



Simplified Employee Pension (SEP-IRA)

A Simplified Employee Pension (SEP-IRA) is a plan that provides you with a simplified method to make contributions toward your own retirement as well as your employees' retirement.

Business owner adopts a SEP Agreement.

The SEP Agreement can be the IRS approved form or a custom document created by the business owner's legal counsel.

Business owner makes contributions directly to a traditional individual retirement arrangement set up for each eligible employee.

Plan must be established as a calendar year plan.

If the business owner elects to use the IRS form rather than create a custom document, each participant receives the same percentage of salary as a contribution.

Advantages of this strategy:

- No third party administrator is required so there are no administrative fees or IRS filing fees to pay.
- No annual filing is required with the IRS or Department of Labor.

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No bank or credit union guarantee | Not a deposit | Not FDIC/NCUA insured | May lose value | Not insured by any federal or state government agency

Guarantees are dependent upon the claims-paying ability of the issuing company.

If you are a business owner looking for a simple way to save for your own retirement, but also your employees' retirement...

A SEP-IRA may be the solution.

Here's how it works:

- You, as the business owner, make contributions to the financial institution where the SEP-IRA is maintained. But the SEP-IRA is owned and controlled by the employee.
- Contributions cannot exceed the lesser of 25% (or 20% of net earnings for self-employed individuals) of the employee's compensation or \$57,000 for the current tax year. Compensation over \$285,000 cannot be considered when calculating the contribution limit for the employee, with \$57,000 being the maximum contribution for any employee.
- Eligible employees must be 21 years of age or older, have worked for you in at least three of the last five years, and received at least \$600 in compensation from you during the calendar year.
- These are maximum eligibility requirements, but you are allowed to use less restrictive eligibility requirements, if desired.
- There are three requirements to setting up the SEP:
 - A formal written agreement must be executed by you to provide benefits to all eligible employees.
 - Each eligible employee must receive certain information about the SEP.
 - The SEP must be set up by, and for, each eligible employee.
- The requirement of providing a formal written agreement to employees can be met by adopting the IRS model SEP using Form 5305-SEP. The form can be obtained from the IRS web site at www.IRS.gov.
- SEP-IRAs can be set up with banks, insurance companies, or other qualified financial institutions.
- Contributions do not have to be made every year. But, if contributions are made, they must be based on a written allocation formula and must not discriminate in favor of highly compensated employees.
- When a contribution is made, it must be made for all participants who have met the eligibility requirements and actually performed personal services during the year for which the contributions are made.
- Life insurance is not allowed in a SEP-IRA.
- Upon separation from service, the participant re-titles the IRA into their own name.
- Distributions are taxed as ordinary income. Withdrawals prior to age 59½ may be subject to a 10% Federal Tax Penalty.

This information is not intended as tax or legal advice. Please consult with your Attorney or Accountant prior to acting upon any of the information contained in this correspondence.

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