



Personal Information

Name: _____
Account Number/SSN: _____ Preferred Phone: _____
Street Address: _____
City: _____ State: _____ ZIP: _____
Email: _____

How would you like to be contacted if additional information is required? Phone Email

Contribution Change

PLEASE NOTE: Pay frequency and the availability of Roth and percent-based contributions differ by plan. If you are unsure about your pay frequency or the contribution options available to you, please contact your Nationwide retirement specialist or HR office before completing and submitting this form.

Employer Name: City of Springfield, OR Employer ID: 0063588001

Pay frequency: Weekly Biweekly Monthly Semi-monthly Other

Please change my **pre-tax contribution** to: \$ _____ or _____ % per pay.

Please change my **Roth contribution** to: \$ _____ or _____ % per pay.

I authorize my employer to reduce my salary by the above amount, which will be invested in my employer’s Plan. The reduction will continue until otherwise authorized in accordance with the Plan. I have read and understand each of the statements on this form, including the additional disclosures below, which have been drafted in compliance with Section 457 of the Internal Revenue Code. I accept these terms and understand that these statements do not cover all the details of the Plans or products.

Signature: _____ Date: _____

Form Return

Mail: Nationwide Retirement Solutions
PO Box 182797
Columbus, OH 43218-2797

Email: rpublic@nationwide.com
Fax: 877-677-4329

Additional Disclosures

Your participation in the Plan is governed by the terms and conditions of the Plan Document. The product informational brochure, fund prospectuses, and/or other information are available by calling 1-877-677-3678 or logging onto your employer’s website.

The maximum total annual deferral (contribution) amount to all governmental 457(b) plans is governed by IRS rules. Current limits can be found here: www.irs.gov/retirement-plans/plan-participant-employee/retirement-topics-457b-contribution-limits

The Plan Document provides additional details about deferral limits. Deferrals in excess of maximum amounts are not permitted, will be refunded to you and will be considered taxable income when refunded.

It is your responsibility to ensure your deferrals do not exceed the annual limit. Limit information is based on the Economic Growth and Tax Relief Reconciliation Act of 2001 (EGTRRA), as implemented by final regulations implemented by the Internal Revenue Service in 2003.

Participants electing to increase 457(b) deferrals must provide includible compensation data acceptable to Nationwide and notify Nationwide of any subsequent decrease in includible compensation.

Contribution changes cannot be effective prior to the first day of the month following receipt of the participant’s request. The employer’s processing schedule will determine the actual effective date of the contribution. It is the Plan Sponsor’s/Pay Center’s responsibility to ensure deferrals do not commence too early.

If the Plan permits designated Roth contributions, these contributions are made on an after-tax basis, which means they will not be subject to income taxes when distributed at a later time. As opposed to the withdrawal of earnings on pre-tax contributions, though, the earnings on designated Roth contributions are generally not subject to future taxes as long as the distribution from the Roth account satisfies the requirements to be a “qualified distribution.” In order to be a qualified distribution, the distribution must be made five or more years after January 1 of the first year the participant made Roth contributions to the Plan and must be made on or after the attainment of age 59½, the participant’s death, or the participant’s disability. If the participant previously established another designated Roth account in another plan and is able to roll the funds from this Plan to the other plan, the five-year period would begin to run from January 1 of the year of the first contribution to a designated Roth account. A non-qualified Roth distribution may result in an additional 10% early withdrawal tax on the portion of the distribution includible in gross income if made from rollovers to this Plan from a qualified plan or a 403(b) plan, and no statutory exceptions apply. Please note that once made, contributions and/or rollovers to a Roth account may not be reversed. In the event the participant desires to make contribution changes, only future contributions and/or rollovers can be redirected (contributed as pre-tax funds).

Federal tax laws are complex and subject to change. Withdrawal of pretax contributions and any earnings will be taxed as ordinary income.

Investing involves market risk, including possible loss of principal. Retirement Specialists are registered representatives of Nationwide Investment Services Corporation (NISC), member FINRA, Columbus, Ohio. Nationwide representatives cannot provide tax or legal advice. Please consult with your own counsel for these services.