

**CITY OF PORTLAND
457 DEFERRED COMPENSATION PLAN
CATCH-UP INSTRUCTIONS AND APPLICATION FORM**

Eligible employees may increase the amount of their annual deferred compensation plan contributions by choosing one of three “catch up” provisions allowed by law. The Plan allows three separate Catch-up provisions: (1) Three years to Normal Retirement Age (“NRA”), (2) Age 50 and Over Catch-up, and (3) Age 60 to 63 Catch-up. **You may not use each of the Catch-up provisions in the same year, but you may use one before and/or after the other.** If you reach the age 50 or the 60 to 63 catch-up limit prior to year-end, you can apply for the Three Years to NRA Catch-up and, if approved, contribute up to this limit for the remainder of the calendar year.

Three Years to NRA Catch-up

The Three Years to NRA Catch-up Provision allows participants to make up contributions for prior eligible years for which the maximum contribution allowed by the IRS was not made. This can include years that you did not participate and you were eligible or you did not contribute the maximum amount. **If you made deferrals to other qualified plans while participating in the City’s 457 Plan, you should notify the Plan Administrator. You will be required to provide additional information.** Upon receipt of your application form, the Human Resources – Deferred Compensation Office will research your payroll records to determine your unused deferrals from prior eligible years. Once the research is complete, the worksheet will be sent to you to review and sign the Certification on page 2.

The IRS allows two times the regular maximum limit during each of the three full calendar years before you attain NRA. For the calendar year 2026 the maximum catch-up limit will be \$49,000. This limit amount includes the annual contribution amount of \$24,500 allowed to all participants plus an additional \$24,500 for catch up.

NRA is any age selected by you in writing at which age you have the right to retire and receive immediate and unreduced retirement benefits from the pension plan of which you are a member: PERS/OPSRP or Police and Fire Pension Fund. The earliest date you may select is the date you first meet the eligibility requirements. You may also select any later date if you wish up to age 70½. Once you have started the Catch-up, you may not change the NRA you declared for catch-up purposes.

Your actual retirement date may vary from your selected NRA for Catch-up purposes. You may retire in the middle of Catch-up or you may continue to work past your three years of Catch-up. You may continue to defer income until you do retire. However, the Three years to NRA Catch-up is only available one time and for the three years declared on your application form. **You can elect this provision up to the time you leave employment but you must be a participant by the 15th of the month prior to the month you leave employment. If you are using the Three Year Catch-Up provision to increase your final paycheck deferral, a completed request must be in place at least five business days ahead of your last working day.**

Age 50 Catch-up

If you are age 50 or older, you may defer up to \$8,000 over your maximum base contribution of \$24,500 (for a maximum total contribution of \$32,500 in calendar year 2026). You may take advantage of this additional amount if your 50th birthday is anytime during the calendar year. **This is an automatic maximum for those age 50 or older. It is the responsibility of the employee to stop their contribution if they do not want to reach this maximum.**

Age 60 to 63 Catch-Up

If you are age 60 to 63, you may defer up to \$11,250 over your maximum base contribution of \$24,500 (for a maximum total contribution of \$35,750 in calendar year 2026). You may take advantage of this additional amount if your 60th birthday is anytime during the calendar year. **This is an automatic maximum for those age 60 to 63. It is the responsibility of the employee to stop their contribution if they do not want to reach this maximum.**

THE 3-YEAR CATCH-UP APPLICATION PROCESS IS AS FOLLOWS:

1. Review the 3-year Catch-up Instructions and Application Form packet.
2. Complete the Application Form for 3-year Catch-up and submit the form to the Human Resources Office, Deferred Compensation Administrator.
3. The Deferred Compensation Administrator will research your payroll records to determine your allowable amount of Catch-up.
4. The Deferred Compensation Administrator will then send you the Worksheet and Certification once it has been completed. Review the information on the Worksheet and read the Certification Letter on page 2. If you agree with the information, sign and date the Certification and return it to the Deferred Compensation Administrator. Once we receive your signed Certification, then you are approved for the 3-year Catch-up. All of these steps must be completed at least five business days ahead of your last day of work, should you wish to use this 3 Year Catch-Up provision to increase your annual limit for deferred compensation ahead of any accrual payouts. An additional final paycheck election form is required to defer accruals and must also be submitted to the Benefits Office.
5. If you want to increase your contributions, log in to your deferred compensation online account with Voya at prime.beready2retire.com.
6. If you need assistance with your online account at Voya, call 800.238.6281 or 503.937.0378 or email at deferredcomp@lewis-stefani.com.

See pages 3 - 4 for answers to some of our frequently asked questions. Page 5 is the Application Form for Catch-up.

FREQUENTLY ASKED QUESTIONS

1. Would you give an example of a Participant determining their catch-up years?

A PERS Tier 1 participant declares age 58 to be the Normal Retirement Age (NRA) in the year 2029. The three calendar years for catch-up are 2026, 2027, and 2028. (PERS Tier 2 age 60); (OPSRP age 65)

2. If I have contributed the regular IRS maximum during my employment, am I eligible for the three years to Normal Retirement Age provision?

No, as you have no “unused deferrals” from prior years of employment.

3. May I use the three years counting from my hire date anniversary or from my birthday?

No. The catch-up years must be the three calendar years prior to the year that you declare for your NRA. You can participate fewer than three years.

4. I have been approved for catch-up, but I don't have enough money to put in the allowed maximum limit of \$49,000.00. What are my options?

You may put in any amount above the annual contribution amount (\$24,500 for 2026 up to the maximum of \$49,000.00 allowed for 2026).

5. I have been contributing under the catch-up provision, but now I am off work on an approved leave of absence. May I adjust my NRA and my three calendar catch-up years?

Unfortunately, no. The IRS regulations do not allow any changes to the NRA and three calendar catch-up years - not even for leave of absence.

6. I contributed my first year of catch-up, but now I need the money for another purpose. May I stop my contributions?

Yes, you may stop contributing at any time. You may restart catch-up contributions again at any time, but your three initial years remain the same. You would not be able to extend your catch-up beyond your declared three years.

7. What happens if I don't sign the Certification and return it to the Benefits Office?

You will not be allowed to do the 3 year catch-up if you do not sign the Certification that states that you agree with the information gathered to document your catch-up.

8. What if I work beyond my 3-year catch-up period?

If you are age 50 or older, IRS maximum would automatically return to the age 50 catch-up limit (\$32,500 for 2026). If you are age 60 to 63, IRS maximum would automatically return to the age based catch-up limit (\$35,750 for 2026).

9. Do I need to apply for the Age 50 or the Age 60-63 catch-up provision?

No. If you are eligible for the age-based catch ups, your annual maximum will be applied automatically. No additional application or certification is required.

10. If I retire under one City Pension Plan (i.e. FPDR) and then become part of another City Pension plan (i.e. PERS) can I elect the 3-year catch-up provision if I did not elect it under my prior Pension plan?

No. You need to elect the 3-year catch-up provision under your initial Pension plan.

11. Can a working retiree participate in the 3-year catch-up?

No. Once an individual is retired, they are no longer eligible to begin participation in the 3-year catch-up.

12. What if I was already approved for the 3-year catch-up before I retired and then returned as a working retiree?

If you had an approved 3-year catch-up certification in place for the year you retire, you may continue contributing under the 3-year catch-up for the remainder of that calendar year, even if you return as a working retiree.

13. What happens in the year following retirement?

In the year after retirement, working retirees will no longer be eligible for the 3-year catch-up. Contributions will default to the age 50+ or age 60-63 limits for the calendar year, provided the individual meets the age eligibility requirements.

**CITY OF PORTLAND
457 DEFERRED COMPENSATION PLAN
APPLICATION FORM FOR 3 YEARS TO NRA CATCH-UP**

Name (Please print clearly) _____

Address _____ Interoffice Address _____

City, State, Zip _____ Work Phone _____

Birth Date _____ Home Phone _____

I wish to apply for the 3 Years to NRA Catch-up and understand this process must be completed no later than five business days ahead of my termination/retirement date where this is being used to increase deferral amounts to the higher annual limit.

**Catch up amounts are an additional amount set by the IRS
for the 3 Years Prior to Normal Retirement Age.**

3 YEARS TO NORMAL RETIRMENT AGE APPLICATION

I request to exercise the Catch-up Provision for employees 3 years to an elected Normal Retirement Age.

1. I declare my Normal Retirement Age (NRA) to be _____. This is an age that I can receive immediate and unreduced benefits from my pension plan.
2. I will attain this age in the calendar year _____.
3. My three calendar years of Catch-up will be _____, _____, _____.
(These are the three calendar years prior to my Normal Retirement Age declared in 1 above.)

Participant Signature _____ Date _____

You can still retire at any time during the three calendar years prior to your declared NRA.

Please return the form to our team via one of the options below:

Email Address: Benefits@portlandoregon.gov (preferred method)

Interoffice address: 106/987 / BHR / Deferred Compensation

**Mailing Address: City of Portland
 Human Resources - Deferred Compensation
 1120 SW 5th Ave, Room 987
 Portland, OR 97204**