

Suggested e-mail message to Savings Section regarding  
Pay-in-Lieu or Final Paycheck contributions.

To: Risk Management  
Subject: Special 401k/457b Contribution  
Cc: Employee's Payroll Specialist

I, \_\_\_\_\_, \_\_\_\_\_, confirm that I have worked  
(name) (employee number)  
with my City Payroll Specialist, \_\_\_\_\_, to coordinate a contribution  
change as follows: (name)

*If you have and would like to add your bi-weekly contribution. Add the amt. to the PIL requested amt.*

**Increase of 401(k) OR 457(b) Due to : Uniform Allowance, Comp Time or Pay-in-Lieu**

401(k) CONTRIBUTION OF \$ \_\_\_\_\_  Pre-Tax \$ \_\_\_\_\_  Post-Tax

457(b) CONTRIBUTION OF \$ \_\_\_\_\_  Pre-Tax \$ \_\_\_\_\_  Post-Tax

**I want the contribution to be taken from the paycheck I will receive on \_\_\_\_\_.**  
(paycheck date)

After this pay-in-lieu, I would like my contribution to be \$ \_\_\_\_\_ beginning on the  
paycheck to be received on \_\_\_\_\_.  
(paycheck date)

**ONE TIME INCREASE OF 457(b) or 401(k) (Bi-Weekly salary and Overtime) DUE TO FINAL PAYCHECK**

FINAL PAYCHECK CONTRIBUTION OF \$ \_\_\_\_\_  Pre-Tax \$ \_\_\_\_\_  Post-Tax  
TO MY 457(b) PLAN.

*You may only elect one plan to defer towards on a Final Paycheck*

FINAL PAYCHECK CONTRIBUTION OF \$ \_\_\_\_\_  Pre-Tax \$ \_\_\_\_\_  Post-Tax

TO MY 401(k) Plan (Bi-Weekly salary & OT only)

**I want the contribution to be taken from the paycheck I will receive on \_\_\_\_\_.** (paycheck date)

Should there be questions regarding this request, please call me at \_\_\_\_\_.

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)