

# Helpful Links and Forms Library

Your resource to learn about, enroll in and engage with the CalPERS 457 Plan.


## A convenient way to save.

The CalPERS 457 Plan allows you to automatically save a portion of your salary. You decide how much to contribute (up to the IRS annual limits), and the amount is deducted pre-tax from your paycheck. Your current taxable income is reduced by the amount you save, which may lower your tax bill. In addition, your contributions and any earnings can benefit from the power of tax-deferred compounding. This means that you won't pay taxes on your investments or earnings until you start to take withdrawals, usually in retirement. For the latest news, take a look at our [plan newsletter!](#)

If you'd like to schedule a **Personal Phone Review**, book a one-on-one personal phone appointment with your CalPERS 457 Account Manager today. [Click here to learn more.](#) Ready to schedule your appointment now? [Click here.](#)


Already enrolled? [Click here to log into your account.](#)

Please see below for a list of CalPERS enrollment and participant forms:

Form Name 	Purpose/Use
<b>PARTICIPANT CHANGES/ENROLLMENTS</b>	
<a href="#">Enrollment kit</a>	Review enrollment information/enroll in plan
<a href="#">Participant change authorization form</a>	Increase/decrease contribution amount, or suspend contributions*
<a href="#">Beneficiary designation form</a>	Designate or update beneficiaries
<b>TRANSFERS/ROLLOVERS</b>	
<a href="#">Rollover contribution form</a>	Roll over monies from another type of plan [401(k), 403(b), IRA or 401(a)] from your previous employer
<a href="#">Inter-plan transfer form</a>	Transfer from a previous employer's CalPERS Supplemental Income 457 Plan into your current employer's CalPERS Supplemental Income Plan
<b>DISTRIBUTIONS</b>	
<a href="#">Distribution request form</a> <small>Distributions are considered a taxable event and subject to federal and state tax withholding, unless rolled directly to another plan. Please contact your CalPERS 457 Account Manager for assistance in considering your distribution options.</small>	You may request a distribution after separation/retirement, change current distribution option, or alternate payee distribution per Qualified Domestic Relations Order
<a href="#">Death distribution request form</a>	For surviving spouse and/or beneficiary(ies) to request distributions (one form per beneficiary)
<a href="#">In-Service withdrawal/Transfer request form</a>	You may request an In-service transfer for CalPERS Service Credit purchase, In-service transfer for another Pension Plan Service Credit purchase, or small account withdrawal
<a href="#">Unforeseeable emergency withdrawal application</a>	Please understand the rules for emergency withdrawals prior to applying. <a href="#">Please visit the CalPERS <i>Withdrawing Money From Your Account</i> page for more information.</a>

\*If required by agency.



Form Name 	Purpose/Use
<b>MISCELLANEOUS FORMS</b>	
<b>Application for electronic direct deposit</b>	For participants receiving scheduled installment payments only
<b>Three-year special 457(b) catch-up worksheet</b>	(see below)

## Special 457 Catch-Up

The CalPERS 457 Plan also allows you the opportunity to make up for lost time by catching-up on contributions you could have made in previous years but didn't. If you are an employee who is within three calendar years of the year in which you will attain "normal retirement age" as defined by the CalPERS 457 Plan, you may use the Special 457 Catch-Up provision to increase your contributions to as much as twice the otherwise applicable deferral limit — for example, using the Special 457 Catch-Up provision in 2017, you could contribute up to \$36,000 total (2 X \$18,000). In order to take advantage of this provision, you must designate a "Normal Retirement Age" by completing and returning a **Three-year special 457(b) catch-up worksheet** to your employer for processing.

Designating your "normal retirement age" is for the purpose of determining the beginning of the three-year catch-up period only. You do not have to actually retire at the age you designate. You may designate your own "normal retirement age" within the range of ages between age 50, the earliest age at which you can take a normal pension allowance, and age 70½, the age at which the IRS requires you to begin distribution from the deferred compensation plan.

When designating a "normal retirement age", you generally should choose an age far enough out (generally four or five years from now) that will give you 3 full calendar years in which to use catch-up before the year you turn the age you have designated. For example, if you will turn age 55 in July of the year 2020 designating 55 as your "normal retirement age" will enable you to increase your contributions in catch-up to double the normal applicable deferral limits during all of calendar years 2017, 2018 and 2019. Beginning January, 2020, the year in which you would attain the normal retirement age you have designated, your maximum contribution limit would instead take into account amounts you could also contribute under the Age 50+ Catch-up limit set for 2020.

**Note:** If you are eligible for both the Special 457 Special Catch-Up and the Age 50+ Catch-Up in 2017, IRS rules provide that you cannot use both in the same tax year — you can use the catch-up that allows you to contribute the greater amount. For additional information, please call CalPERS Information Line at **1-800-260-0659**.