



## Leave Time Contribution Options

If you cash out your accumulated unused leave time (Lump Sum Separation Pay) when you retire, it is taxable. Another option is to contribute all or a portion of your Lump Sum Separation Pay into your Savings Plus accounts, which may allow you to:



**Maximize your contribution**



**Defer your taxes**



**Choose how you want to make payments**

### **Maximize your contributions**

If your last day of work (the date you separate from service) is on or after November 1, you may defer your separation pay into your Savings Plus account into the following tax year. This allows you to potentially maximize contributions for both the current and the following year.

### **“Catch Up” for lost time**

You can use your Lump Sum Separation Pay as a catch-up for previous years you did not contribute the maximum amount allowed to your 457(b) Plan. Obtain a copy of the Traditional Catch-Up Contribution Guide from [savingsplusnow.com](https://www.savingsplusnow.com), or contact the Savings Plus Solutions Center at (855) 616-4776 to see if you qualify. Then, complete the 457(b) Traditional Catch-Up Form found at [savingsplusnow.com](https://www.savingsplusnow.com).

## Take action

Your Lump Sum Separation Pay paperwork must be officially submitted five (5) workdays (Monday through Friday, excluding Saturdays, Sundays and legal holidays) prior to separation in accordance with California Labor Code Sections 201(b) and 202(b). No changes will be accepted after the five-day threshold has passed. Personnel offices request you submit your paperwork 30 days prior to separation of service in order to accommodate necessary discussions that may impact timely completion of the paperwork.

Be sure you:

- 1 Complete** the Lump Sum Separation Pay Contribution Election Form on the other side of this flier.
- 2 Sign** and date the Form.
- 3 Attach** your Traditional Catch-Up Approval Letter, if applicable.
- 4 Copy** all documents for your personal records.
- 5 Submit** all signed and dated Forms to your personnel office.



**Need help? Contact the Savings Plus Solutions Center at (855) 616-4776, or scan the QR code to view the Lump Sum Tutorial Video.**

**Important Notes:** If you do not have an investment election on file, your contribution will be deposited into a Target Date Fund based on your date of birth and remain there until you request a different fund option. If you do not set up an account prior to the contribution being deposited, your contribution will be invested in the Target Date Income Fund.

If you already have an account, your elected amount of Lump Sum Separation Pay will be deposited into your investment selection for contributions. You may change your investment selection at any time online or over the phone.

## 401(k) and 457(b) plan contribution limits for tax year 2023

	Maximum contribution limit	Contribution limit plus Age-Based Catch-Up	Traditional 457(b) Catch-Up contribution limit <sup>1</sup>
This year, if you are ...	less than age 50	at least age 50	3 years or less from your normal retirement age <sup>2</sup>
401(k) pre-tax/401(k) Roth	\$22,500	\$30,000	\$30,000 (use Age-Based Catch-Up)
457(b) pre-tax/457(b) Roth	\$22,500	\$30,000	\$45,000
<b>TOTAL</b>	<b>\$45,000</b>	<b>\$60,000</b>	<b>\$75,000</b>

<sup>1</sup> Individuals cannot use the Traditional 457(b) Catch-Up and Age-Based Catch-Up in the same year; however, an individual can use the Traditional 457(b) Catch-Up in the 457(b) plan and the Age-Based Catch-Up in the 401(k) plan.

<sup>2</sup> You may participate in Traditional Catch-Up during the last three years PRIOR to your Normal Retirement Age. Your Normal Retirement Age is the age you elect between ages 50 (age 55 for PEPPA members) and 70½. If no age has been elected, your Normal Retirement Age will be age 70½. Source: [IRS.gov](https://www.irs.gov).

California Savings Plus representatives are Registered Representatives of Nationwide Investment Services Corporation, member FINRA, Columbus, Ohio. Neither Savings Plus nor its representatives can offer investment, tax or legal advice. You should consult your own counsel before making retirement plan decisions.

# Lump Sum Separation Pay Contribution Election Form

Submit this original completed Form to your personnel office at least five (5) workdays (Monday through Friday, excluding Saturdays, Sundays and legal holidays) prior to separation. Be sure to keep a copy for yourself. However, personnel offices request you submit your paperwork 30 days prior to separation of service in order to accommodate necessary discussions that may impact timely completion of the paperwork.

**SECTION I PARTICIPANT INFORMATION**

Last Name, First Name, MI	
Mailing Address	
City, State, ZIP	Daytime Telephone Number
Separation Date (mm/dd/yyyy)	Alternate Contact Telephone Number
Please provide your primary email address so that your department can contact you.	

**SECTION II PARTICIPANT INFORMATION**

Check this box if you are enrolled in Savings Plus.

Check this box if you have contributed to Savings Plus in the current calendar year.

Write the amount you choose to contribute to your Savings Plus account from your Lump Sum Separation Pay in the relevant boxes below. Include approved 457(b) Traditional Catch-Up contributions in the totals below. If you are contributing for two tax years, include totals for both years on one form.

Note: If you do not know the amount of your accumulated leave time, write in the contribution dollar amount that applies to you, found in the plan contribution limit table on the reverse side of this form. If you are eligible for Age-Based and/or Catch-Up contributions, write in those numbers. Your contributions cannot exceed the maximum annual contribution limit.

Plan Year	401(k)		457(b)	
	Pre-tax	Roth	Pre-tax	Roth
	\$	\$	\$	\$
	\$	\$	\$	\$

If Lump Sum Separation Pay is not sufficient to contribute the maximum to both plans, I elect to contribute the maximum to:

Pre-tax 401(k)    Pre-tax 457(b)    Roth 401(k)    Roth 457(b)

I request a contribution of Lump Sum Separation Pay in accordance with my choice above and California Labor Code Sections 201(b) and 202(b). I take full responsibility for providing my request to my personnel office five (5) workdays prior to my separation date and understand the terms and conditions of deferring all or a portion of my Lump Sum Separation Pay. I have verified my request prior to submission and understand that changes will not be accepted after the five-day threshold has passed. If applicable, I have attached a copy of my Traditional Catch-Up Approval Letter.

I hereby certify under penalty of perjury that the information on this form is true and accurate to the best of my knowledge.

Signature	Date
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**Personnel Office Use Only**

Refer to SCO personnel letters applicable to Lump Sum Separation Pay for instructions on completing the separation PAR. Attach this request with a copy of the separation PAR and, if applicable, the Traditional Catch-Up Approval Letter from the employee. Retain a copy with the employee file. Do not submit a copy to Savings Plus.

**California Department of Human Resources Privacy Notice on Information Collection (rev. 7/16)**

This notice is provided pursuant to the Information Practices Act of 1977. The California Department of Human Resources (CalHR) Savings Plus Program is requesting the information specified on this form pursuant to California Government Code Sections 19993 and 19999.5. The information collected will be used for identification of your account and will be disclosed to the Savings Plus Administrative Services Provider (Nationwide) for processing of your request as indicated on the form. Individuals should not provide personal information that is not requested or required. The submission of all information requested is mandatory unless otherwise noted. If you fail to provide the information requested, CalHR will not be able to process the action(s) indicated on the form as requested.

**Department Privacy Policy**

The information collected by CalHR is subject to the limitations in the Information Practices Act of 1977 and state policy. For more information on how we care for your personal information, please read our Privacy Policy at [calhr.ca.gov/pages/privacy-policy.aspx](http://calhr.ca.gov/pages/privacy-policy.aspx).

**Access to Your Information**

The CalHR Privacy Officer is responsible for maintaining collected records. You have a right to access records containing your personal information that we maintain. To request access, contact: CalHR Privacy Officer, 1515 S Street 400N, Sacramento, CA 95811 / (916) 324-0455 / [CalHRPrivacy@calhr.ca.gov](mailto:CalHRPrivacy@calhr.ca.gov)

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