



**Fringe Benefits Consortium**

## **2018 Maximum Allowable Contribution Worksheet**

### **Participant Instructions**

The 2018 Maximum Allowable Contribution Worksheet – Part 1 is to be used to determine the maximum dollar amount that you may contribute to the 457(b) and 403(b) and/or Roth 403(b) Programs in 2018.

The 2018 Maximum Allowable Contribution Worksheet - Part 2 is to be used to determine if you are eligible for the 457(b) Final Three Year Catch-up contribution. This catch up option is only available to you if you are in your final 3 years of employment prior to attaining your Normal Retirement Age.

Upon completing, please submit the original form to your district payroll office. Please also fax a copy of this form to (800) 597-8206. Please note that this form is not valid unless all applicable sections are completed and you have signed the form.

**Completed forms should be faxed to National Benefit Services at 1-800-597-8206 or emailed to [FBCsupport@nbsbenefits.com](mailto:FBCsupport@nbsbenefits.com)**

If you have questions or want to check the status of the form, please contact National Benefit Services at 1-800-274-0503 ext. 5.

# 2018 Maximum Allowable Contribution Worksheet – Part 1

## 457(b) and 403(b) Estimated Maximum Contribution Worksheet



### 1 Participant Information

|   |  |
|---|--|
| Participant Name                                  | Social Security Number   |
| Participant Mailing Address City, State, Zip Code | Phone Number<br><input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 |
| Participant Email Address                         | Date of Birth<br>Number of Pay Periods Per Year  |
| School District or Former School District         | Broker/Financial Advisor Name<br>Broker/Financial Advisor Phone Number   |

### 2 457(b) Calculation

|   |  |
|---|--|
| 1. 2018 base deferral limit   | 1. \$18,500  |
| 2. Age 50 Catch-up Contribution   | 2a. <input type="checkbox"/> Yes <input type="checkbox"/> No |
| a. Will you reach Age 50 by 12/13/2018?   | 2b. _____  |
| b. If 2a is YES, enter 6,000 in line 2b. If 2a is NO, enter \$0 in line 2b.   | 2c. _____  |
| 3. Final Three Year Catch-up Contribution   | 3. _____   |
| Enter your answer from question 12 on Part 2 of this form (page 2). If you are not eligible for the Final Three Year Catch-up, enter \$0.     | 4. <input style="width: 150px; height: 20px;" type="text"/>  |
| 4. Add lines 1 and the greater of lines 2b or 3. This is your Maximum 457(b) Contribution Amount for 2018. This number cannot exceed \$37,000 | 5. _____   |
| 5. Enter the total of any contributions already made to 457(b) plans during 2018  | 6. _____   |
| 6. Subtract line 5 from line 4. This is the total remaining amount you may contribute to 457(b) plans during 2018.                            |  |

### 3 403(b) Calculation

|   |  |
|---|--|
| 1. 2018 base deferral limit   | 1. \$18,500  |
| 2. Special 15-Year Catch-up Contribution (if permitted by your employer)  | 2a. <input type="checkbox"/> Yes <input type="checkbox"/> No |
| a. Have you completed 15 or more full years of service with your current employer?  | 2b. _____  |
| • If NO, enter \$0 in line 2k and proceed to question 3. If YES, continue to the next question.   | 2c. _____  |
| b. How many full years of service have you completed?   | 2d. _____  |
| • Enter this number on 2b   | 2e. _____  |
| c. What is the total dollar amount of deferrals for the years completed on line 2b?   | 2f. _____  |
| • Enter this amount on 2c   | 2g. _____  |
| d. Divide 2c by 2b. This is your average contribution rate.   | 2h. _____  |
| • Enter this value into 2d  | 2i. _____  |
| e. Subtract line 2d from \$5,000.   | 2j. _____  |
| • Enter this value into 2e  | 2k. _____  |
| ❖ If this value is less than 0, enter 0 into 2i. You are not eligible for this catch up.  |  |
| f. Multiply the value in 2e by the number of full years of service (2b).  |  |
| g. Enter the lesser of 2f or 15000 into line 2g.  |  |
| h. Enter the amount of previously utilized 15 year catch-up deferrals into 2h   |  |
| i. Subtract 2h from \$15,000 enter this into 2i.  |  |
| j. Enter the lesser of 2g and 2i into 2j.   |  |
| • This is the amount that you are eligible for as a lifetime maximum.   |  |
| k. Enter the lesser of 2j and \$3,000 into 2k.  |  |
| • This is the amount you are eligible for this year.  |  |
| 3. Age 50 Catch-up Contribution   | 3a. <input type="checkbox"/> Yes <input type="checkbox"/> No |
| a. Will you reach Age 50 by 12/31/2018?   | 3b. _____  |
| b. If 3a is YES, enter 6,000 in line 3b. If 3a is NO, enter \$0 in line 3b.   | 4. <input style="width: 150px; height: 20px;" type="text"/>  |
| 4. Add lines 1, 2k, and 3b. This is your Maximum 403(b) & Roth 403(b) Contribution Amount for 2018. This number cannot exceed \$27,500. | 5. _____   |
| 5. Enter the total of any contributions already made to 403(b) plans during 2018  | 6. _____   |
| 6. Subtract line 5 from line 4. This is the total remaining amount you may contribute to 403(b) plans during 2018.                      |  |

### 4 Employee Approval

IMPORTANT: You may rely on the accuracy of this Worksheet if the information you provide is correct and complete. Neither your Employer, nor National Benefit Services, LLC possess data for purposes of calculating the 403(b) Special 15-Year Catch-up Contribution. By signing this Worksheet, you certify that all the information provided is accurate and you agree to indemnify and hold harmless your Employer, and National Benefit Services, LLC from any and all damages which may result from providing inaccurate or incomplete information. You understand and agree that your total annual contributions to the combined 403(b) and Roth 403(b) Plan may not exceed the lesser of \$55,000 or 100% of compensation. Your Salary Reduction Agreement must include a copy of this form.

|                    |      |
|--------------------|------|
| Employee Signature | Date |
|--------------------|------|

# 2018 Maximum Allowable Contribution Worksheet – Part 2 457 (b) Final Three Year Catch-up Calculation

## 1 Participant Information

Participant Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

### 2 Determine Year of Normal Retirement Age

1. Are you eligible or will you become eligible for retirement benefits under PERS, STRS, or another retirement system before or during 2021? If YES, go to question 2. If NO, you are not eligible for the final Three Year Catch-up and you are finished with Part 2 of the Maximum Contribution Worksheet. 1.  Yes  No
2. In what calendar year did you become or will you become eligible for retirement benefits under PERS, STRS, or another retirement system? 2. \_\_\_\_\_
3. In what calendar year will you terminate employment with your San Diego County School District? 3. \_\_\_\_\_
4. You may designate any year between answer #2 and answer #3 as the year in which you will reach your Normal Retirement Age. What year do you designate as the year in which you will reach Normal Retirement Age? Please note: your designation will only be used for purposes of calculating your 457(b) Final Three Year Catch-up. It will not determine the year in which you may actually retire. However, once you have utilized the Final Three Year Catch-up limitation under Section 4.2 of the Plan Document or under a comparable provision of another eligible deferred compensation plan, your Normal Retirement Age may not thereafter be changed for the purpose of funding your Final Three Year Catch-up contribution. 4. \_\_\_\_\_
5. What are the three years prior to the year you designated on line 4? Enter the years on lines 5a, 5b, and 5c. These are the years in which you may utilize the 457(b) Final Three Year Catch-up contribution. If boxes 5a, 5b, or 5c do not include the current year, you cannot utilize the catch-up in the current year and must enter \$0 in line 3 of Part 1 of this worksheet (first page). 5a. \_\_\_\_\_  
5b. \_\_\_\_\_  
5c. \_\_\_\_\_

### 3 Determine Total Available Catch-up

6. Complete the table for each year you were eligible to participate in a 457(b) plan. First, enter your gross compensation. Then multiply by the figure shown to determine your Maximum Deferral. Enter the lesser of your Maximum Deferral and the Contribution Limit. Enter your Actual 457(b) Deferral (including employer paid portions). Finally, subtract your Actual 457(b) Deferral from the Lesser of Maximum Deferral and Contribution Limit and enter in line 6 (if the result is less than 0 enter 0). This is your Unused Amount. \*Note that for years 2001 and prior, the Actual 457(b) Deferral Amount also includes deferrals to 403(b) and 401(k) plans.

| Year  | Gross Compensation |       | Maximum Deferral | Contribution Limit | Lesser of Max. Deferral and Contribution Limit | Actual 457(b) Deferral Including Employer Paid |             |
|-------|--------------------|-------|------------------|--------------------|--|--|-------------|
| 2001* | _____              | X .33 | _____            | \$8,000.00         | _____  | _____  | = 6a. _____ |
| 2002  | _____              | X 1 = | _____            | \$11,000.00        | _____  | _____  | = 6b. _____ |
| 2003  | _____              | X 1 = | _____            | \$12,000.00        | _____  | _____  | = 6c. _____ |
| 2004  | _____              | X 1 = | _____            | \$13,000.00        | _____  | _____  | = 6d. _____ |
| 2005  | _____              | X 1 = | _____            | \$14,000.00        | _____  | _____  | = 6e. _____ |
| 2006  | _____              | X 1 = | _____            | \$15,000.00        | _____  | _____  | = 6f. _____ |
| 2007  | _____              | X 1 = | _____            | \$15,500.00        | _____  | _____  | = 6g. _____ |
| 2008  | _____              | X 1 = | _____            | \$15,500.00        | _____  | _____  | = 6h. _____ |
| 2009  | _____              | X 1 = | _____            | \$16,500.00        | _____  | _____  | = 6i. _____ |
| 2010  | _____              | X 1 = | _____            | \$16,500.00        | _____  | _____  | = 6j. _____ |
| 2011  | _____              | X 1 = | _____            | \$16,500.00        | _____  | _____  | = 6k. _____ |
| 2012  | _____              | X 1 = | _____            | \$17,000.00        | _____  | _____  | = 6l. _____ |
| 2013  | _____              | X 1 = | _____            | \$17,500.00        | _____  | _____  | = 6m. _____ |
| 2014  | _____              | X 1 = | _____            | \$17,500.00        | _____  | _____  | = 6n. _____ |
| 2015  | _____              | X 1 = | _____            | \$18,000.00        | _____  | _____  | = 6o. _____ |
| 2016  | _____              | X 1 = | _____            | \$18,000.00        | _____  | _____  | = 6p. _____ |
| 2017  | _____              | X 1 = | _____            | \$18,000.00        | _____  | _____  | = 6q. _____ |

7. Sum lines 6a through 6q and enter the result in line 7. 7. \_\_\_\_\_
8. If you were employed by a community college and eligible to participate in a 457(b) plan prior to 2001, follow the same format as question 6 above for years prior to 2001 on a separate paper and enter the total catch-up amount not used during pre-2001 years in box 8. Otherwise enter \$0 in box 8. 8. \_\_\_\_\_
9. Sum lines 7 and 8. This is your total available 457(b) Final Three Year Catch-up. 9. \_\_\_\_\_

### 4 Determine Amount Of Catch-up Previously Used

10. Enter the amount of Previously Utilized 457(b) Final Three Year Catch-up contributions if any. Determine the lesser of your Previously Utilized Catch-up and the Maximum Catch-up. Sum the amounts and enter in box 10. You are only eligible to utilize Final Three Year Catch-up for three consecutive years. Therefore, if you are eligible to utilize the catch-up this year you should not have utilized any prior to 2016. 10. \_\_\_\_\_
- |      | Previously Utilized Catch-up | Maximum Catch-Up | Lesser of Previously Utilized Catch-up and Maximum Catch-up |
|------|------------------------------|------------------|---|
| 2016 | _____                        | \$18,000.00      | _____   |
| 2017 | _____                        | \$18,000.00      | _____   |
|      |                              | Total            | _____   |

### 5 Determine Available Catch-up For 2018

11. Subtract line 10 from line 9. 11. \_\_\_\_\_
12. Enter the lesser of \$18,500 or the amount in line 11. This is your available 457(b) Final Three Year Catch-up for 2018. Also enter this amount in line 3 of the 457(b) section of Part 1 (first page) of this form. 12. \_\_\_\_\_