

Maryland-National Capital Park and Planning Commission

457(b) Enroll or Change Contribution Election Form

If you are establishing a new 457(b) account you must first enroll in the [MissionSquare 457\(b\) account](#) the **Plan Number is 303368**.

☐ Enroll/Start My Contribution ☐ Change My Contribution

As you near retirement, you may make additional contributions under the catch-up provisions. The "Pre-retirement catch-up", "Age 50 catch-up" and the "Age 60-63 Super catch-up" cannot be combined in the same plan year. [Email Daisy Jones](#), MissionSquare representative or call her at 202-754-7172 for the "Pre-Retirement Catch-Up," forms which must be submitted with this form.

Employee Name _____ Employee ID _____

Normal Retirement Date _____ Date of Birth _____

Email Address _____ Phone Number _____

Mailing Address _____

Marital Status ☐ Married ☐ Single ☐ Divorced ☐ Widowed

Gender ☐ Male ☐ Female ☐ Other

I authorize my employer to deduct my contribution to my 457(b) Account. The following election is on a bi-weekly basis. Enter your deduction amount either as a percentage or whole dollar amount. Pre-Tax and Post-Tax contributions combined must stay within IRS limits.

457(b) Pre-Tax % _____ **or \$** _____

Roth Post-Tax: % _____ **or \$** _____

Changes will be effective on the next available pay date, unless a later pay date is specified:

Future Effective Pay Date _____

Select the Contribution Type:

☐ Standard Pre-Tax Deferral (100% of compensation or \$24,500, whichever is less)

☐ Pre-Retirement (3 year) Catch-Up (up to \$49,000 – 2 x Standard Limit)- **Additional forms required.**

☐ Age 50 Catch-Up (up to \$8,000 plus Standard \$24,500 for a total maximum of \$32,500)
Note: If age 50 by 12/31/2026 and your 2025 FICA wages (W-2 Box 3) were more than \$150,000, the additional \$8,000 must be contributed to the Roth Post-Tax Account.

☐ Age 60-63 Super Catch-Up (up to \$11,250 plus Standard \$24,500 for a total maximum of \$35,750)

Employee Signature _____ Date _____

Return Form To: M-NCPPC Health & Benefits Interoffice: EOB 4 Floor

Fax: 301-454-1687-Email: Benefits@mncppc.org

For Health and Benefits Only

Received by: _____ Date: _____

Entry-MSQ Portal by: _____ Date: _____