



## VOLUNTARY DEFERRED COMPENSATION PLAN PAYCHECK DEDUCTION CHANGE REQUEST FORM

This **is not** an enrollment form. Please inquire with Deferred Compensation staff if you do not already have a Voluntary Deferred Compensation Plan account with ING.

**Print Name:** \_\_\_\_\_ **Employee ID#:** \_\_\_\_\_  
(Please print clearly, using your full **legal name** as reflected on your paycheck.)

**Department:** \_\_\_\_\_ **Work Phone:** \_\_\_\_\_

Please change my bi-weekly payroll deduction for the Voluntary Deferred Compensation Plan as shown below:

CURRENT DEDUCTION	NEW DEDUCTION

**Pay Period Change is to be Effective:** \_\_\_\_\_  
(See back of this form for when changes can take effect.)

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Changes to your current deferral amount (increases or decreases) can be made through eWay at <http://www.csj.gov/eway> and will be effective on your paycheck of the following month.

You can't stop or re-start deductions through E-way. If you wish to **STOP** or **RE-START** your deductions, you may complete this form or e-mail your request to [Deferred Compensaton@sanjoseca.gov](mailto:DeferredCompensaton@sanjoseca.gov)

Deferral Options	2011 Annual Limit	When Can I Start?
Save	\$16,500.00	Anytime
Catch-Up Age 50	\$22,000.00	The year in which you turn age 50
Special Catch-Up*	\$33,000.00	Within 3 years of normal retirement age

**\* If you did not defer the maximum amounts for any plan year after 1978, you will be eligible to take advantage of the higher Special Catch-Up limit. Please contact the Deferred Compensation staff for more information about how to enroll.**

### Mail/Route/Fax Your Completed Form To:

City of San Jose  
200 East Santa Clara Street, Wing, 2<sup>nd</sup> Floor  
San Jose, CA 95113  
Attn: Deferred Compensation  
Voice (408) 975-1465 / Fax (408) 999-0889