

Catch-up Guidelines for Employers

Participants of the CalPERS 457 Plan who are over age 50 or within three years of their projected retirement date have three additional provisions for computing their maximum allowable deferral limits, based on their age and/or their years to retirement. The **Ages 50-59 or 64+ Catch-up Provision**, the **Ages 60-63 Catch-up Provision**, and the **Three-Year Special 457(b) Catch-up Provision** are authorized by the Internal Revenue Code, yet differ substantially and may not be used in the same calendar year. The **Three-Year Special 457(b) Catch-up Provision** allows the participant to “catch up” on contributions with their current employer that they could have made in previous years.

Determining Employee Eligibility and Appropriateness	<p>To identify which Catch-up Provisions are appropriate for an employee, you need to determine three things:</p> <ol style="list-style-type: none"> 1. How much the employee plans to contribute, making sure that the additional deferrals do not exceed the limitations described in Article 4 of the CalPERS 457 Plan Document. 2. The employee’s age and the number of years to their designated eligible retirement date. 3. The employee’s normal retirement age. <p>The responses will help them decide which of the catch-up provisions is appropriate to implement. The guidelines below will assist you in determining which Catch-up Provision the employee should elect.</p>		
Simple guidelines for 2025 based on: <ul style="list-style-type: none"> Employee’s age Employee’s ability to contribute Number of years to employee’s designated normal retirement age as defined by the employer 	Age	Annual Deferral Limit	Appropriate Catch-up Provision
	Age 49 and under	Less than or equal to \$23,500	The employee does not need to consider Catch-up Provisions at this time, since they are not eligible for the current year.
	Will be between 50-59 or 64 and older by the end of 2025	\$31,000* <small>* annual maximum contribution plus the Ages 50-59 or 64+ Catch-up amount (\$23,500 + \$7,500)</small>	Provide the employee with the information on the Ages 50-59 or 64+ Catch-up Provision .
	Will be between 60-63 by the end of 2025	\$34,750* <small>* annual maximum contribution plus the Ages 60-63 Catch-up amount (\$23,500 + \$11,250)</small>	Provide the employee with the information on the Ages 60-63 Catch-up Provision .
Forms required for Catch-up Provisions	Catch-up Provision Ages 50-59 or 64+ Ages 60-63	Forms for New Plan Participant Employee New Enrollment Form <ul style="list-style-type: none"> Section 4. Optional — Catch-up Provision <ul style="list-style-type: none"> Check the appropriate box based on age 	Forms for Current Plan Participant Participant Change Authorization Form <ul style="list-style-type: none"> Check Catch-up Provision at the top of the form Section 4. Catch-up Provision <ul style="list-style-type: none"> Check the appropriate box based on age
	Three-Year Special 457(b) Catch-up	Employee New Enrollment Form <ul style="list-style-type: none"> Section 4. Optional — Catch-up Provision <ul style="list-style-type: none"> Check box to use the Special 457 Catch-up method Three-Year Special 457(b) Catch-up Worksheet	Participant Change Authorization Form <ul style="list-style-type: none"> Check Catch-up Provision at the top of the form Section 4. Catch-up Provision <ul style="list-style-type: none"> Check box to use the Special 457 Catch-up method Three-Year Special 457(b) Catch-up Worksheet

Three-Year Special 457(b) Catch-up Worksheet Information	Information Needed	Source for the Information															
	Employee's prior years of payroll history	<ul style="list-style-type: none"> Current employer Past W2s, which would be the most accurate Past Income Tax Returns Filed 															
	Employee's prior years of contribution history	<ul style="list-style-type: none"> Current employer Past W2s, which would be the most accurate Past Income Tax Returns Filed 															
Rules and Requirements for the Ages 50-59 or 64+ Catch-up Provision and Ages 60-63 Catch-up Provision	<ul style="list-style-type: none"> The employee is responsible for the accuracy of the information provided on all forms. The employee may not use either provision and the Three-Year Special 457(b) Catch-up in the same calendar year. Eligible participants must use the catch-up that lets them contribute the greater amount. Once the employee is eligible to participate in the Ages 50-59 or 64+ Catch-up, they may use this provision until they retire or when they are no longer a participant in the Plan. The Ages 60-63 Catch-up applies for employees aged 60, 61, 62 and 63 on December 31, 2025. 																
Rules and Requirements for Three-Year Special 457(b) Catch-up Provision	<ul style="list-style-type: none"> The employee is responsible for the accuracy of the information provided on all forms. The employee is eligible to execute the Three-Year Special 457(b) Catch-up method as early as three years prior to the year of their designated normal retirement age. The employee may not participate in the Three-Year Special 457(b) Catch-up method in the year they declare as their eligible retirement year. The employee may not use the Three-Year Special 457(b) Catch-up method and the Ages 50-59 or 64+ Catch-up or Ages 60-63 Catch-up in the same calendar year. They may only use one provision at a time in any given calendar year. The employee may only catch-up on unused deferrals they could have made, but did not make, in previous years with their current employer. This is a provision and may only be used once in the employee's entire employment career. The Three-Year Special 457(b) Catch-up has a three consecutive calendar year time horizon, regardless of when in the calendar year the employee begins or ends their Three-Year Special 457(b) Catch-up. 																
Form Submission	<p>Completed forms should be mailed or faxed as directed. Please choose only one method of form submission listed below:</p> <table> <tr> <td>US MAIL DELIVERY:</td><td>OVERNIGHT DELIVERY:</td><td>FAX NUMBER:</td></tr> <tr> <td>Voya®</td><td>Voya®</td><td>888-228-6185</td></tr> <tr> <td>Attn: CalPERS</td><td>Attn: CalPERS</td><td></td></tr> <tr> <td>P.O. Box 389</td><td>One Orange Way</td><td></td></tr> <tr> <td>Hartford, CT 06141</td><td>Windsor, CT 06095</td><td></td></tr> </table>		US MAIL DELIVERY:	OVERNIGHT DELIVERY:	FAX NUMBER:	Voya®	Voya®	888-228-6185	Attn: CalPERS	Attn: CalPERS		P.O. Box 389	One Orange Way		Hartford, CT 06141	Windsor, CT 06095	
US MAIL DELIVERY:	OVERNIGHT DELIVERY:	FAX NUMBER:															
Voya®	Voya®	888-228-6185															
Attn: CalPERS	Attn: CalPERS																
P.O. Box 389	One Orange Way																
Hartford, CT 06141	Windsor, CT 06095																
For More Information	<p>Please email CalPERS_Plan_Admin@voya.com or call the dedicated Account Managers for the CalPERS 457 Plan at 888-713-8244.</p>																