

# Employer Adoption Checklist Coversheet

Below is a listing of documents that are required for the adoption of this Plan. When submitting the executed documents, please fill out and include this **Employer Adoption Checklist** as a coversheet to the documents listed below.

If you have any questions regarding this list or the enclosed forms, please contact us at **800-696-3907**.

Agency Name

CalPERS ID \_\_\_\_\_

The following documents are included in this packet:

- ▶ **REQUIRED FORMS**
- Board Approved Resolution** *(with original signatures)*
  - Employer Adoption Agreement** *(with original signatures)*
  - New Employer Information Sheet**
  - Optional Provisions**
    - Employer Loan Provision
    - Roth Plan Option Provision

Please mail your documentation to one of the following addresses:

**Standard Delivery: (Standard Mail)**

CalPERS 457 Plan  
P.O. Box 942713  
Sacramento, CA 94229-2713

**Overnight Delivery:**

CalPERS 457 Plan  
400 Q Street  
Sacramento, CA 95811

**Thank you for considering the CalPERS 457 Plan as a supplemental savings option for your employees.**

## Follow these simple steps to adopt the CalPERS 457 Plan today!

**STEP 1:** Request your governing body to adopt the CalPERS 457 Plan using the **Model Resolution** enclosed in this kit.

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**STEP 2:** Execute a copy of the enclosed **Employer Adoption Agreement**

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**STEP 3:** Complete the **New Employer Information Sheet**

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**STEP 4: Optional provisions:**

- **Employer Loan Provision:** If you would like to offer participants the ability to borrow from their plan accounts, then complete the **Employer Loan Provision**.
  - **Roth Plan Option Provision:** Complete the **Roth Adoption Form** if you would like to offer participants the CalPERS 457 Roth Plan for Roth elective deferrals and in-plan Roth conversions.
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**STEP 5:** Complete the **Employer Adoption Checklist** and enclose with the appropriate original fully executed documentation, and mail Standard or Overnight Delivery:

**Standard Delivery: (Standard Mail)**

CalPERS 457 Plan  
P.O. Box 942713  
Sacramento, CA 94229-2713

**Overnight Delivery:**

CalPERS 457 Plan  
400 Q Street  
Sacramento, CA 95811

If you have any questions about adopting the CalPERS 457 Plan, contact us at **800-696-3907**.

### Upon receipt of the executed documents, the Administrator, will:

- Sign the **Adoption Agreement** accepting the Employer into the CalPERS 457 Plan
- Assign an **Employer Plan ID** to confirm participation in the Plan
- Send a **Welcome Kit** that includes:
  - **Confirmation of Participation in the Plan**
  - **Instructions of when to begin submitting enrollments and submission of payroll contributions file and payments through my|CalPERS**
  - **Copy of all fully executed official documents**
- An Account Manager will contact the Employer to schedule a **New Employer Orientation** and **Employee Presentations**

**NOTE:** The Employer Plan ID Number must be provided on all subsequent transaction requests submitted to the Administrator for processing.