# Catch-Up Guidelines for Employers

Participants of the CalPERS 457 Plan who are over age 50 or within three years of their projected retirement date have two additional provisions for computing their maximum allowable deferral limits, based on their age and/or their years to retirement. Both the **Age 50 Catch-Up Provision** and the **Three-Year Special 457(b) Catch-Up Provision** are authorized by the Internal Revenue Code, yet they differ substantially and may not be used in the same calendar year. The **Three-Year Special 457(b) Catch-Up Provision** allows the participant to “Catch Up” on contributions the participant could have made in previous years with their current employer.

## Simple guidelines for 2015 based on:
- Employee's age
- Employee's ability to contribute
- Number of years to employee's designated normal retirement age as defined by the employer

To identify whether either of the Catch-Up Provisions are appropriate for an employee, you need to determine three things:

1. **How much the employee plans to contribute, and make sure that the additional deferrals do not exceed the limitations described in Article 4 of the CalPERS 457 Plan Document.**
2. **The employee's age and the number of years to their designated eligible retirement date.**
3. **The employee's normal retirement age**

Their responses will help them decide whether either of the catch-up provisions is appropriate for them to implement. The guidelines below will assist you in determining which Catch-up Provision the employee should elect.

### Determining Employee Eligibility and Appropriateness

<table>
<thead>
<tr>
<th>Age</th>
<th>Dollar Amount Employee Able to Contribute Annually</th>
<th>Appropriate Catch-up Provision</th>
</tr>
</thead>
</table>
| Any age — other than the three age scenarios described below | Less than or equal to $18,000 | • This is the annual maximum contribution amount for 2015.  
• The employee does not need to consider either of the Catch-Up Provisions at this time, since they are not contributing the maximum for the current year. |
| Will be 50 this calendar year | Over $18,000 but no more than $24,000*  
* annual maximum contribution plus the Age 50 and Over Catch-Up amount ($18,000 + $6,000) | Provide the employee with the information on the **Age 50 Catch-Up Provision**. |
| Over 50 or within 3 years of their designated normal retirement age as defined by employer | Over $18,000 but no more than $24,000*  
* annual maximum contribution plus the Age 50 and Over Catch-Up amount ($18,000 + $6,000) | Provide the employee with the information on the **Age 50 Catch-Up Provision**. |
| Over 50 or within 3 years of their designated normal retirement age as defined by employer | Over $24,000 but no more than $36,000*  
* annual maximum contribution plus the Age 50 and Over Catch-Up amount ($18,000 + $18,000) | Provide the employee with the information on the **Three-Year Special 457(b) Catch-Up Provision**. |

### Forms required for Catch-Up Provisions

<table>
<thead>
<tr>
<th>Catch-Up Provision</th>
<th>Forms for New Plan Participant</th>
<th>Forms for Current Plan Participant</th>
</tr>
</thead>
</table>
| **Age 50 Catch-Up** | * Employee New Enrollment Form  
• Optional — Catch-Up Provision  
> Check box to elect the **Age 50 Catch-Up Method** | * Participant Change Authorization Form  
• Check Catch-Up Provision Box at top of form  
• Section VI — Catch-Up Provision  
> Check box to elect the **Age 50 Catch-Up Method** |
| **Three-Year Special 457(b) Catch-Up** | * Employee New Enrollment Form  
• Optional — Catch-Up Provision  
> Check box to elect the **Three-Year Special 457(b) Catch-Up Method**  
Three-Year Special 457(b) Catch-Up Worksheet | * Participant Change Authorization Form  
• Check Catch-Up Provision Box at top of form  
• Section VI — Catch-Up Provision  
> Check box to elect the **Three-Year Special 457(b) Catch-Up Method**  
Three-Year Special 457(b) Catch-Up Worksheet |
Three-Year Special 457(b) Catch-Up Worksheet Information

<table>
<thead>
<tr>
<th>Information Needed</th>
<th>Source for the Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee’s prior years of payroll history</td>
<td>• Current employer</td>
</tr>
<tr>
<td></td>
<td>• Past W2s, which would be the most accurate</td>
</tr>
<tr>
<td></td>
<td>• Past Income Tax Returns Filed</td>
</tr>
<tr>
<td>Employee’s prior years of contribution history</td>
<td>• Current employer</td>
</tr>
<tr>
<td></td>
<td>• Past W2s, which would be the most accurate</td>
</tr>
<tr>
<td></td>
<td>• Past Income Tax Returns Filed</td>
</tr>
</tbody>
</table>

Rules and Requirements for Age 50 Catch-Up Provision

• The employee is responsible for the accuracy of the information provided on all forms.
• The employee may not use the Age 50 Catch-Up and the Three-Year Special 457(b) Catch-Up in the same calendar year. That is, the Catch-Up Provisions cannot be combined in any year, so eligible participants are limited to contributing the higher of their Age 50 Catch-Up increase or their Three-Year Special 457(b) Catch-Up Contribution.
• Once the employee is eligible to participate in the Age 50 Catch-Up, they may use this provision until they retire or when they are no longer a participant in the Plan.
• No Three-Year Special 457(b) Catch-Up contributions are allowed on the Age 50 Catch-Up amount if the employee chooses not to take advantage of the provision in any given year.

Rules and Requirements for Three-Year Special 457(b) Catch-Up Provision

• The employee is responsible for the accuracy of the information provided on all forms.
• The employee is eligible to execute the Three-Year Special 457(b) Catch-Up method as early as three years prior to their designated normal retirement age as defined by the employer.
• The employee may not participate in the Three-Year Special 457(b) Catch-Up method in the year they declare as their eligible retirement year.
• The employee may only use the Three-Year Special 457(b) Catch-Up method and the Age 50 Catch-Up in the same calendar year. They may only use one provision at a time in any given calendar year.
• The employee may only catch-up on unused deferrals they could have made, but did not make, in previous years with their current employer.
• This is a one time provision and may only be used once in the employee’s entire employment career.
• The Three-Year Special 457(b) Catch-Up has a three consecutive calendar year time horizon, regardless of when in the calendar year the employee begins or ends their Three-Year Special 457(b) Catch-Up.

Form Submission

Completed forms should be mailed or faxed to the CalPERS Plan Administration department in Jacksonville, Florida. Please choose only one method of form submission listed below:

<table>
<thead>
<tr>
<th>US MAIL DELIVERY:</th>
<th>OVERNIGHT DELIVERY:</th>
<th>FAX NUMBER:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Voya Financial®</td>
<td>Voya Financial®</td>
<td>(888) 228-6185</td>
</tr>
<tr>
<td>Attn: CalPERS</td>
<td>Attn: CalPERS</td>
<td></td>
</tr>
<tr>
<td>P.O. Box 24747</td>
<td>8900 Freedom Commerce Parkway</td>
<td></td>
</tr>
<tr>
<td>Jacksonville, FL 32241-4747</td>
<td>Jacksonville, FL 32256-8264</td>
<td></td>
</tr>
</tbody>
</table>

Contact Information

For further information and answers to your questions regarding catch-up guidelines

CONTACT: CalPERS_Plan_Admin@voya.com

CalPERS Supplemental Income 457 Plan