

Employee Information

_____ First Name	_____ Last Name	_____ SSN
_____ Email Address	Certificated Classified	Date of Birth Date of Hire
_____ Name of School District		_____ County

403(b) Special Catch-Up

Under the 403(b) special catch-up, employees of a qualified organization may contribute an increased dollar amount under IRC Section 402(g)(1) if they've completed at least 15 years of full-time service with the organization. This special 403(b) catch-up is the least of:

- \$3,000
- \$15,000, reduced by the sum of:
 - amounts not included in gross income for prior taxable years by reason of this special 403(b) catch-up and
 - the aggregate amount of designated Roth contributions (per IRC Section 402A(c)) permitted for prior taxable years by reason of this special 403(b) catch-up; or
- \$5,000 multiplied by the employee's years of full-time service equivalent with the qualified employer, less all elective deferrals the employee made in prior years to the organization's plans. Elective deferrals include those made to a 401(k) plan, SARSEP, SIMPLE, or 403(b) plan maintained by the organization.

As indicated above, the special 403(b) catch-up formula imposes a lifetime limit of \$15,000 in elective deferrals.

1. 403(b) and Roth 403(b) combined annual deferral limit \$ 23,500

2. Please respond to the following questions:

2a. How many years of full-time equivalent service have you completed with your current employer? _____

(If less than 15 years, you would not be eligible for the special 403(b) catch-up.)

2b. Have your previous combined 403(b) and Roth 403(b) contributions averaged less than \$5,000 per year during your _____

service with the employer? If no, you would not be eligible for the special 403(b) catch-up.

2c. Please enter the total lifetime cumulative amount of any previously utilized special service-based 15-year catch-up _____

contributions, if any.

2d. Subtract 2c from \$15,000 _____

2e. Multiply years of service (2a) by \$5,000 _____

2f. Total of all prior elective deferrals to employer plan _____

2g. Subtract 2f from 2e (if 2f is greater than 2e, you would not be eligible for the special catch-up contribution) _____

2h. Annual service-based contribution limit 3,000

2i. Maximum amount of service-based catch-up for 2025 *(Enter the lesser of: 2d, 2g, or 2h)* _____

3. If you will be age 50-59 or 64 and older in 2025 enter \$7,500. If not, enter \$0 _____

4. If you will be age 60, 61, 62 or 63 in 2025 enter \$11,250. If not, enter \$0. _____

5. This is your maximum 403(b) and Roth 403(b) (if applicable) contribution amount for 2025.
(Add (line 1) plus (2i) and (3 or 4).) _____

Employee Signature

IMPORTANT: You may rely on the accuracy of this worksheet if the information you provide is correct and complete. Neither SchoolsFirst Plan Administration nor your employer has pre-2025 data for purposes of calculating the 403(b) 15-year special catch-up contribution. By signing this worksheet, you certify that all the information you provided is accurate and you agree to indemnify and hold harmless SchoolsFirst Plan Administration, LLC, and your Employer from all damages, which may result from providing inaccurate or incomplete information. You understand and agree that your total annual contributions to all your 403(b) plans may not exceed the lesser of \$70,000 or 100% of includable compensation.

Employee Signature

Date