



ONE CITY. ONE JACKSONVILLE.

City of Jacksonville, Florida

Lenny Curry, Mayor

Compensation and Benefits
City Hall, 117 West Duval St., Suite 150
Jacksonville, Florida 32202

Plan E Employees Deferment of Sellback Pay

In order for a **Plan E** employee to defer the sellback payout to Empower/Great West, the employee will need to find out the actual payroll check date of the Sellback payment and decide the dollar amount to defer.

Once the employee has this information, he/she would need to contact one of the Empower Retirement Plan Advisors to sign the Participant Action Form.

Laura Paz, CRC® | Retirement Plan Advisor
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Donald Wise, CRC® | Retirement Plan Advisor
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Please be advised that per IRS rules, the form will have to be dated and signed **in the month prior to the deferment or sellback payroll date.**

This year's sellback payment is scheduled on **11-DEC-2020** payroll hence the deadline to sign the Empower Participant Action Form is on or before November 30, 2020. **It is crucial that the employee not wait for the last minute or wait until the deadline to contact the Empower Retirement Plan Advisor to sign the form.**