



# City of Baltimore Retirement Savings and Deferred Compensation Plans 457(b) Terminal Leave Deferral Form

Use this form to designate the amount of accrued leave you wish to have contributed to your 457(b) deferred compensation plan on a pretax basis upon your separation from service. IRS regulations determine the total amount that may be contributed to the 457(b) plan. This limit includes any contributions already made into the plan. Please review your account history or consult with a Retirement Specialist.

Please remember that once you designate your contribution, you will be required to make this contribution to your account as indicated on this form and will not be allowed to amend or rescind your election.

## Participant Information

Name:	
SSN:	Agency Code:
Retirement Date:(mm/dd/yyyy)	Phone Number:

## Election to Contribute Accrued Leave

Irrevocable election for pre-tax contribution of accrued leave  
 I hereby direct my employer to make a contribution of my accrued leave upon my separation from service:  
 Please specify requested amount: \$\_\_\_\_\_ / \_\_\_\_\_ Dollars  
 (Ex: \$18,000 / Eighteen thousand)

Type of deferral:  
 Normal Deferral    Age 50 Catch Up    3-Year Special Catch Up\*

**\*If the 3-year Special Catch-up is elected, you must also complete the Special Catch-up Election Form**

## Authorization

By signing this form, the Participant acknowledges that under current Plan rules, the contribution election(s) made is irrevocable and may not be changed or rescinded. The Participant shall be solely responsible to ensure that their contribution of leave into the plan upon termination of employment shall not be in excess of the maximum amount permitted in the year of contribution, in accordance with section 457 (b) (2) of the Internal Revenue Code.

Participant Signature:	Date:
Authorized Representative Signature:	Date:

## Form Return

**By mail:** Nationwide Retirement Solutions  
 7 E Redwood St. 11th Floor  
 Baltimore, MD 21202

**By fax:** 410-332-8430