

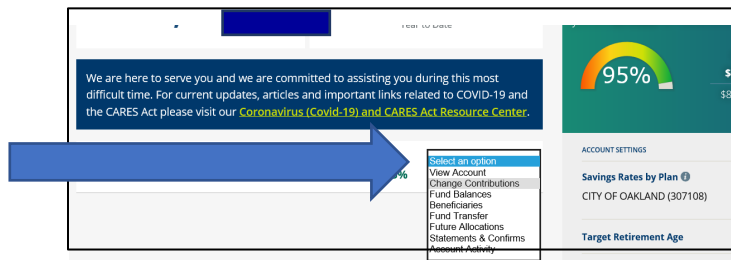
How to Change Your 457 Deferred Compensation Contributions

There are several ways to change your 457 deferred compensation pre-tax or Roth contributions:

1. The Mission Square Website
2. The ICMA-RC/Mission Square Mobile App
3. Call the Mission Square Service Center
4. Paper Contribution Change Form

1. The Mission Square Website

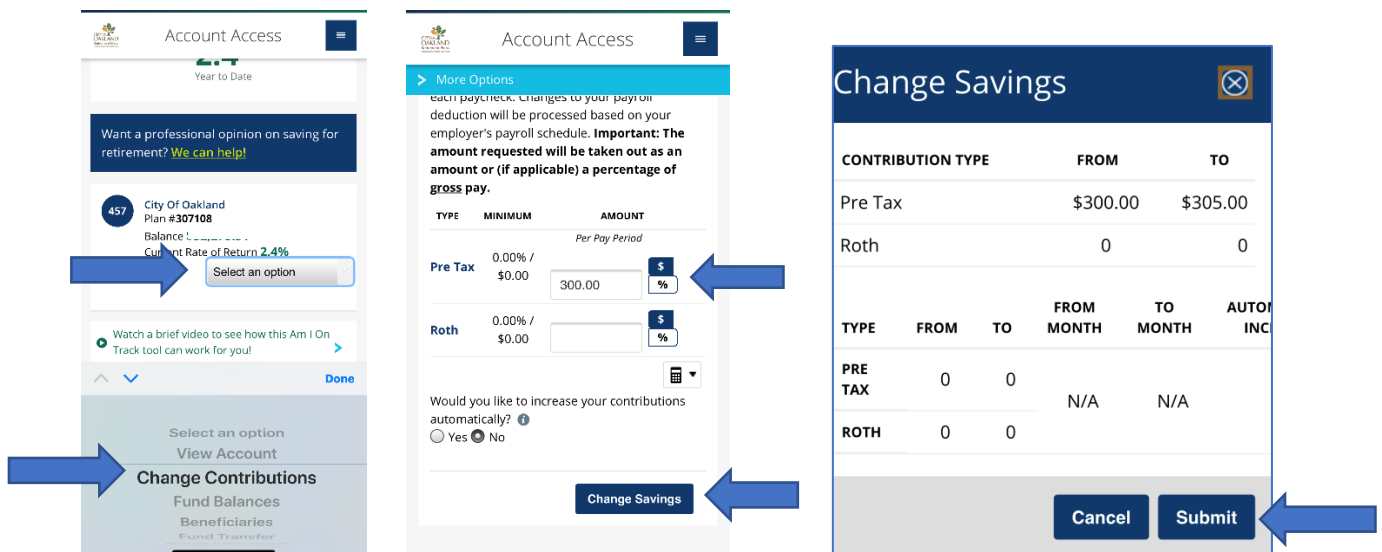
- a. Go to www.icmarc.org/cityofoakland
- b. If you haven't set-up online access to your ICMA-RC account follow the steps to Set-up "Online Access".
- c. Log in to your account.
- d. Select "**Change Contributions**" from the "**Select an Option**" drop down menu (middle of the screen)
- e. Enter your Pre-Tax or Roth contribution and select "\$" or "%"
- f. Click "Change Savings" and click "Submit"



Process the contribution change by 1:00 p.m. the Wednesday prior to the pay period end date, for the change to be effective that pay period.

2. Mission Square/ICMA-RC Mobile App

- a. Download the ICMA-RC mobile app on your phone.
- b. Log in to your account
- c. Select "**Change Contribution**" in the "**Select An Option**" dropdown menu
- d. Enter your new contribution amount or percentage (ensure the \$ or % is correctly highlighted for your election) and click "**Change Savings**"
- e. Click Submit



3. Call The Mission Square Service Center

- a. Call the Mission Square Service Center at (800) 669-7400

4. Paper Contribution Change Form

- a. Download complete the ICMA-RC Contribution Change form (link below)
[Deferred Compensation Contribution Change Form](#)

- b. Submit completed form to **Mission Square**

- **FAX – (202)682-6439**

- **Mail: Mission Square**

Attn: Workflow Management Team

P.O. Box 96220

Washington, DC 20090-6220

Form must be received by Mission Square by 1:00 p.m. the Monday prior to payroll close for the change to take effect that pay period.