



Maryland Teachers & State Employees Supplemental Retirement Plans Contribution Change Form

Use this form to change the amount of your contribution to your State of Maryland Supplemental Retirement Plan Account(s): • 457(b) Pre-Tax, •401(k) Pre-Tax, •403(b) Pre-Tax, •457(b)Roth, & •401(k) Roth . All sections must be completed to ensure proper processing.

Personal Information

Check One (Use a separate form for each):		<input type="checkbox"/> 457(b) Pre-Tax	<input type="checkbox"/> 401(k) Pre-Tax	<input type="checkbox"/> 403(b) Pre-Tax
Contributions to Roth are made on a post-tax basis.		<input type="checkbox"/> 457(b) Roth	<input type="checkbox"/> 401(k) Roth*	
Name:		Social Security Number:		
Address:		City, State, & Zip Code:		
Date of Birth:		Work Phone Number:		
Email Address:		Home Phone Number:		

Employment Information

Payroll Type: <input type="checkbox"/> Regular <input type="checkbox"/> Contractual <input type="checkbox"/> University of Maryland <input type="checkbox"/> 26 pays <input type="checkbox"/> Monthly <input type="checkbox"/> Other _____	The earliest your enrollment or contribution change can start is the first day of the month following your completed request. Please remember, your employer's processing schedule will determine the actual effective date of the contribution. It is the Plan Sponsor's/Pay Center's responsibility to ensure deferrals do not commence too early.
Place of Employment:	
Agency Code (found on the top left corner of the pay stub):	

Action Requested

Pre-Tax: <input type="checkbox"/> Change <input type="checkbox"/> Cancel <input type="checkbox"/> Reinstate (if more than 6 months since your last contribution, please request a new participation agreement)	Roth: <input type="checkbox"/> Change <input type="checkbox"/> Cancel <input type="checkbox"/> Reinstate (if more than 6 months since your last contribution, please request a new participation agreement)
Old Amount (dollar amount only):	Old Amount (dollar amount only):
New Amount (dollar amount only):	New Amount (dollar amount only):
Effective Pay Period Ending:	Effective Pay Period Ending:
Is this an Age 50 catch-up contribution? ¹	Is this an Age 50 catch-up contribution? ¹
Is this a regular catch-up contribution? ²	Is this a regular catch-up contribution? ²
Is this a special contribution? ³ If Yes # of pays:	Is this a special contribution? ³ If Yes # of pays:

1. Employees over 50 years old can make catch-up contributions to the 457(b), 403(b) and 401(k) plans over and above the normal contribution limits. The amount of these catch-up contributions is \$6,000 per plan in 2015.
2. Section 457 of the Internal Revenue Code allows participants approaching retirement to defer more than the deferral limit and catch-up past deferrals not previously utilized. This "catch-up" provision allows participants to defer an amount not to exceed the lesser of \$18,000 or the limitation established in accordance with the Internal Revenue Code.
3. Special Deferrals allow participants to temporarily change the amount of their deferrals for a designated number of pay periods. A new form is required to reduce the deferral amount when the special is over.

Authorization

In accordance with my signed contract with Nationwide Retirement Solutions, the Third Party Administrator for the Maryland Teachers and State Employees Supplemental Retirement Plans, I authorize the State of Maryland to deduct from my salary the above amount and to forward it to Nationwide Retirement Solutions. This deduction will begin on the pay period specified above and will continue until written notice to change or cancel is submitted for me through Nationwide Retirement Solutions on a new authorization form. Some mutual funds may impose a short-term trading fee. Please read the underlying prospectuses carefully.

Participant Signature:	Date:
Retirement Specialist Name:	Agent Number:

MAIL TO: Nationwide Retirement Solutions
 11350 McCormick Road
 Executive Plaza 1 - Suite 400
 Hunt Valley, MD 21031
 For assistance with completing this form, please call 443-886-9402 or toll-free at 1-800-966-6355.
 Fax number: 1-443-886-9403