



City of Jacksonville, Florida

Employee Services Department - Benefits Division

117 West Duval St., Suite 150
Jacksonville, Florida 32202

ONE CITY. ONE JACKSONVILLE.

Check List for 457(b) Deferred Compensation

3 Year Catch Up

To utilize the **Full 3-Year-Catch-Up**, contact one of the Empower Retirement Plan Advisors below at least **4 years prior to the year of your retirement date** to get the necessary information to complete the paperwork.

You can also check it yourself [here](#) if you are eligible to do the full 3-year-catch-up.

Term Leave Payout to Defer

To defer the payout from your Term Leave hours, please contact one the Empower Retirement Plan Advisors below at least **2 months prior to your retirement date** to complete the necessary paperwork.

Empower Retirement Plan Advisors:

Christina Jamieson Office Phone: **904.255.5568** Mobile Phone **904.252-4714**
Email: Christina.jamieson@empower.com

Jessica Lang Office Phone: **904.255.5572** Mobile Phone **904.426-7230**
Email: Jessica.Lang@empower.com

PLEASE TAKE NOTE OF THE DEADLINE TO COMPLY WITH THE IRS RULES!

You must sign and date the Participant Action Form for deferral **in the month prior** to the payroll date the term leave hours are going to be paid and this paycheck must be a full check.

For example:

If you are retiring April 1, 2022 and deferring your term leave pay, the last payroll date you can do a deferment is on your last full paycheck in March which is 18-MAR-2022 hence your Participant Action Form must be completed, signed and dated on or before February 28, 2022.

Submit the completed signed/dated copy of the Empower paperwork to

- JFRDPayroll@coj.net if you work with JFRD Department
- JSOPayroll@jaxsheriff.org if you work with JSO Department
- DataMgtRequests@coj.net HR at City Hall, Suite 100 if you work with any other Department.

Verify your paystub to see the total deferred comp contribution for the specific payroll date.

Should you have any question about the deferral amount from your paycheck, contact Rebecca Cooper at 904.255.5556 or email BenAccounting@coj.net