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 2/24/2016

_____	_____	_____
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 March 18, 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 3-Years 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 March 18, 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 March 18, 2016 retroactive pay adjustment as indicated below:

$ _____ on pay day March 18, 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 March 18, 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 on or before February 24, 2016 by 5:00 PM PT to allow a one-time contribution into your Deferred Compensation account.**

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