



2023
403(b) Retirement
Catch-Up Option Request

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

Empl ID: _____

1. Employee Section

Last Name:	First Name:
Date of Birth (MM/DD/YYYY):	Date of Hire (MM/DD/YYYY):

This form MUST be submitted annually for in order to increase contribution limit above the IRS maximum of 22,500 (plan year 2023.)

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

<input type="checkbox"/>	I elect the Age 50+ Catch-Up option, which allows me to contribute up to an additional \$7,500 to the IRS 403(b) Max for a total maximum contribution of \$30,000 . I will be age 50 or older by the end of this calendar year. OR
<input type="checkbox"/>	I have 15 or more years of service at UVM and choose the Special Section 402(g) Catch-Up Option, which may allow me to contribute up to an additional \$3,000. Please contact a UVM Benefit Advisor to discuss if this option is available to you (email hrsinfo@uvm.edu). OR
<input type="checkbox"/>	I elect BOTH Age 50+ Catch-Up and Special Section 402(g) for having 15 or more years of service at UVM. Please contact a UVM Benefit Advisor to discuss if this option is available to you (email hrsinfo@uvm.edu).

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: _____