

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)

* I realize that a contribution change to my **457b plan must be made in the month prior** to the
requested paycheck date (for example, a request in May will be taken in June).

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

(signature)

(date)