**Confirmation of Annual Retirement Deferrals**

The purpose of collecting this information is to ensure that plan participants do not contribute more than the legal limit to multiple employer-sponsored retirement plans, in any one year.

Statutory limits are set each year under Section 402(g) of the Internal Revenue Code, and these limits are designed as a *personal* legal limit.

For 2019, participants can defer a maximum of $19,000 (if under age 50) and up to $25,000 (if age 50+ and catch up contributions are permitted by the Plan).

|  |  |
| --- | --- |
| **Deferral Limits for Plan Year 2019** | |
| Standard Limit | **$19,000** |
| Additional Catch Up Amount  (if permitted) | **$6,000** |

New employees should be aware that contributions made to a previous employer’s retirement plan during the current year should be taken into consideration when setting up their new deferral contributions. The sum of both amounts is subject to the 402(g) limits defined above:

(prior employer deferrals) + (new deferrals) < annual limit.

**It is the participant’s responsibility to monitor deferral amounts for the current plan year and notify Payroll if ongoing contributions need to be adjusted or stopped.**

|  |  |
| --- | --- |
| Name: |  |
| DOH: |  |
| Prior Employer: |  |

**Please indicate below if you have made deferrals into a different 401(k) plan this year.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | I did not make deferrals to my prior employer’s 401(k) plan during this calendar year. | | | |
|  | I made deferrals to my prior employer’s 401(k) plan during the current calendar year. | | | |
|  | | My 401(k) contributions during the current plan year so far are: | $ |  |
| (Please provide a copy of your latest statement, which shows YTD contributions.) | | |

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