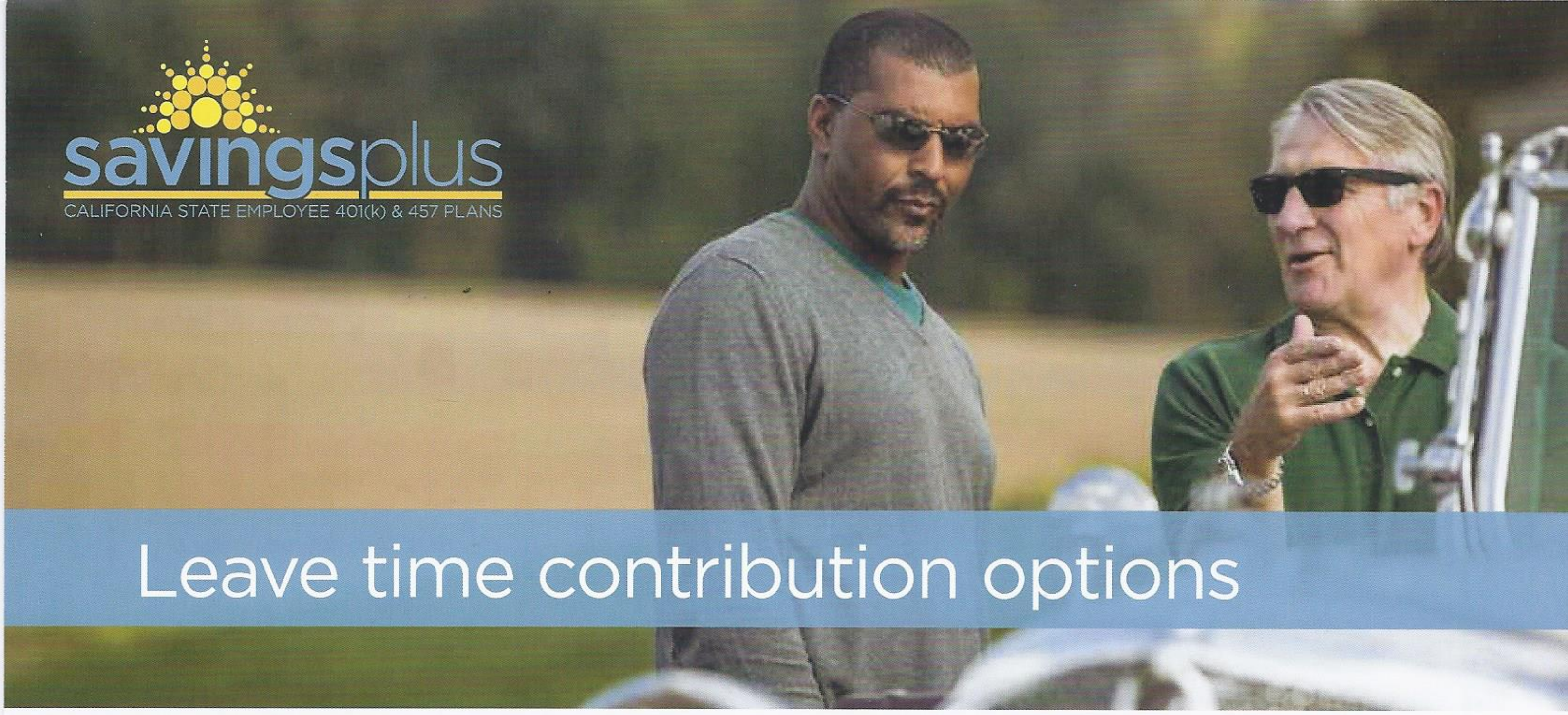

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Leave time contribution options

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
- To defer your taxes
- The flexibility of how you take payments

Option to spread your contributions

If you separate from service on or after November 1, you may defer your separation pay into your Savings Plus account into the following tax year, allowing you to potentially maximize contributions for both this and next year.

Catch-up for lost time

You may "catch-up" for the previous years you did not contribute the maximum amount allowed to your 457(b) plan. You can use your separation pay at retirement as a catch-up to maximize your deferral. You can obtain a copy of the Traditional Catch-Up Guide to see if you qualify on savingsplusnow.com or by calling the Savings Plus Service Center at (855) 616-4776.

Take action!

Your Lump Sum Separation Pay paperwork must be officially submitted 5 workdays prior to separation; 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. Be sure you:

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

Need help?

Contact a Savings Plus Customer Service Representative at (855) 616-4776. They are available to assist you.

Important Notes: Your contributions will be deposited into a Target Date Fund based on your birthday and remain there until you request a different fund option. If you already have an account, your elected amount of Lump Sum Separation Pay is deposited into your investment election for contributions. If you do not set up an account prior to the contribution being deposited, your contribution is invested in the Target Date Income Fund. You may change your investment selection at any time online or over the phone.

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Lump Sum Separation Pay Deferral Election Form

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Submit this original completed form to your personnel office at least five (5) workdays 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 Code	Daytime Telephone Number
Separation Date (mm/dd/yyyy)	Alternate Contact Telephone Number

SECTION II–Contribution Information

* A. Write the amount you will have contributed to each plan for the tax year you separate. If SCO is your pay center, your December contribution from the previous year will be included this year. Include all of your future payroll contributions in your contribution calculations as this will impact the amount of Lump Sum Separation Pay you may defer based on annual limits. Keep in mind, if you are separating in December, your December monthly contribution needs to be calculated as part of your current year deferrals. Do not include the Lump Sum Separation Pay you will contribute after you separate.

☐ Pre-tax 401(k) Amount $______ ☐ Roth 401(k) Amount $______
☐ Pre-tax 457(b) Amount $______ ☐ Roth 457(b) Amount $______

* B. Write the amount you elect to contribute to your Savings Plus account from your Lump Sum Separation Pay in the relevant boxes below.

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

* The total amount of Section II item A and the amount in item B that is applicable to this tax year cannot exceed the maximum annual contribution limits. Contributions to the 403(b) must be included in calculating 401(k) limits. See savingsplusnow.com for maximum annual contribution limits and details.

SECTION III–Participant Certification

I request a contribution of Lump Sum Separation Pay in accordance with my election above. I take full responsibility for providing my request to my personnel office five days prior to my separation date and understand the terms and conditions of deferring all or a portion of my Lump Sum Separation Pay. If applicable, I have attached a copy of my approved Savings Plus Catch-Up document.

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

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 approved Savings Plus Catch-Up document 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 https://www.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 we maintain. To request access, contact: CalHR Privacy Officer, 1515 S Street 400N, Sacramento, CA 95811 / 916-324-0455 / CalHRPrivacy@calhr.ca.gov

NRM-13436CA-CA.1 (09/16)