



2020 403(b) Retirement Catch-Up Option Request

Empl ID: _____

Please return completed form via email to Human Resources Services at: hrsinfo@uvm.edu through the UVM File Transfer Service.

1. Employee Section

Form with fields for Last Name, First Name, Date of Birth, and Date of Hire.

2. Catch-Up Option - choose ONLY 1 (Limit of one election per calendar year)

Form with three radio button options for Age 50+ Catch-Up, Special Section 402(g), and BOTH options, including a note that a new form is required each year.

3. Election Date

I get paid: [] Semi-Monthly [] Bi-Weekly

Payroll Date to begin my catch-up request (MM/DD/YYYY): _____ (see payroll schedule and benefit form deadlines) Found on the UVM Benefits website

Employee Signature

Date

For Human Resources Use Only: This employee has requested and is eligible to contribute a total of: \$ _____ UVM Benefit Advisor Signature Date

For Human Resources Use Only: HR Info Team Verification Initials: _____ Date: _____ PS Entry Initials: _____ Date: _____