



## 457 DEFERRED COMPENSATION PLAN EMPLOYEE ENROLLMENT FORM INSTRUCTIONS

Please review the information you have received from ICMA-RC carefully prior to enrolling in the plan. The information is intended to assist you with understanding how the plan works, and how it can help you save for a secure retirement.

Please carefully complete all sections of the form and submit the completed form to your employer.

**1. PERSONAL INFORMATION** – Provide all of the requested information. The employer plan number can be obtained by contacting your employer or ICMA-RC at 800-669-7400.

**2. CONTRIBUTION AMOUNT** – Use this section to specify the percentage or dollar amounts you will contribute to the plan. You can change your contribution amount at any time. Your initial contribution election, and any future changes, will be effective as of the first pay period of the calendar month following the date you submit your completed form to your employer. For information on the maximum contribution amounts, please go to [www.icmarc.org](http://www.icmarc.org).

**Roth Contributions** – If offered by your plan, you can designate a portion (or all) of your contributions as Roth, which are made on an after-tax basis. These contributions, and associated earnings, can later be withdrawn tax-free if the requirements for a qualified distribution are met. To learn more, visit [www.icmarc.org/rothanalyzer](http://www.icmarc.org/rothanalyzer).

**3. BENEFICIARY DESIGNATION** – In the event of your death, your designated beneficiary(ies) will be entitled to any assets remaining in your account. If no beneficiary information is provided, your estate will be your beneficiary.

Please provide all of the requested information for each designated beneficiary, including the date of birth and Social Security number, as this information will help ICMA-RC locate your beneficiaries.

**To designate additional beneficiaries**, (1) write “see attached sheet” on the primary and/or contingent beneficiary line(s) under “Name” and (2) attach and sign a separate piece of paper with your name, plan number, Social Security number, and additional beneficiary information.

Missing percentage(s) for all of your primary and/or contingent beneficiaries will result in equal allocation among beneficiaries. Beneficiary designations are invalid if percentages are given for every beneficiary, but they do not equal 100% or are expressed with fractions (e.g., 33 1/3 %).

If you are naming a trust as your primary or contingent beneficiary, a complete copy of your entire trust document must be submitted with this form. ICMA-RC will not be able to honor your beneficiary designation if the entire copy of your trust document is not included.

**4. COMMUNITY PROPERTY STATE SPOUSAL CONSENT** – If you are married and live in a community property state (**AZ, CA, ID, LA, NV, NM, TX, WA, or WI**), your spouse is generally entitled to be the primary beneficiary for at least 50% of your account balance unless he/she consents to waive this right in the presence of a notary public. Failure to meet state law requirements with respect to your beneficiary designation may result in your beneficiary designation being invalid, and the payment of benefits to someone other than your intended beneficiary(ies).

**5. ALLOCATION OF CONTRIBUTIONS** – Your contributions can be invested in one or more funds available to your plan (your employer may place restrictions on investment in certain funds). Use whole percentages for your allocations (e.g., 50%, not 33 1/3 %). Do not use fixed dollar amounts. Please read *Making Sound Investment Decisions: A Retirement Investment Guide* and the appropriate prospectus for full descriptions of the funds. **If no allocation instructions are provided, the percentages do not total 100%, or the allocation instructions are invalid, assets will be allocated to the default investment selected by your employer until additional instructions are received from you.** Review the *Notice Regarding Default Investments* included in the *457 Enrollment Kit* for more information.

**PLEASE NOTE:** The allocation instructions you provide will affect payroll contributions only. To specify the allocation for any rollover contributions from another eligible retirement plan, please contact ICMA-RC for the appropriate transfer form that will provide instructions on establishing a rollover allocation. In the absence of rollover allocation instructions, incoming rollover assets will be invested in your payroll contribution allocation, or in the default investment selected by your employer if your contribution allocation is not established.

Participants residing in New York State will have their investment allocated according to their payroll contribution allocation, per New York State plan rules.

**6. SIGNATURES** – Please be sure to sign and date this section of the form. Return the completed form to your employer.

Please do not delay in submitting the completed enrollment form to your employer. If ICMA-RC receives a contribution to your account prior to your account being established, the contribution will be returned to your employer.

### **WELCOME TO ICMA-RC!**

ICMA-RC will send you confirmation of your enrollment. Please review the confirmation notice and quarterly statements for your account to ensure your account information is accurate, and promptly notify ICMA-RC of any updates that are needed.

Complete this form to open an account with ICMA-RC by carefully reading the attached instructions and printing legibly in blue or black ink.

1. REQUIRED PERSONAL INFORMATION

Employer Plan Number 3 0 7 4 2 8 Employer Plan Name State

Social Security Number (for tax-reporting purposes) Date of Birth Date Employed/Rehired Rehired? Check if yes

Full Name of Participant Mailing Address/Street City State Zip Code

Job Title: Email Address:

Daytime Phone Number Evening Phone Number Gender Marital Status

2. CONTRIBUTION AMOUNT

Specify the total percentage or dollar amounts you wish to contribute each pay period. Contributions will begin as soon as administratively possible following the month in which this form is signed.

Pre-tax deferrals of % or \$ from my pay each pay period.

Roth\* deferrals of % or \$ from my pay each pay period.

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

3. BENEFICIARY DESIGNATION

Please use whole percentages (e.g., 50%, not 33 1/3%) and be sure the percentages total 100% when designating primary and contingent beneficiaries.

Table with 5 columns: Primary Beneficiary(ies) NAME, DATE OF BIRTH, RELATIONSHIP TO YOU\*, SOCIAL SECURITY NUMBER (for tax-reporting purposes), % OF BENEFIT (whole %). Includes rows for Primary and Contingent Beneficiary(ies) and Total = 100%.

\*The beneficiary relationship options are spouse, non-spouse, trust, estate, and charity.

Employer Plan Number 30 Social Security Number Name (Please Print)

4. COMMUNITY PROPERTY STATE SPOUSAL CONSENT

If you are married and live in a community property state (AZ, CA, ID, LA, NV, NM, TX, WA, or WI), you must generally name your spouse as a primary beneficiary for at least 50% of the account unless your spouse consents to waive this right. Your spouse's written consent must be witnessed by a notary public.

Spousal Consent (to be completed by the participant's spouse):

By signing below, I agree to waive my right to at least 50% of my spouse's account upon his or her death. I understand each beneficiary designation is not valid unless I consent to it.

Signature of Participant's Spouse Month / Day / Year

Print Name of Participant's Spouse

Witnessed by Notary Public:

Subscribed and sworn before me this day of (month), 20

Notary Public's Signature

Notary Public SEAL My commission expires

5. ALLOCATION OF CONTRIBUTIONS

Input the fund codes and allocation percentages (must total 100%) to show how contributions to your account will be invested. A list of funds and codes can be found on the Investment Options Sheet. Please read Making Sound Investment Decisions: A Retirement Investment Guide and the appropriate prospectus for full descriptions of the funds. For information on how assets will be invested in the absence of accurate and complete instructions, read Section 5 of the form instructions.

Note: Use whole percentages only.

Table with 4 columns: Code, Percent, Code, Percent. Includes a TOTAL = 100% row.

6. AUTHORIZED SIGNATURES

Submit this form to your employer promptly to avoid investment delay. If this form is faxed to ICMA-RC, please do not mail the original.

Participant Signature Month / Day / Year Employee ID For Employer Use Only

Authorized Employer Official's Signature Month / Day / Year