



Instructions for deferring annual leave payment into your *Pre-Tax 401(k)/457/403(b)

1. Contact your Agency payroll office to determine dollar amount of your unused vacation time and when (pay period ending date) it will be paid out (call 6 weeks before separation from service).

2. Complete Participation Agreement Form (available online at www.MarylandDC.com)

Check account type at the top*

Section 1 Personal Information, including agency code

Section 2 Type of Request – check “Change Amount”

Section 3 Special Amount Per Pay “New” - dollar amount to be deferred**

Note: Amount of deferral can be partial or up to 85% of total amount (to allow for FICA).

Example: Annual Leave Amount (from payroll): \$10,000

$10,000 \times .85 = \underline{\$8,500}$ in “Special Amount New” line

If you want to defer part of it (and receive a check for the remainder), you may enter a lesser amount on “Special Amount New” line. Keep in mind the remainder will be taxable income.

Special Pay Period Date Range –leave start date blank, fill in pay period ending date in End Date

of Pay Periods = 1 (Print ANNUAL LEAVE on line next to 1)

Section 6 Complete only if you wish to change your investment election for this annual leave deferral.

Section 7 If needed, complete to update beneficiary designation.

Section 8 Signature - Sign and date form in lower left hand corner

3. Fax or Mail completed form to (submit at least 2 pay periods before annual leave payment):

Fax #: 443-886-9403 (preferred)

Nationwide Retirement Solutions

11350 McCormick Road

Executive Plaza III, Suite 902

Hunt Valley, MD 21031

Questions? Call 443-886-9402 for assistance.

* You may defer your annual leave payment into a Roth account, but it will not help with the immediate taxation issue.

** You may not exceed the IRS limits for the calendar year for your age. If you only have one plan, you can open a second plan to “house” your annual leave payment (in this case, the type of request will be “New” and you **must** complete sections 6 and 7).

Maryland Teachers & State Employees Supplemental Retirement Plans

William Donald Schaefer Tower - 6 St. Paul Street - Suite 200 - Baltimore, MD 21202

410-767-8740 - Fax: 410-659-0349 - Web Site: www.MSRP.maryland.gov - E-mail: info.MSRP@maryland.gov