



City of Seattle

Edward B. Murray, Mayor

Seattle Department of Human Resources

Susan L. Coskey, Director

September 12, 2016

Re: Submit One-Time Deferred Compensation Contribution Form by September 30, 2016

Dear City Employee:

You are receiving this letter because you are in an employee group that is receiving retroactive pay on the September 30, 2016 paycheck as a result of the annual wage adjustments based on your applicable collective bargaining agreement. If you receive retroactive pay (this includes non-active individuals), you may contribute all or part of this retroactive amount into your City of Seattle Voluntary Deferred Compensation Plan account*.

To make this one-time contribution, please submit the enclosed form by **5:00 pm on Monday, September 19** to the Seattle Department of Human Resources. Please use the contact information listed at the bottom of the enclosed form.

If you *do not* want to participate in the one-time contribution, **no action** is required.

For some frequently asked questions (FAQs) and contact information, please see the back of this letter. Additional FAQs and an electronic version of the form are posted on the InWeb at <http://personnelweb/benefits/retirement/deferredcomp.aspx> and PAN at <http://www.seattle.gov/personnel/benefits/retirement/deferredcomp.asp>.

Sincerely,

A handwritten signature in black ink, appearing to read "Renee Freiboth".

Renee Freiboth
Benefits Manager

Enclosure

*All City employees have a Deferred Compensation account regardless of whether they currently participate or not. To access your account, go to www.cityofseattledeferredcomp.com and select the "Access your Account" button.



Seattle Department of Human Resources, 700 5th Avenue, Floors 54 & 55

Mailing address: P.O. Box 34028, Seattle, WA 98124-4028

Internet address: <http://www.seattle.gov> Employment website: <http://www.seattle.gov/jobs>

An equal-employment opportunity. Accommodations for people with disabilities provided on request.

Authorization of One-Time Only Contribution into My Deferred Compensation Account

Please complete form in its entirety and return to Seattle Department of Human Resources on or before 9/19/2016

_____	_____	_____
Last Name	First Name	M.I.
_____	_____	_____
8 Digit Employee ID Number (not serial number)	ORG Number	Day Phone

In compliance with the Internal Revenue Code, I authorize a one-time contribution of my retroactive pay on September 30, 2016 to my account in the City of Seattle Voluntary Deferred Compensation Plan. This contribution will be administered recognizing the following rules:

- The maximum amount I am eligible to defer under the contribution limit for 2016 is \$18,000. If I am at least 50 by the end of the calendar year, I am eligible to contribute an additional \$6,000 under the Age 50+ Catch-Up option for a total of \$24,000. If I am participating in the Last Three Year Special Catch-Up option, my limit has been calculated by Deferred Compensation staff.
- Contributions made year-to-date from my paychecks, as well as this one-time contribution, will be counted toward my 2016 limit. Any amount that would bring my deferral above the applicable IRS limit must be issued as taxable wages.
- Following the one-time contribution of retroactive pay on September 30, 2016, my deferred compensation contributions will resume at the rate used prior to the one-time contribution until my 2016 contribution limit is reached.

I authorize the City of Seattle to initiate a one-time contribution from my September 30, 2016 retroactive pay adjustment as indicated below:

\$ _____ on pay day September 30, 2016 (***Specific dollar amount must be noted.***)

I understand that the amount listed is in addition to my standard contribution on that pay date and that if I have selected an amount in excess of my retroactive pay, the amount elected, in addition to my standard contribution, will be deducted.

Signature

Date

I understand if I choose not to contribute my retroactive pay into the Deferred Compensation Plan, I will receive my entire retroactive pay on my September 30, 2016 paycheck as taxable income.

You can U.S. mail, inter-department mail, fax or email your completed form; however, the form must be received by SDHR – Deferred Compensation Unit on or before September 19, 2016 by 5:00 PM PT to allow a one-time contribution into your Deferred Compensation account.

**City of Seattle, Seattle Department of Human Resources, Deferred Compensation,
P.O. Box 34028, Mail Stop SMT 55-01, Seattle, WA 98124-4028**

Fax: (206) 615-0202

Email: Deferredcompquestions@seattle.gov