



Sick and Annual Leave Deduction Agreement Governmental 457(b) Plan

Pennsylvania State Employees' Retirement System Deferred Compensation Program **98978-01**

Use black or blue ink when completing this form. For questions regarding this form or determining year-to-date contributions, contact Service Provider at 1-866-737-7457.

A Participant Information

Account extension identifies funds transferred to a beneficiary due to death, alternate payee due to divorce or a participant with multiple accounts.

Account Extension _____

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Social Security Number (Must provide all 9 digits)

_____/_____/_____
Last Name First Name M.I. Date of Birth (mm/dd/yyyy)

Street Address _____ Married Unmarried

City State Zip Code

_____/_____/_____
Employee Number Date of Hire (mm/dd/yyyy) Agency of Employment

B Process for Electing Sick and Annual Leave

1. Contact your HR office 60 days prior to your anticipated separation of employment date to obtain a projection of Sick and Annual payout value (must be in dollars).
2. Contact an Empower Deferred Compensation Plan Representative for assistance in completing this form. Contact information may be obtained via sers.empower-retirement.com or by contacting the Empower Harrisburg office at 717-901-3591.
3. Submit this form, in good order, at least 45 days before your last day of work to ensure proper processing. Instructions on how to submit this form can be found on page 2.
4. If mailing this form, please consider sending with a tracking number to provide proof of delivery.
5. If this is not done in a timely manner, your Sick & Annual Contribution may not occur.
6. To verify receipt of your form, please call the Empower Harrisburg office at 717-901-3591.

Sick and Annual Leave Deduction

Separation of Service Date: ____/____/____

I elect to contribute the following amount(s) of my sick and annual leave payout: (An indication of Whole or Full will not be processed.)

Before-Tax Contributions \$ _____

Roth Contributions \$ _____

Please note: While you can defer federal income tax on your Sick and Annual Leave payout, other taxes like state, local, and Social Security may apply. As a result, if the net amount of your Sick and Annual Leave payout is not sufficient to cover your requested deferral amount and your full tax liability on your payout, the balance will be deducted from your final pay. Please consult a tax advisor, as needed.

Last Name

First Name

M.I.

Social Security Number

B Catch-Up Provision (if applicable)

Catch-up Provision Utilized - If I am eligible for both types of Catch-Up this year, I may select either Age §457 Catch-Up or Special §457 Catch-Up, whichever would result in the larger Catch-Up amount for this calendar year.

Age §457 Catch-Up - The total annual combination of before-tax and Roth Age 50 §457 Catch-Up amount cannot exceed \$8,000.00 of my eligible compensation in the 2026 tax year (*when added to the basic contribution amount, the aggregate maximum available is \$32,500.00 in 2026*). The total annual combination of before-tax and Roth Age 60-63 Catch-Up amount cannot exceed \$11,250.00 of my eligible compensation in the 2026 tax year (*when added to the basic contribution amount and the Age 50 Catch-Up amount, the aggregate maximum available is \$35,750.00 in 2026*). I must be age 60 through age 63 during this calendar year, and I must be currently deferring the maximum amount allowable under the Internal Revenue Code and applicable regulations and/or my Plan. During the calendar year in which you turn age 64, you can start contributing the Age 50 Catch-Up amounts. I must be age 50 or older by the end of this calendar year and I may not use the Special §457 Catch-Up this year. If your FICA compensation (in Box 3 of your Form W-2) as of December 31, 2025 exceeded \$150,000.00, then all of your Age Catch-Up contributions must go into Roth. If you do not wish to make age-based catch-up contributions in Roth, **YOU MUST** change your contribution election to zero when you reach the basic contribution amount of \$24,500.00 in 2026. Otherwise, contributions will be made as Roth and will be irreversible. If you change your contribution election to zero as directed above, you will need to make a new contribution election for the next plan year.

Special §457 Catch-Up - The total annual combination of before-tax and Roth Special §457 Catch-Up amount cannot exceed \$24,500.00 of my eligible compensation in the 2026 tax year. (*When added to the basic contribution amount, the aggregate maximum available is \$49,000.00 in 2026.*) I understand that by electing to begin Special §457 Catch-Up contributions, I shall be deemed to elect as a Normal Retirement Age (NRA) year the earlier of: (1) the calendar year in which I reached age 70½ or (2) the fourth calendar year from the date of the first contribution under this Special §457 Catch-Up election. During the elected NRA year, I will have attained the appropriate age and/or years of service to be eligible for unreduced retirement benefits under my Employer's basic retirement plan. NRA may not be changed in my second and third year of Special §457 Catch-Up. I must have "underutilized amounts" by not contributing the maximum amount available to me under this Plan in any prior calendar years in which I was eligible to participate. I have calculated the total underutilized amounts I have available for Special §457 Catch-Up using the attached underutilized amounts worksheet as indicated below and have attached the worksheet. The calculation tools are provided for my convenience, and I should consult with my tax advisor about my tax situation.

Underutilized Amount: \$ _____

I elect to cancel my Catch-Up contribution election.

C Participant Consent (Please sign on the 'Participant Signature' line below.)

My signature acknowledges that I have read, understand and agree to all pages of this form and affirms that all information that I have provided is true and correct. I also understand that:

- It is my responsibility to comply with any Internal Revenue Code deferral limits and that I may be responsible for any costs, including taxes and penalties that I may incur as a result of excess contributions.
- My Plan Administrator/Trustee may take any action that may be necessary to ensure that my participant is in compliance with any applicable requirement of the Plan Document and the Internal Revenue Code.
- I authorize the payroll deduction as indicated on this form.

Any person who presents false or fraudulent information is subject to criminal and civil penalties.

Participant Signature _____ **Date (Required)** _____

A handwritten signature is required on this form. An electronic signature will not be accepted and will result in a significant delay.

D Delivery Instructions

After all signatures have been obtained, this form can be

Uploaded Electronically:	OR	Sent Regular Mail to:	OR	Sent Express Mail to:	Phone: 717-901-3591
Login to your deferred compensation account		Empower		Empower	
sers.empower-retirement.com,		PO Box 173764		8515 E. Orchard Road,	
click Deferred Compensation Plan, Account Sign In and then Upload Documents to submit.		Denver, CO 80217-3764		Greenwood Village, CO 80111	

We will not accept hand delivered forms at Express Mail addresses.

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Underutilized Amounts Worksheet for Special §457 Catch-Up

Begin with the first year you became eligible to participate in this Plan. Ignore all prior years.

Instructions:

1. Enter your includible compensation in the first line and multiply your includible compensation by the percentage in column **A**. Enter this amount on the second line in column **A** (includible compensation).
 - a. For years prior to 2002, includible compensation is equivalent to the amount shown on the W-2 in Box 1 (or Box 10 for years prior to 1993).
 - b. For 2002 and thereafter, includible compensation is equivalent to the amounts shown on the W-2 in Box 1, PLUS any amounts received from your employer as a qualified transportation fringe benefit, any amounts deferred under a §125 cafeteria plan and any contributions to a §401(k), §403(b) and §457(b) plan.
2. In column **C**, enter the lesser of the amount in column **A** (includible compensation) or **B** (basic annual §457(b) contribution limit).
3. From column **C**, subtract columns **D** (actual contributions) and **E** (other contributions) and enter that amount in column **F** (underutilized amount).
4. Add totals from column **F** in the **TOTAL UNDERUTILIZED AMOUNTS** line at the end of the worksheet; this is your total underutilized amount.
5. You may only use an underutilized amount equal to the current year's basic annual §457(b) contribution limit. Any remaining underutilized amount may be contributed in any remaining special catch-up years, up to an amount equal to that year's basic annual §457(b) contribution limit.
6. NRA may not be changed in your second and third year of catch-up and you must subtract the Special §457 Catch-Up amounts you contributed in a prior year from the total underutilized amounts to determine your remaining underutilized amounts.

Calendar Year	A Includible Compensation <i>(See Instruction #1)</i>	B Basic §457(b) Contribution Limit	C Lesser of A or B	D Actual Contribution to this 457(b) Plan	E Contributions to another 457(b), 403(b) or 401(k) for years prior to 2002 and thereafter, only to another §457(b)	F Underutilized Amount
1979	33.3% X \$ _____ = \$ _____	\$7,500	\$	\$	\$	\$
1980	33.3% X \$ _____ = \$ _____	\$7,500	\$	\$	\$	\$
1981	33.3% X \$ _____ = \$ _____	\$7,500	\$	\$	\$	\$
1982	33.3% X \$ _____ = \$ _____	\$7,500	\$	\$	\$	\$
1983	33.3% X \$ _____ = \$ _____	\$7,500	\$	\$	\$	\$
1984	33.3% X \$ _____ = \$ _____	\$7,500	\$	\$	\$	\$
1985	33.3% X \$ _____ = \$ _____	\$7,500	\$	\$	\$	\$
1986	33.3% X \$ _____ = \$ _____	\$7,500	\$	\$	\$	\$
1987	33.3% X \$ _____ = \$ _____	\$7,500	\$	\$	\$	\$
1988	33.3% X \$ _____ = \$ _____	\$7,500	\$	\$	\$	\$
1989	33.3% X \$ _____ = \$ _____	\$7,500	\$	\$	\$	\$
1990	33.3% X \$ _____ = \$ _____	\$7,500	\$	\$	\$	\$
1991	33.3% X \$ _____ = \$ _____	\$7,500	\$	\$	\$	\$
1992	33.3% X \$ _____ = \$ _____	\$7,500	\$	\$	\$	\$
1993	33.3% X \$ _____ = \$ _____	\$7,500	\$	\$	\$	\$
1994	33.3% X \$ _____ = \$ _____	\$7,500	\$	\$	\$	\$
1995	33.3% X \$ _____ = \$ _____	\$7,500	\$	\$	\$	\$
1996	33.3% X \$ _____ = \$ _____	\$7,500	\$	\$	\$	\$
1997	33.3% X \$ _____ = \$ _____	\$7,500	\$	\$	\$	\$
1998	33.3% X \$ _____ = \$ _____	\$8,000	\$	\$	\$	\$
1999	33.3% X \$ _____ = \$ _____	\$8,000	\$	\$	\$	\$
2000	33.3% X \$ _____ = \$ _____	\$8,000	\$	\$	\$	\$
2001	33.3% X \$ _____ = \$ _____	\$8,500	\$	\$	\$	\$
2002	100% X \$ _____ = \$ _____	\$11,000	\$	\$	Other 457(b) \$	\$
2003	100% X \$ _____ = \$ _____	\$12,000	\$	\$	Other 457(b) \$	\$
2004	100% X \$ _____ = \$ _____	\$13,000	\$	\$	Other 457(b) \$	\$
2005	100% X \$ _____ = \$ _____	\$14,000	\$	\$	Other 457(b) \$	\$
2006	100% X \$ _____ = \$ _____	\$15,000	\$	\$	Other 457(b) \$	\$
2007	100% X \$ _____ = \$ _____	\$15,500	\$	\$	Other 457(b) \$	\$
2008	100% X \$ _____ = \$ _____	\$15,500	\$	\$	Other 457(b) \$	\$
2009	100% X \$ _____ = \$ _____	\$16,500	\$	\$	Other 457(b) \$	\$
2010	100% X \$ _____ = \$ _____	\$16,500	\$	\$	Other 457(b) \$	\$

2011	100% X \$ _____ = \$ _____	\$16,500	\$	\$	Other 457(b) \$	\$
2012	100% X \$ _____ = \$ _____	\$17,000	\$	\$	Other 457(b) \$	\$
2013	100% X \$ _____ = \$ _____	\$17,500	\$	\$	Other 457(b) \$	\$
2014	100% X \$ _____ = \$ _____	\$17,500	\$	\$	Other 457(b) \$	\$
2015	100% X \$ _____ = \$ _____	\$18,000	\$	\$	Other 457(b) \$	\$
2016	100% X \$ _____ = \$ _____	\$18,000	\$	\$	Other 457(b) \$	\$
2017	100% X \$ _____ = \$ _____	\$18,000	\$	\$	Other 457(b) \$	\$
2018	100% X \$ _____ = \$ _____	\$18,500	\$	\$	Other 457(b) \$	\$
2019	100% X \$ _____ = \$ _____	\$19,000	\$	\$	Other 457(b) \$	\$
2020	100% X \$ _____ = \$ _____	\$19,500	\$	\$	Other 457(b) \$	\$
2021	100% X \$ _____ = \$ _____	\$19,500	\$	\$	Other 457(b) \$	\$
2022	100% X \$ _____ = \$ _____	\$20,500	\$	\$	Other 457(b) \$	\$
2023	100% X \$ _____ = \$ _____	\$22,500	\$	\$	Other 457(b) \$	\$
2024	100% X \$ _____ = \$ _____	\$23,000	\$	\$	Other 457(b) \$	\$
2025	100% X \$ _____ = \$ _____	\$23,500	\$	\$	Other 457(b) \$	\$

Total Underutilized Amounts (column F) \$ _____

Prior Special §457(b) Catch-Up Contributions, if any (column E) - \$ _____ (subtract)

Total Underutilized Amounts Remaining = \$ _____ (equals)