




# Plan highlights

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City of Seattle Voluntary Deferred  
Compensation Plan and Trust



A photograph of a forest path with two hikers, overlaid with a teal text box. The hikers are seen from behind, walking away on a dirt path through a dense forest. The forest has tall, thin trees and lush green undergrowth. Sunlight filters through the trees, creating dappled light on the path. The teal text box is positioned in the upper left quadrant of the image.

The City of Seattle Voluntary Deferred Compensation Plan is available to employees and officers of the City. It provides one of the best ways to **save money** for your retirement years and is one of the few methods available today to **reduce income taxes** while you are working.

Under the terms of the Plan, you are allowed to contribute through convenient payroll deductions. You decide the dollar amount, and the contribution is then invested in the investment options you choose from among those offered.



## CONTRIBUTION RULES

- » You may elect a flat dollar amount from a minimum of \$10 per paycheck up to the lesser of the annual IRS contribution limit or 100% of your includible compensation.
- » You can contribute pretax dollars, after-tax Roth dollars or a combination of both up to the annual contribution limit.
- » When deciding how much to defer, please remember that you may have other deductions — for medical coverage, your pension, etc. — in addition to your regular living expenses.
- » The IRS contribution limit on deferrals in this calendar year is **\$23,000 pretax** and/or after-tax Roth combined and is subject to change. *Note: The contribution limit applies to the sum of your contributions and any made on your behalf by the City (applicable to police officers, police management, fire fighters and fire chiefs only).*
- » If you are age 50 or older, you may make additional “catch-up” contributions to the Plan; the maximum **Age 50 catch-up** contribution for this calendar year is \$7,500 per year and is subject to change by the IRS.
- » You also may be able to elect **special catch-up contributions** (i.e., Last Three Years Special Catch-Up) in one or more of the three years prior to the year in which you attain normal retirement age; your ability to make the special catch-up contributions in one or more of the three years will depend on your eligibility rules, contribution history and not making **Age 50 Catch-Up** contributions simultaneously.
- » Those utilizing the **Last Three Years Special Catch-Up** provision must contact **DeferredCompQuestions@seattle.gov** in order to change deferral rates or deferral type (e.g., pretax and/or after-tax Roth).
- » You may change your deferral amount or stop contributions at any time. Changes generally take effect two to three pay periods following the calendar month you elected the change.
- » You may change your investment allocation for future contributions at any time.
- » You may transfer/roll over amounts from another employer’s eligible retirement plan or IRA.



## LOAN RULES

- » Only one outstanding loan from the Plan is allowed at a time.
- » The **minimum** loan amount is \$1,000.
- » The maximum loan amount is the least of:
  - 50% of your vested Plan account balance (including any amounts held in a self-directed brokerage account);
  - 100% of your vested Plan account balance (not including any amounts held in a self-directed brokerage account); or
  - \$50,000, reduced by the highest outstanding aggregate loan balance during the 12-month period ending on the date of the loan (including any loans from another plan maintained by the City of Seattle).
- » Loan fees—\$25 loan application fee; \$50 annual loan maintenance fee (\$12.50 per quarter); \$50 loan refinancing fee.
- » Interest rate—Prime at time loan is issued + 1%; the interest **rate will remain fixed** for the life of the loan.
- » The term of a nonresidential loan (i.e., general purpose loan) **may not exceed five years**. The term of the loan can be up to 15 years if used for the purchase of a primary residence.
- » Repayments are made via an **after-tax payroll** deduction while you are actively working. Loan repayments may be suspended due to military leave or other eligible leaves; special repayment arrangements are required with the City if you want to increase the size of repayments when you return from leave. If you are no longer employed by the City, loan repayments may be made via ACH or check by contacting the Service Center.
- » Repaying an outstanding loan **will not** necessarily increase the amount permitted in a new loan.
- » You must pay off a loan before requesting a new loan from the Plan.
- » If you default on your loan, the IRS will treat the unpaid balance as a withdrawal **subject to taxes** and possible penalties. Continuing City employees will not be able to obtain another loan from the Plan until the unpaid balance of the defaulted loan is paid in full. A \$50 default fee will be assessed, as well as an annual \$50 fee until the loan is paid.



## EXCHANGE RULES

- » You may make transfers among investment options at any time, subject to certain restrictions on frequency.
- » Investing in individual stocks, real estate, etc., **is not** permitted within the Plan.
- » Unrestricted amounts of money may be transferred from the Stable Value Fund directly to any other investment option, except a competing fund. Monies must remain invested in a noncompeting fund for at least 90 days before moving to a competing fund.



## WITHDRAWAL RULES

### 1. Upon separation, you may:

- » Receive a partial or full lump-sum payment;
- » Elect systematic payments;
- » Leave your funds in the plan until age 73;
- » Transfer your balance to an eligible retirement plan or IRA.

### 2. While in-service:

- » An unforeseeable emergency withdrawal is available under certain conditions;
- » You may be eligible to use part or all of your account balance to purchase missing service credits in your defined benefit pension plan—generally SCERS or DRS (you will need to submit a formal statement and invoice from the applicable plan);
- » You may take a one-time distribution if your account balance is less than \$5,000, you've made no contributions for two years and you've not received this type of withdrawal in the past (this withdrawal is limited to once per lifetime).
- » Attainment of age 59½





## CONTACTS & RESOURCES

### Onsite education

Seattle Municipal Tower  
700 5th Ave., Suite 1635  
Phone: 206-447-1924

To schedule an appointment, visit [SeattleDCP.com](http://SeattleDCP.com) and select  
“Schedule an onsite appointment.”

### Nationwide® Customer Service Center

Toll-free: 855-550-1757  
Monday - Friday 5 a.m. - 8 p.m. PT  
Saturday 6 a.m. - 3 p.m. PT

### City of Seattle Deferred Compensation Plan Management

Email: [deferredcompquestions@seattle.gov](mailto:deferredcompquestions@seattle.gov)

### Plan information and account login

[SeattleDCP.com](http://SeattleDCP.com)



- Not a deposit • Not FDIC or NCUSIF insured • Not guaranteed by the institution
- Not insured by any government agency • May lose value

Withdrawals are generally taxed at ordinary income tax rates.

This notice is intended to provide a brief review of certain key aspects of the Plan. If there are discrepancies between the contents of this notice and the plan document, the terms of the Plan shall govern. Please refer to the Plan Document, Investment Policy Statement and other documents for more information, or contact [deferredcompquestions@seattle.gov](mailto:deferredcompquestions@seattle.gov).

Keep in mind that qualified retirement plans, deferred compensation plans and individual retirement accounts are all different, including fees and when you can access funds. Assets rolled over from outside account(s) may be subject to surrender charges, other fees and/or a 10% tax penalty if withdrawn before age 59½. Nationwide education consultants do not give legal or tax advice. Please contact your legal or tax advisor for such advice.

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