



ADMINISTRATIVE GUIDELINES



New York State
Deferred Compensation Plan

A Plan for Your Future





Employee Enrollment

Employees joining the New York State Deferred Compensation Plan must first enroll in the program. Before doing so, employees should be prepared with their Social Security number and employer ID, if paid by OSC, or local plan ID or state agency code. They may obtain enrollment materials using one of the following methods:

- Meet with their local Account Executive
- Visit our Web site at www.nysdcp.com
- Call the HELPLINE at 1-800-422-8463 and choose one of the options below
 - Use the voice response unit
 - Speak to a HELPLINE counselor


The above methods are the only ways to enroll, and the New York State Deferred Compensation Board has approved the forms and data entry methods.

Subsequent requests for changes to existing accounts can be made using the same options listed above.

Payroll Deduction Transmittal

Upon enrollment, the Administrative Service Agency will provide a report to you, the employer, before regular payroll deductions begin. This report will include the participant's name, Social Security number, and the amount or percentage of the deferral.

Unless otherwise instructed, you should continue to deduct the current deferral percentage from employees' regular and



supplemental pay. Changes to deferral amounts will be communicated to you in the month prior to the change taking effect. To ensure timely receipt of all payroll deductions, we ask that you indicate your payroll schedule on the attached checklist.

Participants can later change their deferral amounts at www.nysdcp.com or by calling the HELPLINE at 1-800-422-8463.


Payroll Deductions

All Deferred Compensation deductions should be based on a percentage of salary, as opposed to a flat dollar amount. Flat dollar deductions are considered only in the event that your payroll system cannot process a percentage deduction. Deductions based on a percentage of salary are also more beneficial for employees because, as salary grows, so will deferrals to the Plan.

Once payroll deductions are made, you, the employer, are expected to provide deduction information to the Administrative Service Agency. This must include the participating employee's:

- Name
- Social Security number
- Dollars to be remitted
- Termination date, when applicable
- Additional identifiers as required by you, the employer

Employers wiring participants' deductions to the Plan's Administrative Service Agency may send data through a variety of automated



methods. (Hard copies will be accepted for fewer than 25 participants.) We are happy to work with each employer to utilize the most efficient method possible. Please refer to the enclosed Wire Guidelines for procedures on sending information electronically.


System Requirements

Regular Deferred Compensation deductions reduce gross pay. This adjusted gross pay is then used to calculate Federal and State income tax withholding. Roth contributions, if applicable, do not reduce Federal or State income taxes. However, FICA contributions and employee pension contributions are calculated on the unadjusted gross pay.

Contributions made by New Jersey residents are subject to the New Jersey Income Tax in the year deferred. Please read the New Jersey Income Tax instructions carefully.

Participants in deferred compensation plans are allowed to make “regular” contributions up to a maximum of \$20,500 in the current plan year.

In an attempt to keep participants from contributing more than the maximum limits, your payroll program must monitor year-to-date deductions. Deductions should be suspended when the participant reaches the maximum allowable contribution level. However, your payroll system must be able to override the “regular” contribution limitation for the purposes of “retirement catch-up” and the “age 50 and over catch-up,” and “military catch-up contributions.”




The “retirement catch-up” contribution permits eligible employees to increase their otherwise allowable contribution during a consecutive three-year “retirement catch-up” period. The participant determines this time frame, which can begin no earlier than three years prior to any year in which the participant may retire without a reduction in retirement benefits. However, the chosen retirement year may be no later than the year that the participant becomes age 72. If the participant is a police officer or firefighter, the chosen retirement age may not be younger than age 40.

“Retirement catch-up” contributions are based on previous underutilization of the contribution limitations. The “retirement catch-up” contribution is in addition to the “regular” contribution and is limited to \$20,500 in the current plan year for a combined total of \$41,000. After the current plan year, the “retirement catch-up contribution” is indexed for inflation.

The “age 50 and over catch-up” contribution allows people who are at least age 50, or who will turn 50 during the calendar year, to increase their otherwise allowable contribution limit. The “age 50 and over catch-up” is in addition to the “regular” contribution and is limited to \$6,500 in the current plan year for a combined maximum total contribution limit of \$27,000.

“Retirement catch-up” and the “age 50 and over catch-up” contributions may not be used simultaneously. However, if a participant who is age 50 or over is making

“IRS announces 401(k) limit increases to \$20,500,” IR-2021-216, Internal Revenue Service (Nov. 4, 2021).



“retirement catch-up contributions” and the “age 50 and over catch-up” contribution is greater than the participant’s underutilized amount, the “age 50 and over catch-up” maximum contribution may be used.

Participants can use “retirement catch-up” and only for a consecutive three-calendar-year period.

A participant who is re-employed after a period of qualified military service as that term is defined in USERRA may make restoration deferrals in excess of the regular and catch-up limits. The maximum amount of restoration deferrals is the amount of deferrals the participant could have made during his or her period of qualified military service if the participant had continued employment with the employer.

For the purpose of calculating the maximum restoration deferral, the participant’s average compensation during the 12-month period preceding the qualified military service is used.

The time limit for making restoration deferrals is the lesser of (a) the period of qualified military service times three or (b) 5 years.

Payroll Fund Remittance

Whenever possible, it is recommended your payroll funds be wired to the Plan’s custodial account at State Street Bank & Trust Company. This is the quickest method to remit funds and will help ensure prompt investment of contributions.



Sample Wire

State Street Bank & Trust Co., Boston

ABA # 011000028

Beneficiary Acct # 10574895

Beneficiary Name: New York

State Deferred Comp Plan

Fund Name: Contribution Account

Fund #: NNBI

Attn: NYSDCP Client Service

Dollar Amount: \$9,999,999.99

Pay Date: YYMMDD


Employer Name:

Plan Number: 999999

Checks may also be used to remit funds if this is the only available payment method.

Checks are made payable to “New York State Deferred Compensation Plan” and are mailed to the following lock box:

**New York State Deferred Compensation Plan
75 Remittance Drive Dept 6771
Chicago IL 60675-6771**



Any overnight mail via Airborne, FedEx, or UPS should be sent to the following address:

**New York State Deferred Compensation Plan
Dept 6771
350 N Orleans St, Ste 800
Chicago, IL 60654-1529**

To ensure the accurate and timely delivery of your incoming payment, please follow the address templates above. Please do not use the word “Lockbox” or “P.O. Box” anywhere in the address.

Be sure to include your plan number and check date.

Regardless of payment method, money must be received in the custodial account no later than two days after the actual pay date to assure timely investment of the remittance.

Payroll Detail Remittance

Once funds are received and deduction information is processed, we will issue investment instructions to the State Street Bank & Trust Company. Investment instructions should be issued no later than the second business day after each payday.

Payroll detail can be submitted two ways – through **SecurePay** and **Secure File Transfer (SFT)**. Both allow for efficient payroll processing with secure, online data submission. To setup Secure Pay or SFT please contact the Payroll Automation Team at (877)496-1630, option 3 or email NRSCONTR@nationwide.com.



Employment Severance

We ask that you notify us electronically, if possible, of participants' termination dates. This expedites a participant's request to receive his/her funds upon separation from employment. This information should be added to the payroll submission. If you are unable to notify us electronically, we will need written confirmation validating the participant's separation from service.

Quarterly Reports

All Plan participants will receive quarterly statements after the close of each calendar quarter. Participant statements can be found on the Web site in the "Statements & Documents" section. Participating employers will receive quarterly contribution projection reports.

Plan Withdrawals & Tax Reporting Requirements

All withdrawals from the Plan—whether due to termination of employment, retirement, death, or financial emergency—will be handled entirely by the Plan's Administrative Service Agency and the Plan's custodian bank, State Street Bank & Trust Company. The bank will provide the appropriate tax forms to participants who withdraw funds from the Plan and will report and pay all applicable Federal, State, and local taxes on behalf of the Plan.





New York State Deferred Compensation Plan

Plan Mission Statement:

The New York State Deferred Compensation Plan is a voluntary retirement savings plan that provides quality investment options, investment educational programs and related services to help State and local public employees achieve their retirement savings goals.

The New York State Deferred Compensation Plan is a State-sponsored employee benefit for State employees and employees of participating employers.

Administrative Service Agency Mailing Address:

New York State Deferred Compensation Plan
Administrative Service Agency
PO Box 182797
Columbus, OH 43218-2797

Phone:

Toll Free (800) 422-8463

Available 24 hours a day. Personalized assistance is available 8 a.m. to 11 p.m. Monday through Friday and 9 a.m. to 6 p.m. on Saturdays, except holidays.

TTY/TDD services are available toll-free (800) 514-2447 — 24 hours a day.

Web Site:

www.nysdcp.com

New York State Deferred Compensation Board
1450 Western Avenue
Suite 103
Albany, NY 12203

The NYSDCP does not discriminate on the basis of disability in the provision of service or employment. If you need this material interpreted in a different form or if you need assistance using it, contact us at (800) 422-8463.

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