



Employer Adoption Checklist

Below is a listing of documents that are required for the adoption of this Plan. When submitting the executed documents, please fill out and include this *Employer Adoption Checklist* as a coversheet to the documents listed below.

If you have any questions regarding this list or the enclosed forms, please contact us at 1-800-696-3907.

AGENCY NAME

CalPERS ID _____

The following documents are included in this packet:

REQUIRED FORMS

Board Approved Resolution *(with original signatures)*

Employer Adoption Agreement *(with original signatures)*

New Employer Information Sheet

Optional Provisions

Employer Loan Provision

Self-Managed Account Employer Provision

Please mail your documentation to one of the following addresses:

Standard Delivery:

CalPERS Supplemental Income 457 Plan
P.O. Box 942713
Sacramento, CA 94229-2713

Overnight Delivery:

CalPERS Supplemental Income 457 Plan
400 Q Street
Sacramento, CA 95811

**Thank you for considering the
CalPERS Supplemental Income
457 Plan as a supplemental savings
option for your employees.**

Follow these simple steps to adopt the CalPERS Supplemental Income 457 Plan today!

STEP 1 ▶ Request your governing body to adopt the CalPERS Supplemental Income 457 Plan using the **Model Resolution** enclosed in this kit.

STEP 2 ▶ Execute a copy of the enclosed **Employer Adoption Agreement**

STEP 3 ▶ Complete the **New Employer Information Sheet**

STEP 4 ▶ *Optional provisions:*

Employer Loan Provision: If you would like to offer participants the ability to borrow from their plan accounts, then complete the Employer Loan Provision.

SMA Employer Provision: Complete the **Self Managed Account Employer Provision** if you intend to offer the Self-Managed Brokerage Account to your employees.

STEP 5 ▶ Complete the **Employer Adoption Checklist** and enclose with the appropriate original fully executed documentation, and mail Standard or Overnight Delivery:

Standard Delivery:

CalPERS Supplemental Income 457 Plan
P.O. Box 942713
Sacramento, CA 94229-2713

Overnight Delivery:

CalPERS Supplemental Income 457 Plan
400 Q Street
Sacramento, CA 95811

If you have any questions about adopting the CalPERS Supplemental Income 457 Plan, contact us at **1-800-696-3907**.

Upon receipt of the executed documents, the CalPERS Plan Administrator, will:

- Sign the **Employer Adoption Agreement** accepting the Employer into the CalPERS Supplemental Income 457 Plan
- Assign an **Employer Plan ID** to confirm participation in the Plan
- Send a **Welcome Kit** that includes:
 - **Confirmation of Participation in the Plan**
 - **Instructions of when to begin submitting enrollments and submission of payroll contributions file and payments through my|CalPERS**
 - **Copy of all fully executed official documents**
- An Account Manager will contact the Employer to schedule a **New Employer Orientation** and **Employee Presentations**

NOTE: The **Employer Plan ID Number** **must** be provided on all subsequent transaction requests submitted to the Administrator for processing.