

Financial Counseling Program



**Stacey Braun
Associates, Inc.**

Endorsed by
**MEMBER
BENEFITS**



Working to Benefit You

Financial Counseling Program

We make numerous financial decisions every day without even realizing it. Should I buy a cup of coffee? Can we afford to go on vacation this year? Should I buy or lease my next vehicle?

All of these decisions -- major and minor -- can add up to a lot of money. Having a professional review your specific financial situation not only provides you with valuable guidance on today's decisions, but can also set you on the right path for your financial future.



With the Financial Counseling Program endorsed by the NYSUT Member Benefits Corporation, you can get the unbiased, objective advice you need, when you need it, from financial professionals who do not sell any financial products.

The Financial Counseling Program is provided by Stacey Braun Associates, Inc. Established as an investment advisory company in 1977, Stacey Braun Associates provides fee-based professional financial counseling for both groups and individuals. As a fee-based financial counseling service, Stacey Braun Associates receives no commissions from mutual funds, brokerage firms, insurance companies, or any other third party.

By joining this program, you gain access to a team of Certified Financial Planners® and Registered Investment Advisors to assist you with the tough financial questions of today and tomorrow.

In addition to the Financial Counseling Program -- which covers a broad spectrum of services -- Stacey Braun Associates offers financial counseling that is limited to 403(b) retirement savings programs only. Both options are described in this brochure.



Who needs financial counseling?

At some point, everyone could use some objective, professional financial advice. Perhaps you hit a "bump in the road" or are living paycheck to paycheck. Maybe you have questions regarding your investments.

You may also have concerns about college savings options, purchasing a new home or refinancing. Or you may have concerns about your insurance needs -- do you have enough life insurance, do you need long-term care insurance, etc.?

The Certified Financial Planners® and Registered Investment Advisors at Stacey Braun Associates are ready to address these issues and much more with you.

What topics are covered by the plan?

Topics covered by the Full-Service Plan include:

Pre- & Post-Retirement Planning
403(b) and 457(b) Plan Advice
Pension Option Analysis
Mutual Fund Questions
Establishing Risk Tolerance
Asset Allocation
Mortgages and Refinancing
Debt Management
Savings
Cash Flow
Long-Term Care Insurance
Estate and Inheritance Planning
Survivorship Planning
Financial Advice relating to Divorce
Tax Planning
Life and Disability Insurance
Budgeting
IRA Rollovers
Social Security
Education Funding
Elder Care Analysis
General Financial Education

The Full-Service Financial Counseling Program includes:

- ✔ Toll-free phone consultation
- ✔ Assistance in selecting a 403(b) program provider
- ✔ In-person consultation
- ✔ No-cost written summaries or reports upon request
- ✔ Access to the Stacey Braun Associates website
- ✔ Email helpdesk
- ✔ Free admission to regional educational workshops

Toll-free phone consultations

Consultations are with a Stacey Braun Associates Certified Financial Planner® or Registered Investment Advisor. Consultations address your various financial questions and situations.



Calls can be made weekdays from 8 a.m. to 6 p.m. (EST). If a planner or advisor is not available when you call, you can schedule a phone consultation at a time convenient for you; appointments can be made before or after normal toll-free hours. You are entitled to six hours of phone consultation per year.

Assistance in selecting a 403(b) provider

You can request assistance in choosing a 403(b) retirement savings program provider available through your employer. Likewise, you can get assistance on reviewing your investment selections offered by your current 403(b) provider.



In-person consultations

This service is offered for those who prefer an in-person consultation rather than a phone consultation. The face-to-face meeting can be used to review your financial situation, address specific financial issues or questions, and identify other areas that may require attention.

- **No-cost in-person consultations** – At least once per calendar year, a Stacey Braun planner will be available at each NYSUT Regional Office to hold in-person consultations for participants at no additional charge. Consultations will be limited to 60 minutes and deducted from the program's toll-free phone consultation allotment of six hours per year. Participants will receive advance notice by a Stacey Braun representative when a planner will be available at the NYSUT Regional Office that services their area.

No-cost written summaries or reports upon request

You can request customized written summaries and reports on a variety of financial issues. These summaries provide a detailed review and recommendation for your current situation. Reports may be available upon request following completion of a telephone consultation with a Stacey Braun planner, or upon completion of a targeted questionnaire tailored to your specific financial situation.



Access to the Stacey Braun

Associates website

You'll get access to Stacey Braun Associates' password-protected website, which features financial planning tips specifically geared for NYSUT members; an interactive financial planner; informative financial narratives; market data; quotes; charts; portfolio tracking, financial news; briefs; a glossary; calculators; and useful website links.

Email helpdesk

You can email basic financial questions to this helpdesk and receive an answer within 24 hours.

403(b) Limited Financial Counseling Program

If you only desire advice regarding 403(b) retirement savings programs, the 403(b) Limited Program is available to you at a reduced price and includes:

- Toll-free phone consultations to discuss 403(b) programs only -- six-hour limitation
- Specific assistance in selecting an appropriate 403(b) program provider available through your employer
- Specific assistance with investment allocation of 403(b) assets

Website access, email helpdesk and in-person consultations are not included in the 403(b) Limited Financial Counseling Program.

How the Financial Counseling Program works

Once you are enrolled, you'll receive program confirmation materials that include a welcome letter and fact sheet covering all of the program's benefits and how to access them. You can then call the plan's toll-free number and speak with a receptionist who will transfer you to a planner or, if one is not available, schedule a phone appointment with a planner or advisor. These appointments can be scheduled before or after the normal toll-free hours of 8 a.m. to 6 p.m. (EST).

Eligibility

NYSUT members and agency fee payers to NYSUT are eligible to enroll. When you do enroll, your spouse or domestic partner is also eligible to use the program's benefits.

Choose one of three payment options

As a NYSUT member, you can choose from three convenient payment options: payroll or pension deduction (if available to you), personal check or credit card. If you select payroll* or pension** deduction, you'll save \$10 on the enrollment fee. Simply complete and return the attached Payroll or Pension Deduction Authorization Form along with your Enrollment Form.

If you are choosing Payroll or Pension Deduction as your payment option:

- Complete the appropriate Deduction Authorization Form.
- Do NOT enclose any payment with your Enrollment Form.

30-day free-look period

If, after reviewing your confirmation materials, you're not completely satisfied and have not accessed the program, simply contact Member Benefits within 30 days. We'll refund your annual fee in full. There's absolutely no risk!

Questions?

Contact NYSUT Member Benefits at **800-626-8101** weekdays from 9 a.m. to 5 p.m. (EST) or use the “Contact Us” feature on our website at ***memberbenefits.nysut.org***.

**Payroll deduction is available in local associations that have made the necessary payroll deduction arrangements for NYSUT Member Benefits-endorsed programs.*

*** Pension deduction is available to retirees who are collecting a monthly pension benefit from the NYSTRS, NYSEERS, NYCTRS, or NYCBERS, or who are receiving income from a monthly lifetime annuity from TIAA-CREF.*

Stacey Braun Disclosure Statement and Acknowledgment:

1) Endorsement of Financial Counseling Program Services. There is no affiliation between the NYSUT Member Benefits Corporation ("Corporation") and Stacey Braun other than the contractual endorsement relationship referenced below. The Stacey Braun Associates, Inc. Financial Counseling Program is a NYSUT Member Benefits Corporation (Member Benefits)-endorsed program. Under an agreement with Stacey Braun, Member Benefits has an endorsement arrangement of 10% of annual participation fees received plus \$9 per direct bill participant. All such payments to Member Benefits are used solely to defray the costs of administering its various programs and, where appropriate, to enhance them. Member Benefits acts as your advocate; please contact Member Benefits at 800-626-8101 if you experience a problem with any endorsed program.

2) Scope of Services. While Stacey Braun's provision of financial counseling services under the above-referenced agreement may address a wide variety of issues and topics, there may be instances where matters are beyond the scope of Stacey Braun's area of expertise. Stacey Braun reserves the right to decline to provide advice to Participants about issues and topics outside its area of expertise. At a Participant's request, Stacey Braun may provide recommendations to the Participant as to alternative sources of professional advice to address such issues and topics. This service may not replace the need for the Participant to utilize the services of an accountant, attorney, broker, financial planner, or other professional.

3) Risk. Participant recognizes that any financial plan or other advice provided by Stacey Braun pursuant to the above-referenced agreement with the Corporation involves Stacey Braun's judgment and views regarding the economy and the securities markets, as well as historical trends, and like all predictions of future events or results, cannot be guaranteed as being accurate. Participant acknowledges that no party has made any guarantee, either oral or written, that the Participant's investment objectives will be achieved. In the absence of malfeasance, negligence or violation of applicable law,

Stacey Braun will not be liable for any action performed or omitted to be performed or for any errors of judgment or mistake in preparing the financial advice or plan. Nothing in this statement shall constitute a waiver or limitation of any rights, which the Participant may have under applicable state or federal law, including without limitation, state and federal securities laws. The Participant acknowledges that advice provided is solely that of Stacey Braun and is in no way related to that of NYSUT, the NYSUT Member Benefits Trust or the Corporation as noted in the above-referenced agreement between Stacey Braun and the Corporation. Accordingly, the Participant acknowledges that NYSUT, the NYSUT Member Benefits Trust and the Corporation, their respective affiliates (including NYSUT Groups as defined in the above-referenced agreement), agents, trustees, directors, officers, and employees have no liability for any damages that may result from the services rendered hereunder, including reasonable attorney's fees incurred as a result of litigation.

4) Acknowledgement. Participant acknowledges that this Disclosure Statement and Acknowledgment has been read and accepted and that Participant has received a copy of Stacey Braun's Privacy Policy. Upon receipt of Participant's signed enrollment form, Stacey Braun will promptly deliver a copy of its Form ADV brochure to participants.

Notice of Privacy Practices

Stacey Braun Associates, Inc.

July 2015

Stacey Braun Associates, Inc. is committed to maintaining customer confidentiality. Title V of the Gramm-Leach-Bliley Act of 1999 and the Securities and Exchange Commission's Regulations S-P (17 C.F.R. Part 248, effective 7-1-2001) require that we provide our customers with a notice explaining how we treat nonpublic personal information. We appreciate this opportunity to clarify our privacy practices for you as a result of this law.

• **Categories of Information We Collect:** As part of our business, we obtain certain "nonpublic personal information" about you, which for ease of reading we will refer to as "Customer Information" in this notice.

Customer Information includes, but is not limited to, your name, address, telephone numbers, Social Security number, tax identification number (if any), financial circumstances, income, and account holdings. We collect Customer Information about you from the following sources: information we receive from you included on applications or other forms; written or electronic correspondence, and telephone contacts with us; information about your transactions with us or others; and other information made available from a third party.

• **Confidentiality and Security of Customer**

Information: We restrict access to Customer Information to authorized individuals who need to know this information to provide services to you. We maintain physical, electronic and procedural safeguards that comply with federal standards to protect your Customer Information.

• **Categories of Information We Disclose:** We do not disclose Customer Information about you to anyone, except as permitted or required by law. We may, for example, share information with non-affiliated third parties at your direction or in order to service your account or process transactions for you.

• **Former Customers:** If you are no longer a customer of Stacey Braun, we will continue to treat all nonpublic personal information about you as set forth in this Notice.

We are committed to serve your interest only and consider your confidence a crucial part of fulfilling our fiduciary duty.

You do not need to call or do anything as a result of this notice. It is meant to inform you of how we safeguard your Customer Information. You may wish to file this notice with your important papers.

Financial Counseling Program Enrollment Form

Complete and mail this form today! Send to:

**NYSUT Member Benefits
Financial Counseling Program
800 Troy-Schenectady Road
Latham, NY 12110-2455**

(Please print)

NYSUT Member Name

Address

City

State

Zip

NYSUT ID No.

()

Phone

By signing below, the Participant acknowledges that he or she has (1) read and accepted the Stacey Braun Disclosure Statement and (2) received a copy of the Stacey Braun Privacy Policy (both included in brochure). Upon receipt of this signed statement, Stacey Braun will promptly deliver a copy of its ADV Part II to Participant.

Signature

Date

Electronic Delivery. By checking the box below, Participant authorizes Stacey Braun to provide materials regarding Stacey Braun and its financial counseling services by email. Please note that no confidential information will be sent by email. Participant may withdraw consent for e-delivery or request paper copies of any documents at any time at no additional charge.

Participant authorizes Stacey Braun to deliver materials regarding Stacey Braun and its financial counseling services by email at the email address provided on the line below.

Continue on reverse side 

Financial Counseling Program Enrollment Form Plan and Payment Options

Option 1 - Payroll or Pension Deduction -- Do NOT send payment! Please complete and return the accompanying Payroll or Pension Deduction Authorization Form. (Check one:)

- Full-Service Financial Counseling Program
Annual fee is reduced to \$250
- 403(b) Limited Financial Counseling Program
Annual fee is reduced to \$175

Please Note: *If you are paying for the program using Payroll or Pension Deduction and cancel before payment is complete, you will be billed for the balance of the enrollment fee due.*

Option 2 - Pay Direct (Check one:)

- Full-Service Financial Counseling Program
Annual fee is \$260
- 403(b) Limited Financial Counseling Program
Annual fee is \$185

Check one:

- Enclosed is my check or money order payable to: **NYSUT Member Benefits**
- Please charge the fee indicated above to my
 - Visa
 - MasterCard

Account Number

Expiration Date

3-Digit Security Code (On back of card)

The Stacey Braun Associates, Inc. Financial Counseling Program is a NYSUT Member Benefits Corporation (Member Benefits)-endorsed program. Under an agreement with Stacey Braun, Member Benefits has an endorsement arrangement of 10% of annual participation fees received plus \$9 per direct bill participant. All such payments to Member Benefits are used solely to defray the costs of administering its various programs and, where appropriate, to enhance them. Member Benefits acts as your advocate; please contact Member Benefits at 800-626-8101 if you experience a problem with any endorsed program.

Agency fee payers to NYSUT are eligible to participate in NYSUT Member Benefits-endorsed programs.

NYSUT MEMBER BENEFITS PENSION DEDUCTION AUTHORIZATION



(Please Print):

Last Name _____ First _____ Middle Initial _____

Address _____

Home Telephone No. (_____) _____ NYSUT ID # _____

Soc. Sec. # _____ Authorization is for _____

(name of plan)

Please Note: You must be retired for a minimum of six months to be eligible for pension deduction.

Read statements on the reverse side. Signature and date are required.

Mail this completed form with your invoice to the address on the invoice. Please call 800-626-8101 with any questions.

CHECK ONE BOX ONLY - SIGN AND DATE BELOW

- I belong to the Teachers' Retirement System of the **CITY of New York** (TRS) and I hereby request a monthly withholding of deductions from my monthly benefit for the purchase of union-sponsored benefits as permitted by Chapter 248, Laws of 1994. The TRS is authorized to continue taking such deductions until NYSUT Member Benefits receives written notice from me to the contrary.
- I belong to the New York City Board of Education Retirement System (BERS).
- I belong to the NYSUT Staff Pension Program.

- I belong to the New York **STATE** Teachers' Retirement System (NYSTRS), or
- I belong to the New York **STATE** Employees' Retirement System (NYSERS) and I hereby request monthly withholding of union deductions from my monthly benefit as permitted by Section 536 of the Education Law and Section 110-C of the Retirement Social Security Law. The NYSTRS or NYSERS is authorized to continue taking such deductions until NYSUT Member Benefits receives written notice from me to the contrary.

NYSERS #: _____

- I am a TIAA-CREF participant and hereby request a monthly withholding of deductions from my TIAA-CREF monthly lifetime annuity income for the purchase of coverages provided through NYSUT Member Benefits' Pension Advantage program. TIAA-CREF is authorized to continue taking such deductions until Member Benefits receives written notice to the contrary. If at any time the total deductions equal or exceed my combined monthly income payments from TIAA-CREF, all deductions I have authorized TIAA-CREF to take on my behalf will terminate immediately.

I expressly acknowledge and understand that NYSUT Member Benefits will determine the exact deductions to be withheld monthly and that any questions regarding the amount will be directed by me to Member Benefits. Depending on the program deductions are taken for, monies will be forwarded to either the NYSUT Member Benefits Trust or NYSUT Member Benefits Corporation, which are entities under the NYSUT Member Benefits umbrella. I hereby certify to the NYCTRS, NYSTRS, NYSERS, or TIAA-CREF that I am a member of NYSUT, an employee organization entitled to receive union deduction payments as providers by law.

Signature _____

Date _____

NYSUT MEMBER BENEFITS PAYROLL DEDUCTION AUTHORIZATION

(Please Print):

Last Name _____ First _____ Middle Initial _____

Address _____ NYSUT ID # _____

Home Phone # _____ Member's SS # _____

I hereby authorize my employer to deduct from each of my salary checks the deductions necessary for the purpose of NYSUT Member Benefits. Depending on the program deductions are taken for, monies will be forwarded to either the NYSUT Member Benefits Trust or NYSUT Member Benefits Corporation, which are entities under the NYSUT Member Benefits umbrella. For insurance plans, I understand that this authorization may be revoked at any time by written notice to the Plan Administrator. For plans with annual fees, I understand that I must provide written notice to the Plan Administrator to cancel automatic renewal and that I must satisfy the annual fee.

Signature of Employee _____ **Date** _____

Mail this completed form with your invoice to the address on the invoice. Please call 800-626-8101 with any questions.



Please check your union membership affiliation:

- UFT UUP PSC/CUNY*
- All other NYSUT Locals

The amount of deductions will be determined by NYSUT Member Benefits based on the programs chosen, and may be adjusted to ensure that premiums are paid in full.

**This authorization card cannot be used to authorize deductions for PSC-CUNY Welfare Fund Benefits.*

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