



2019 403,457 Maximum Allowable Contribution Worksheet

Participant Instructions

The 201- Maximum Allowable Contribution Worksheet – Part 1 is to be used to determine the maximum dollar amount that you may contribute to the 403(b), and/or Roth 403(b), and 457 Programs in 201-.

The 201- 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 three (3) years of employment prior to attaining Normal Retirement Age.

Upon completion, 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

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.

2019 Maximum Allowable Contribution Worksheet – Part 1

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



1 Participant Information

Participant Name		Participant Email Address	
Participant Mailing Address, City, State, Zip Code		Employer name	Employer State
Personal Phone Number	Work Phone Number	Date of Birth	Social Security Number
Financial Advisor/Agent Name		Financial Advisor/Agent Phone Number	

2 403(b) and Roth 403(b) Calculation

1. 2019 base deferral limit	1. \$19,000
2. Special 15-Year Catch-up Contribution (if permitted by your employer)	
a. Have you completed 15 or more full years of service with your current employer? • If NO, enter \$0 in line 2i and proceed to question 3. If YES, continue to the next question.	2a. <input type="checkbox"/> Yes <input type="checkbox"/> No
b. How many full years of service have you completed? • Enter this number on 2b	2b. _____
c. What is the total dollar amount of deferrals for the years completed on line 2b? • Enter this amount on 2c	2c. _____
d. Divide 2c by 2b. This is your average contribution rate. • Enter this value into 2d	2d. _____
e. Subtract line 2d from \$5,000. • Enter this value into 2e ❖ If this value is less than \$0.00, skip to 2i. You are not eligible for this catch up.	2e. _____
f. Multiply the value in 2e by the number of full years of service (2b).	2f. _____
g. Enter the lesser of 2f or \$15,000 into line 2g.	2g. _____
h. Enter the amount of previously utilized 15 year catch-up deferrals into 2h.	2h. _____
i. Subtract 2h from \$15,000 enter this into 2i.	2i. _____
j. Enter the lesser of 2g and 2i into 2j. • This is the amount that you are eligible for as a lifetime maximum.	2j. _____
k. Enter the lesser of 2j and \$3,000 into 2k. • This is the amount you are eligible for this year.	2k. _____
3. Age 50 Catch-up Contribution	
a. Will you reach Age 50 by 12/31/2019?	3a. <input type="checkbox"/> Yes <input type="checkbox"/> No
b. If 3a is YES, enter \$6,000 in line 3b. If 3a is NO, enter \$0 in line 3b.	3b. _____
4. Add lines 1, 2k, and 3b. This is your Maximum 403(b) & Roth 403(b) Contribution Amount for 2019. This number cannot exceed \$28,000.	4. <table border="1" style="width: 100px; height: 20px;"></table>
5. Enter the total of any contributions already made to 403(b) plans during 2019.	5. _____
6. Subtract line 5 from line 4. This is the total remaining amount you may contribute to 403(b) plans during 2019.	6. _____

3 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 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 \$56,000 or 100% of compensation. Your Salary Reduction Agreement must include a copy of this form.

I understand and agree to the following:

1. My salary reduction do not exceed contribution limits as determined by applicable law.
2. I am responsible for notifying my Employer if I own more than 50% of another business and adopt a retirement plan for that business to ensure I have not exceeded the maximum contribution amount to all plans involved.
3. Any contribution that exceeds the maximum contribution limit must be distributed from my Employer's 403(b) plan.

Employee Signature	Date
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Form - 403-201 (12/2018)

2019 Maximum Allowable Contribution Worksheet – Part 2

457(b) Plan Final Three Year Catch-up Calculation



1 Instructions

The 2019 Maximum Allowable Contribution Worksheet – Part 2 is used to determine eligibility for the 457(b) Final Three Year Catch-up Contribution. This Catch-up option is only available if you are in your final three (3) years of employment prior to attaining Normal Retirement Age. Please note that this form is not valid unless all applicable sections are completed and you have signed the form. If you have questions regarding this form, please send an email to 403bService@nbsbenefits.com or call 1-800-274-0503 ext 5.

2 Determine Year of Normal Retirement Age

- Are you eligible or will you become eligible for retirement benefits under the State retirement system before or during 2022? 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
- In what calendar year did you become or will you become eligible for retirement benefits under PERS, STRS, or another retirement system? 2. _____
- In what calendar year will you terminate employment with your Employer? 3. _____
- 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? 4. _____
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.
- 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

- 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. _____
2018	_____	X 1 =	_____	\$18,500.00	_____	_____	= 6r. _____

- Add lines 6a through 6r and enter the result in line 7. 7. _____
- 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. _____
- Add 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

- 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. Add the amounts and enter in box 10. You are only eligible to utilize the 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 Catch-up contribution prior to 2016. 10. _____

	Previously Utilized Catch-up	Maximum Catch-Up	Lesser of Previously Utilized Catch-up and Maximum Catch-up
2017	_____	\$18,000.00	_____
2018	_____	\$18,500.00	_____
		Total	_____

5 Determine Available Catch-up For 2019

- Subtract line 10 from line 9. 11. _____
- Enter the lesser of \$19,000 or the amount in line 11. This is your available 457(b) Final Three Year Catch-up for 2019. Also enter this amount in line 3 of the 457(b) section of Part 1 (first page) of this form. 12. _____

Form - 403-201 (12/2018)