

Deferred Compensation Participant Rollover Form - Active and Separating Employees



Active Employee: Submit completed Rollover form to your Department Payroll Representative

Separating Employee: Submit completed Rollover form and Leave Sell-Back form to your Department Payroll Representative

Participant Name: _____ Employee ID: _____

Mailing Address: _____
Street Address City State Zip Code

Separation Date (if applicable): _____

Please indicate which account you would like your hours deducted from:

of Hours

Compensatory Time (Sworn Police Only)* _____

Management Leave* _____

Vacation* _____

Sick Leave (employees separating from Service) _____

I hereby authorize and direct my employer to deduct the following amount of hours from my account and deposit the cash equivalent into my Deferred Compensation Account. I understand that my deposit cannot exceed the maximum leave cash out/buy-back allowed in my respective MOU and/or City policy and the statutory maximum annual IRS contribution. I understand rollover contributions are made on a pre-tax basis.

Total Hours: _____

Pay period end date you wish to rollover to be processed: _____
 (separating employees only)

Equivalent Dollar Amount (hours x hourly rate of pay): \$ _____

Notification of Acceptance - Deferred Compensation Plans

I hereby agree to defer my right to receive compensation in lieu of having my comp time, management leave, and/or vacation leave hours deposited into my deferred compensation account up to the maximums allowed per IRS regulations and my respective MOU and/or City policy.

Participant Signature Date

Departmental Payroll Representative Signature Date

Plan Administrator Signature Date

***Active Employees:** Your Department Payroll Representative must review and verify the Rollover form for accuracy and eligibility. Bi-annual rollovers must be submitted by the rollover deadline to be processed.

Department Payroll Representative: Submit validated rollover form to City of Oakland Benefits Unit (for bi-annual rollovers include Leave Sell-Back form and leave back-up documents).

Email: JDelgado@oaklandca.gov

FAX: (510) 238-6560

Drop Off: 150 Frank Ogawa Plaza, 2nd Floor HR Desk, Oakland

For HR Use Only

Deferred Comp:

Catch-Up: