663.40	\$52,461.73	42.3%
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Your contributions	\$1,250	\$2,500	<i>This is the total contribution you made</i>
Your employer's contributions	\$250	\$500	<i>This is the total contribution your employer made</i>
Withdrawals	\$0	\$0	<i>This is the sum of your withdrawals</i>
<b>SUBTOTAL</b>	<b>\$1,500</b>	<b>\$3,000</b>	<i>This is the sum of contributions and withdrawals.</i>
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Investment gains and losses	\$4,847.40	\$5,933.34	<i>This is the total amount your account gained or lost due to changes in the value of your investments.</i>
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<b>SUBTOTAL</b>	<b>\$4,701.15</b>	<b>\$5,933.34</b>	<i>This is the sum of investment gains, losses and fees.</i>
<b>Change in account value</b>	<b>\$6,201.15</b>	<b>\$8,933.34</b>	<i>This is the total increase or decrease in your account value in the period of time shown. It is the sum of 1 and 2.</i>

**For more information about your plan, contact (XXX) 555-5555**

### C. Projections

This section shows (1) total account values, (2) the monthly income these total account values could generate for you after you retire, and (3) the monthly income these total account values could generate after you retire for a spouse who survives you.

- **All future projections are shown in today's dollars, which account for inflation.** Inflation changes the purchasing power of money. Presenting your projections in today's dollars will give you an idea of how much you could buy with your retirement account when you retire.
- **Caution: projected values at retirement are only estimates.**

	1. Account Value	2. Monthly Income after Retirement	3. Survivor Monthly Income
<b>A. Estimated for Current Account Value</b>	\$124,023.02	\$459.92	\$229.96
<b>B. Projected at Retirement<sup>1</sup></b>	\$665,715.09	\$2,468.67	\$1,234.34

#### All projections were calculated using:

- Your current age is 40
- Your account balance as of June 30, 2012
- The average life expectancy for a man of this age
- Retirement at age 67
- A joint-survivorship annuity, with level payments, assuming the person and his/her spouse are the same age, and survivor benefits are equal to 50% of the monthly payment with no other additional features. The value of the annuity shown reflects current market pricing at the time of this statement.
- An inflation rate of 3%
- An expected rate of return on your investments after inflation is 4% of 7%

**Comment [MO2]:** Not true, it varies across the pictures

For an interactive lifetime income calculator, visit [www.samplewebsite.com](http://www.samplewebsite.com)

<sup>1</sup> This projection assumes that your current employer contributions and your personal monthly contributions shown on page 1 grow annually at the same rate as inflation  
RAND

#### D. Factors that could change monthly income at retirement

Suppose that you continue making contributions to your plan until you retire.

##### How much can I gain if I make additional contributions?

This graph shows your expected projected monthly income at retirement if you decided to increase current contributions to your retirement account. The graph shows this projected expected monthly income if you contributed \$100, \$200 and \$300 more each month until you retire.

- The more you contribute, the more you can save and the more you can expect to withdraw in the future.
- For example, if you make \$100 more each month in contributions starting today, then you could expect to get approximately \$218 more each month when you retire (\$2687 versus \$2469). For \$200 more in contribution each month now, you could expect to get approximately \$437 more each month when you retire (\$2905 versus \$2469).



Comment [MO3]: Expected monthly income (for all figures)

Comment [MO4]: Suggest renorm axes and show the GAIN, not the level. Makes the gain look smaller this way.

##### How much can I gain from working longer?

This graph shows your expected projected monthly income at retirement if you decide to change the age when you retire.

- The longer you work, the more you can save and the more you can expect to withdraw in the future.
- For example, if you retire in 30 years, then you could expect to get approximately \$678 more each month when you retire (\$3100 versus \$2469) than you would if you retired in 27 years. If you retire in 22 years, then you could expect to get \$820 less each month when you retire (\$1700 versus \$2469).



Comment [MO5]: Use caveated language throughout, as you cannot guarantee the benefit amounts shown

Comment [MO6]: I much prefer showing retirement age on the bottom axis, not years until retirement. You are confusing people given the statement here, and also people have trouble adding to current age!

##### How much could I expect to gain or lose depending on the performance of my investments?

This graph shows your projected expected monthly income at retirement and how it could depends on the rate of return on your investment portfolio from now until you retire.

- The better your investments perform, the more valuable your savings will be, and the more you can withdraw in the future. On the other hand, if your investments do not perform well, you will accumulate less.
- For example, if your average return is 10%, then you could get approximately \$2253 more each month when you retire (\$4722 vs. \$2469) than you would if your average return is 7%. If your average return is 3%, then you could get approximately \$1372 less each month when you retire (\$1097 vs. \$2469).



Comment [MO7]: Expected not projected

- **Caution:** projected expected values at retirement are only guesses.

• Projected-Expected values shown on this page account for inflation.

• Unless otherwise noted, all projections on this page were calculated using:

- You are currently age 40.
- Your account balance as of June 30, 2012
- An average life expectancy
- A joint-survivorship annuity, with level payments, assuming the person and his/her spouse are the same age, and survivor benefits are equal to 50% of the monthly payment with no other additional features
- An annuity interest rate of 4%
- An inflation rate of 3%
- Your current age

Comment [MO8]: Unclear if the 7% is real... if it is, you are really using a high return!! Most peoples' asset mix is 60/40, and I feel it unlikely that this will pay a 10% nominal return on average.

- An expected rate of return on your investments after inflation of 7.5%

**Sample Retirement Statement for John Doe**  
**Plan Name XXXX**  
**Quarterly Retirement Plan Statement, 6/30/12**  
**For more information about your plan, contact (XXX) 555-5555**

**Comment [MO1]:** Make clear is DC plan

**A. Account Information**

<b>Account Balances</b>		<b>Explanation</b>
End of statement period	\$124,023.02	<i>This is the total amount of money in your account on 6/30/2012</i>
Beginning of statement period	\$117,821.87	<i>This is the total amount of money in your account on 4/1/2012</i>
Vested account value	\$80,473.02	<i>This is the amount of money in your account that you currently own (you do not own all money that your employer contributes to your account right away, you earn it over time)</i>

<b>Investment Allocation</b>	<b>Beginning of period (4/1/12)</b>	<b>End of period (6/30/12)</b>	<b>Percentage of account (6/30/12)</b>
<i>XYX Institutional Fund (Large cap stock fund)</i>	\$50,663.40	\$52,461.73	42.3%
<i>ABCD Management Fund (Mixed Stock Bond fund)</i>	\$67,158.45	\$71,561.28	57.7%

*It is important to have a well-balanced and diversified investment portfolio. Holding more than 20 percent of a portfolio in the security of one entity (such as employer securities) may not be adequately diversified. For further information on individual investing and diversification, visit [www.samplewebsite.com](http://www.samplewebsite.com)*

**B. Activity**

This section shows the activity in your account in the period of time shown

<b>Activity</b>	<b>Last Period (since 4/1/12)</b>	<b>Year to Date (since 1/1/12)</b>	<b>Explanation</b>
<b>1. Contributions / withdrawals</b>			
Your contributions	\$1,250	\$2,500	<i>This is the total contribution you made</i>
Your employer's contributions	\$250	\$500	<i>This is the total contribution your employer made</i>
Withdrawals	\$0	\$0	<i>This is the sum of your withdrawals</i>
<b>SUBTOTAL</b>	<b>\$1,500</b>	<b>\$3,000</b>	<i>This is the sum of contributions and withdrawals.</i>
<b>2. Investment changes</b>			
Investment gains and losses	\$4,847.40	\$5,933.34	<i>This is the total amount your account gained or lost due to changes in the value of your investments.</i>
Administrative fees	\$146.25	\$286.65	<i>These include fees to legal, accounting and recordkeeping.</i>
Individual fees and expenses	\$0	\$0	<i>These include fees for processing plan loans or qualified domestic relations orders, investment advice, brokerage windows, commissions, front- or back-end loads or sales charges, redemption, transfer and optional rider charges in annuity contracts.</i>
<b>SUBTOTAL</b>	<b>\$4,701.15</b>	<b>\$5,933.34</b>	<i>This is the sum of investment gains, losses and fees.</i>
<b>Change in account value</b>	<b>\$6,201.15</b>	<b>\$8,933.34</b>	<i>This is the total increase or decrease in your account value in the period of time shown. It is the sum of 1 and 2.</i>

**For more information about your plan, contact (XXX) 555-5555**

**C. Projections**

This section shows (1) total account values, (2) the monthly income that these total account values could generate for you after you retire, and (3) the monthly income these total account value could generate after you retire for a spouse who survives you.

- **Future projections presented account for inflation.** Inflation will change the purchasing power of your money in the future. \$1 when you retire will buy less than \$1 today. Presenting your account value in this way will give you an idea of how much you could buy with your retirement account when you retire.
- **Caution: projected values at retirement are only estimates.** If you have to retire early, or spend money on a health condition, or the market performs poorly, the estimate could be high. It is good for people to leave a buffer zone in their retirement savings so they can be ready for unusual circumstances that could change their financial picture.
- **Is the monthly income projection enough money for you to live on during retirement?** To figure this out, you could compare it to your current monthly income. You can also estimate your monthly expenses when you retire to see if this projected monthly income will cover them.

	1. Account Value	2. Monthly Income after Retirement	3. Survivor Monthly Income	Explanation
<b>A. Estimated for Current Account Value</b>	\$120,000	\$460	\$230	This row shows estimates of the amount of monthly retirement income from your current account value.
<b>B. Projected at Retirement</b>	\$670,000	\$2,500	\$1,200	This row shows projections for your account at retirement if your current employer contributions and your personal monthly contributions as shown on page 1 grow at the same rate of inflation until you retire.

**Comment [MO2]:** I like the round number values better than the more precise ones

**All projections on this page were calculated using:**

- Your current age is 40
- Your account balance as of June 30, 2012
- An average life expectancy assumption for individual men
- A retirement age of 67
- A joint-survivorship annuity, with level payments, assuming the person and his/her spouse are the same age, and survivor benefits are equal to 50% of the monthly payment with no other additional features. The value of the annuity shown reflects current market pricing at the time of this statement.
- An inflation rate of 3%
- An expected rate of return on your investments after inflation of 7 of 5%

For an interactive lifetime income calculator, visit [www.samplewebsite.com](http://www.samplewebsite.com)

#### D. Factors that could change monthly income at retirement

Suppose that you continue making contributions to your plan until you retire.

##### How much can I gain if I make additional contributions?

This graph shows your projected monthly income at retirement if you decide to increase current contributions to your retirement account. The graph shows this projected-expected monthly income if you contributed \$100, \$200 and \$300 more each month until you retire.

- The more you contribute, the more you can save and the more you can be likely to withdraw in the future.
- For example, if you make \$100 more each month in contributions starting today, then you could get approximately \$200 more each month when you retire (\$2700 versus \$2500). For \$200 more in contribution each month now, you could get approximately \$400 more each month when you retire (\$2900 versus \$2500).



Comment [MO3]: Make all figures have Expected not projected at top

Comment [MO4]: Suggest renorm axes and show the GAIN, not the level. Makes the gain look smaller this way.

Comment [MO5]: Use caveated language throughout, as you cannot guarantee the benefit amounts shown

##### How much can I gain from working longer?

This graph shows your projected-expected monthly income at retirement if you decide to change the age when you retire.

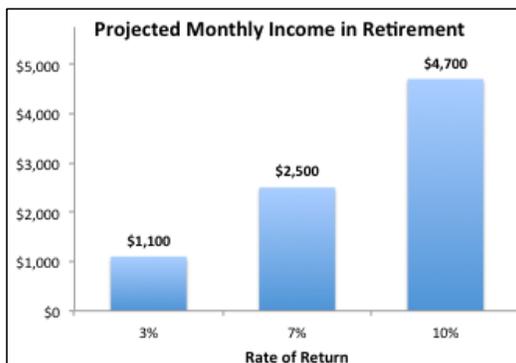
- The longer you work, the more you can save and the more you can expect to withdraw in the future.
- For example, if you delay retirement to age 70, then you could expect to get approximately \$600 more each month when you retire (\$3100 versus \$2500) than you would at age 67. If you retire early at age 62, then you could expect to get approximately \$900 less each month when you retire (\$1600 versus \$2500).



##### How much could I gain or lose depending on the performance of my investments?

This graph shows your projected-expected monthly income at retirement and how it could depend on the rate of return on your investment portfolio from now until you retire.

- The better your investments perform, the more valuable your savings will be, and the more you can expect to withdraw in the future. On the other hand, if your investments do not perform well, you can expect to will accumulate less.
- For example, if your average return is 10%, then you could expect to get approximately \$2200 more each month when you retire (\$4700 vs. \$2500) than you would if the average return is 7%. If your average return is 3%, then you could expect to get approximately \$1400 less each month when you retire (\$1100 vs. \$2500).



- Caution: projected-expected values at retirement are only guesses.
- Projected-Expected values shown on this page account for inflation.
- Unless otherwise noted, all projections on this page were calculated using:
  - You are currently age 40
  - Your account balance as of June 30, 2012
  - An average life expectancy
  - A retirement age of 67
  - A joint-survivorship annuity, with level payments, assuming the person and his/her spouse are the same age, and survivor benefits are equal to 50% of the monthly payment with no other additional features
  - An annuity interest rate of 4%

Comment [MO6]: Really? See my comments on V2

Comment [MO7]: Not true, it varies across the pictures

- An inflation rate of 3%
- ~~Your current age~~
- An expected rate of return on your investments after inflation of 5.7%