



## **Tax-sheltered annuity 403(b) and deferred compensation account 457(d) maximum deferral limits beginning January, 2013**

The annual maximum deferral limit for the 403(b) Supplemental Retirement Account and the 457 Deferred Compensation Plan will increase in 2013 to **\$17,500.00** for employees under age 50 and **\$23,000.00** not 23,500.00 as we originally stated in our previous newsletter for employees age 50 or older.

Employees in the 403(b) plans wishing to make changes to increase their deferrals for the first check in 2013 should submit their changes before the close of business on December 19. We need to fax these forms to our third party administrator prior to leaving on the holiday break. Employees in the 457 Deferred Compensation Plan must make their changes via the internet or via the phone prior to the December holiday break. If you have any questions, please call our benefits team at 594-7145.

### **Reminder - Have you had a recent change of address?**

Did you know that the University Directory is an easy way for you to change your address. The directory is located behind the CNU portal, on the CNU start pages.

All you need to do is search for your name, scroll down to the bottom, click on the word *details*, click on *edit this profile*, and you can change your University address. The system will generate an email to HR. Easy as 1-2-3!

**Mark your calendar! We are offering a seminar entitled *Living Well with Diabetes*, Wednesday, January 16 from noon to 1 pm in the DSU Madison Room.**

**Call 594-7145 to register!**

## ***Have you taken the time to document your wishes should you become unable to tell your loved ones yourself?***

All too many times, taking the time to do your own [Personal Planning](#) is something that is put on the back burner and avoided. However, you need to take the time now to express your wishes in writing.

There are many helpful publications, forms and websites that you may want to check out:

[National Healthcare Decisions Day](#)

[Sentara Health](#)

[Virginia Center on Aging](#)

[Virginia Department of Health](#)

[Virginia Retirement System](#)

[Virginia State Bar](#) (take a look at the video!)

When in doubt, consult a licensed attorney specializing in elder law.

### **Did you know that the Governor proclaimed December 2-8 as [Winter Preparedness Week](#)?**

**Get where you need to be before the weather gets bad.** Get road conditions by calling 511 or visiting [www.511Virginia.org](http://www.511Virginia.org).

#### **If you heat with a fireplace or wood stove:**

Have a professional check it, especially if it has been a long time since the last cleaning.

#### **Use space heaters safely.**

**Stay informed during power outages.** Be sure you have a battery-powered and/or hand-crank radio (and extra batteries).

**Don't use candles during power outages:** Many home fires in winter are caused by candles. Flashlights are much safer. Be sure to have plenty of extra batteries.

**Most importantly:** You need a family emergency plan. Learn more about **making a plan** for winter weather and all emergencies – and get a free family emergency plan worksheet at [www.ReadyVirginia.gov](http://www.ReadyVirginia.gov).