



# APPLICATION FOR CHANGING SALARY DEFERRAL ONLY

MINNESOTA STATE DEFERRED COMPENSATION PLAN

If you are new to the Plan, you will need to complete the **457 NEW ENROLLMENT** form.  
 To change investment allocation, you can call 1-877-457-6466 or website [www.mndcplan.com](http://www.mndcplan.com) – account-on-line.

1. NAME (PRINT LAST, FIRST, INITIAL)		2. SOCIAL SECURITY NO.		3. DATE OF BIRTH		4. SEX <input type="checkbox"/> Male <input type="checkbox"/> Female	
5. STREET ADDRESS				6. CITY		7. STATE	8. ZIP CODE
9. EMPLOYER				DEPT./DIV.		TELEPHONE (     )	
10. PAYROLL CYCLE (Check One) <input type="checkbox"/> Monthly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Semi-monthly <input type="checkbox"/> Other _____							

## 11. Investment Amount

Specify the whole dollar amount to be deferred from your salary each pay period. The amount cannot be less than \$10.00 per pay period. If you wish to stop deferrals, write "0" in the box at the right. **The amount listed totally replaces previous selections.** *Note: To change investment allocation, you can call 1-877-457-6466 or website [www.mndcplan.com](http://www.mndcplan.com) – account-on-line.*

\$	.00
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TOTAL AMOUNT DEFERRED PER PAY PERIOD

## 12. Current Annual Salary - (See items #2, #3 and #4 on reverse side)

Needed to confirm Deferred Compensation does not exceed annual maximum as stated on reverse side.

\$	
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ANNUAL SALARY

## 13. Catch-Up Provision - (See item #2 and #3 on reverse side)

This deferred amount utilizes the catch-up provision for three consecutive years beginning January \_\_\_\_\_ and ending December \_\_\_\_\_.

**In order to initiate the Catch-Up Provision, you need to complete the additional Catch-Up Election Form. Call 1-877-457-MINN (6466) to request form.**

## 14. Required Signatures

I HAVE READ AND ACKNOWLEDGE THE ABOVE PROVISIONS AND THOSE CONTAINED ON THE REVERSE SIDE OF THIS FORM.

SIGNATURE OF PARTICIPANT <b>X</b>		DATE <b>X</b>
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FOR INTERNAL USE ONLY		EMPLOYER'S SIGNATURE	EFFECTIVE PAY DATE
DATE REC'D	DATE PROCESSED		

Please verify on your paycheck stub that your deduction has taken place.

### FORM RETURN INSTRUCTIONS:

**Employees of:**  
 State of Minnesota  
 City of Saint Paul or  
 Minneapolis School District

Return this form to:  
 NBI/Ochs Services, Inc.  
 85 7th Place East, Suite 285  
 St. Paul, MN 55101

**All other Employees**

Return this form to:  
 Your  
**EMPLOYER'S PAYROLL CENTER**  
*(See item #6 on reverse side).*

## Memo of Understanding

1. I understand that payment from my Deferred Compensation Plan account cannot begin until 30 days following separation from service except for an approved unforeseeable emergency. IRS regulations define an unforeseeable emergency as severe financial hardship to the participant resulting from a sudden and unexpected illness or accident of the participant or a dependent, loss of the participant's property due to casualty, or other similar extraordinary and unforeseeable circumstances arising as a result of events beyond the control of the participant. Examples of what are not considered to be unforeseeable emergencies include sending a participant's child to college or purchasing a home. Likewise, divorce, in and of itself, is not an unforeseeable emergency. Participants are expected to utilize liquid savings to cover other emergencies. Deferred Compensation Plan payments are subject to taxation as ordinary income in the year received.
2. I understand that my total annual Deferred Compensation is subject to contribution limitations in accordance with Section 457 of the Internal Revenue Service code. The maximum deferral is the lesser of 50 percent of taxable income or \$11,000 in 2002; \$12,000 in year 2003; \$13,000 in 2004; \$14,000 in 2005 and \$15,000 in 2006. After a participant attains age 50, an additional deferral can be made to the MNDCP annually that equals: \$1,000 in 2002, \$2,000 in 2003, \$3,000 in 2004, \$4,000 in 2005 and \$5,000 in 2006. The age 50 contribution cannot be utilized at the same time as the Catch-up provision, which is detailed in 3. Note that any employer contributions and annual leave deferrals are included in determining the annual maximum.
3. I understand that a "Catch-up" Provision is available if I am within three years of the year I am eligible for an unreduced pension and I have not put in the maximum per year since 1979. The Catch-up maximum is twice the normal maximum (e.g. in 2002 the Catch-up limit is \$22,000 and 2003 the Catch-up limit is \$24,000). The Catch-up is available only for three consecutive calendar years. If I elect to utilize the Catch-up provision, I also need to complete the MNDCP Catch-Up Rules and Election Form. My Catch-up cannot be processed without the MNDCP Catch-up Rules and Election Form. This Catch-up cannot be used at the same times as the age 50 & older additional contribution provision. Contact your Customer Service Representative, 1-877-457-6466, option 4, for additional details or [www.mndcplan.com](http://www.mndcplan.com)
4. I understand that this agreement shall be effective not earlier than the first pay day following receipt of this completed application and shall continue in effect until modified or terminated in accordance with the Deferred Compensation rules.
5. I understand that the responsibility for this transaction is between me and my employer's payroll center and any questions regarding timing and amount of deduction are to be directed to my payroll center. This form is to be submitted to my payroll center.

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Your social security number and other requested information on this authorization is private data. The data will be used to determine your eligibility and to process your payroll deductions for the Minnesota State Deferred Compensation Plan. You are not legally required to supply this data. However, because the payroll system is based on social security numbers, we will not be able to process your payroll deduction without it. The data may be supplied to the MNDCP Record Keeper, MNDCP Enrollment/Education Agency, your employing agency, and federal and state tax officials, for payroll and tax purposes.

The Minnesota State Deferred Compensation Plan is administered by the Minnesota State Retirement System.