



ONE CITY. ONE JACKSONVILLE.

## Check list for Deferred Compensation Contribution

### 3 Year Catch Up

If you would like to do the **full 3 YEAR CATCH UP**, contact one of the Empower Retirement Plan Advisors to get the necessary information to fill out and sign the Participant Action Form **4 years prior to the year of your retirement date.**

### Term Leave Pay to Deferred Comp

If you would like to defer the money from your Term Leave Pay, contact one of the Empower Retirement Plan Advisors to get the necessary information to fill out and sign the Participant Action Form **2 months prior to your retirement date.**

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### Date, Sign and Submit your Completed Participant Action Form

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

You must date and sign your Empower Participant Action Form **in the month prior** to the payroll date that the deferral amount will occur.

**Caveat:** The Deferral amount must go in to your **last full paycheck** from the City of Jacksonville as an active employee.

#### **For all employees of JFRD and JSO departments:**

Please see your Department Payroll to submit your completed/signed Participant Action Form from Empower. Find out how much money you will be contributing to your Deferred Comp account and the payroll date the money is going in. Keep a copy of the form for your file.

#### **For all employees of other departments:**

Please go to **HR at City Hall, Suite 100** and ask to speak to one of the HR Specialists who handle PD11 and Term Leave Pay out to submit your completed/signed Participant Action Form from Empower. Find out how much money you will be contributing to your Deferred Comp account and the payroll date the money is going in. Keep a copy of the form for your file.

### Verify to confirm your Deferred Comp deduction from your Pay Stub

Check your Pay Stub to ensure the deferral amount was correct on that specific payroll date. If not, please call City Payroll at 904-255-5552