



# 457 DEFERRED COMPENSATION PLAN AMOUNT OF DEFERRAL CHANGE FORM

**To the Employer:** ICMA-RC provides this form for your convenience. You do NOT have to use it if you prefer your own internal method for employees to request changes in their payroll deduction amount.

**To the Employee:** Use this form to make changes in the amount of your deferral to your ICMA-RC 457 Deferred Compensation Plan. Please submit the completed form **directly to your employer**.

You should have already established an ICMA-RC deferred compensation plan account. **If not, please be sure to complete the 457 Deferred Compensation Plan Employee Enrollment Form** and promptly return it to your employer. The enrollment form must be completed and submitted **before** deferrals can start.

**Annual Deferral Limit:** IRS regulations allow you to defer the lesser of (1) 100% of your gross compensation less any mandatory pre-tax ("picked-up") employee 401 plan contributions, or (2) a dollar limit in effect for that year. This limit includes any employer contributions made on your behalf. Only future compensation may be deferred.

Year	Annual Deferral Limit
2011	\$16,500
2012*	\$17,000

**Catch-Up Provision:** As you near retirement, you may make additional contributions under the "Pre-Retirement" catch-up provision (up to double the amount of the annual deferral limit in effect for that year) **OR** the "Age 50" catch-up provision. Note: The "Pre-Retirement" catch-up provision and "Age 50" catch-up provision cannot be combined in the same plan year. Please read ICMA-RC's *457 Deferred Compensation Plan Catch-Up Provision Packet* for more information.

Year	Additional "Pre-Retirement" Catch-Up Limit
2011	\$16,500
2012*	\$17,000

Year	Additional "Age 50" Catch-Up Limit
2011	\$5,500
2012*	\$5,500

*\*After 2012, the annual deferral and catch-up limits will increase in \$500 increments to correspond with inflation rate increases (the limits will not necessarily increase every year).*

Employee Name: \_\_\_\_\_ Employee ID or SSN: \_\_\_\_\_

Employer Plan Number: \_\_\_\_\_ Employer Name: \_\_\_\_\_

**Please check one or both of the below contribution options:**

- Pre-Tax Contributions.** I authorize my employer to defer \_\_\_\_\_% or \$\_\_\_\_\_ from my pay each pay period to be contributed to my ICMA-RC account.
- Roth Contributions.\*** I authorize my employer to defer \_\_\_\_\_% or \$\_\_\_\_\_ from my pay each pay period to be contributed to my ICMA-RC account.

*\*NOT available in all plans. Please check with your employer to confirm that Roth deferrals are offered in your plan before selecting this option.*

**Effective Date:** The deferral change specified above shall become effective as of the beginning of the calendar month after the date this form is submitted to your employer, or as soon as administratively possible thereafter.

Please indicate which type(s) of deferrals are included in the above amount:

- Normal annual deferral
- Catch-up contributions: Please indicate **ONE** of the following types of catch-up rules you are using:
  - "Pre-Retirement" provision
  - "Age 50" provision

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Employer Signature**

\_\_\_\_\_  
**Date**

**Note: Please do not forward a copy of this form to ICMA-RC. This form is for employer use only.**