



## 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 it will be paid out (call 6 weeks before separation from service).

**2. Complete Participation Agreement Form** (available online at [www.MarylandDC.com](http://www.MarylandDC.com) )

**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.

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 7** If needed, complete to update beneficiary designation.

**Signature** - Sign and date form in lower left hand corner

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

Fax #: 443-886-9403

Nationwide Retirement Solutions

11350 McCormick Road

Executive Plaza III, Suite 902

Hunt Valley, MD 21031

**Questions?** Call 443-886-9402 for assistance.

*Maryland Teachers & State Employees Supplemental Retirement Plans*

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