



## County of Oklahoma County Self-Directed Brokerage Account

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The Oklahoma County Defined Contribution Retirement System and the Oklahoma County 457(b) Plan (the “Plans”) now offer the opportunity to open a TD Ameritrade Self-Directed Brokerage Account (SDBA). Opening a brokerage account can give you greater flexibility to diversify and manage your portfolio, but can also expose you to additional investment risks.

### ***What is the TD Ameritrade SDBA?***

The TD Ameritrade SDBA is available to you as an additional investment option available through your employer-sponsored Plans. This option gives you the freedom to invest a portion of your plan assets in a SDBA that provides access to a wider array of investment choices, including open-end mutual funds, fixed income securities, Exchange Traded Funds (ETFs) and publicly traded stocks.

### ***How are the investment choices in the SDBA different from those available through the Plans?***

There is a significant difference between the investment choices available through the Plans and the investments available through the SDBA. Investment options offered through your Plans are selected by a thorough due-diligence process which helps ensure that you are offered a diverse and balanced array of appropriate long-term investments.

The investment choices available through TD Ameritrade, however, are not approved, selected, monitored or reviewed by InvesTrust or Oklahoma County. When you elect to open a SDBA, you assume the sole responsibility for researching, selecting, monitoring and managing the investments in your TD Ameritrade SDBA.

### ***Is a SDBA right for me?***

The TD Ameritrade SDBA is designed for the experienced investor. With access to TD Ameritrade’s numerous resources to help you make and execute investment decisions, the SDBA makes sense for the investment savvy individual who:

- Is looking for flexibility from a greatly expanded array of investments.
- Is comfortable with risk within a long-term investment strategy.
- Enjoys taking a greater role in selecting and monitoring investments to create a personalized retirement program.
- Is willing to incur the costs associated with the SDBA.

Please contact InvesTrust at 405.848.0258 or [sponsor@investrust.com](mailto:sponsor@investrust.com) if you have any questions or would like more information on establishing a SDBA.

### ***What is an SDBA?***

The TD Ameritrade SDBA is a self-directed brokerage account offered through TD Ameritrade, a division of TD Ameritrade, Inc., that allows you to invest in a range of investments not offered in your Oklahoma County Employees Defined Contribution Retirement System (Program) or the Oklahoma County 457(b) Plan. These Investments are **not** offered through your service provider.

### ***For whom is this investment option appropriate?***

The SDBA is **for investors who acknowledge and understand the risks associated with many of the investments contained in the SDBA**. By utilizing the account, you acknowledge that **none** of the available options in the SDBA have been reviewed for suitability by your employer, plan sponsor, TD Ameritrade or InvesTrust, your service provider.

**You are solely responsible** for determining suitability of the options that are available through the SDBA. You agree to fully indemnify and hold harmless your employer, plan sponsor, TD Ameritrade, InvesTrust, and any and all service providers to the Program against any claims, damages or other possible causes of actions resulting from your use of the SDBA. *Before investing in any investment company investors should 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 at (866) 766-4015. Investors should read prospectuses carefully before investing.*

### ***How do I transfer money into my SDBA?***

To initiate transfers into the self-directed option, please call InvesTrust at (405) 880-2588. Transfers must be made into the SDBA money market fund at TD Ameritrade first. Then, through TD Ameritrade you can purchase other investments. Also, when moving money back to your Program's core funds through InvesTrust, TD Ameritrade assets must be liquidated and settled to the SDBA money market fund first then moved to the core funds. *An investment in a money market fund is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. Although the fund seeks to preserve the value of your investment a \$1 per share, it is possible to lose money by investing in the fund.*

For purposes of the Oklahoma County Employee Defined Contribution Retirement System, the minimum initial transfer to the SDBA must be at least \$5,000. The minimum for subsequent transfer is \$5,000. If your transfer request does not meet the minimum amount, your transfer will not be completed. You cannot establish a SDBA for more than 50% of your account excluding and all plan loan balances. Transfers to the SDBA are only permitted once per month. You must be 100% vested in your account to establish a SDBA.

### ***How do I make changes to my SDBA?***

Visit the TD Ameritrade website at **[www.tdameritraderetirement.com](http://www.tdameritraderetirement.com)** or call TD Ameritrade's interactive voice response (IVR) System at **(866) 766-4015** to change your investments in the SDBA.

### ***How do I transfer money back to my Program's core funds?***

To transfer money to your core funds, visit the TD Ameritrade website **[www.tdameritraderetirement.com](http://www.tdameritraderetirement.com)** or use the IVR System at **(866) 766-4015**. You will need to:

1. Instruct TD Ameritrade to liquidate the investments in your SDBA.
2. Wait for the proceeds to settle and be invested in your SDBA Money Market Fund.
3. Transfer cash from your SDBA Money Market Fund to a fund(s) in your core Program.

Direct distributions from your SDBA are not permitted.

- Partial transfers from your SDBA Money Market Fund will be allocated to the core fund(s) according to your current contribution allocation unless otherwise specified.
- For full liquidation of your SDBA Money Market Fund money transferred into a core fund will be allocated according to your current allocation unless otherwise specified. Additional time is needed for this transaction in order to transfer any accrued interest or dividends.

***How can I manage my SDBA Balance?***

To Access your account, call TD Ameritrade at **(866)766-4015** or visit **[www.tdameritraderetirement.com](http://www.tdameritraderetirement.com)** .

***What do I do if I want to make a withdrawal?***

If you are requesting a payout option, you must transfer cash from your TD Ameritrade SDBA back to your Program's core options and have requested a payout. The terms of your Program may require liquidating the funds in your SDBA in order to make required payments. If you do not initiate trading instructions and transfers in time to generate the funds needed to make these payments, all securities in your SDBA may be liquidated and your account closed. You will be responsible for any losses and expenses associated with the liquidation. If you are requesting a disbursement or loan, you must transfer sufficient funds to process your request. If you do not have sufficient funds in your core funds at the time you submit your distribution request, your request will be processed to the extent possible from the core funds. However, this could result in a smaller payout than requested.

A beneficiary is not authorized to trade and, therefore, cannot access the SDBA. Beneficiaries should contact the Program's toll-free number for assistance.

***Who sends me statements?***

InvesTrust will continue to send quarterly statements. The statement you currently receive will include the total TD Ameritrade SDBA balance should you choose to utilize this feature. In addition, you will also start receiving a separate quarterly or monthly TD Ameritrade statement (depending on the activity within your SDBA) that will include detailed account activity and balances for the funds you've chosen within the TD Ameritrade account.

*Note: The account balance on your InvesTrust 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.)*

***How much does it cost to participate in the SDBA?***

InvesTrust charges a \$150 annual administrative fee for utilizing the TD Ameritrade SDBA; fees are deducted annually from your core account held at InvesTrust.

TD Ameritrade may charge additional transaction fees depending on the Investment option(s) you choose.