



Instructions Please print using blue or black ink. Return completed form to your Benefits Office.

About You

Plan number

Sub plan number

0 0 4 7 1 0

Social Security number

Daytime telephone number

area code

First name

MI

Last name

Type of Request

Please complete the applicable section. Changes will be made in the next available payroll cycle.

A. PAYROLL MODIFICATION

I request that my contribution be (check one):

Increased to \$ _____ per pay period.

Decreased to \$ _____ per pay period.

B. LONGEVITY

I request that \$ _____ of my longevity payment be contributed to the Deferred Compensation Plan.

C. DISCONTINUANCE

I request suspension of payroll contributions to the Deferred Compensation Plan.

D. RESTART

I request to restart my contributions at a bi-weekly deferral amount of: \$ _____

E. CATCH-UP

I request that my catch-up period begin and the new amount of my bi-weekly deferral be: \$ _____

Note: The Employer may reduce the amount of the salary deferral if it is determined that such amount exceeds the limitations of the Internal Revenue Code. If in any calendar year the amount of the salary deferral is reduced or stopped by the Employer as per the previous sentence, then the amount of the salary deferral shall be resumed at its unreduced level at the beginning of the following calendar year.

Your

Authorization

X

Signature

Date

_____|_____|_____

DON'T FORGET TO "CATCH-UP" ON YOUR RETIREMENT SAVINGS!

Maybe you got a late start saving for retirement. Or maybe you are looking for one more way to save as much as you can for your long-term financial security.

Great News – there are 2 ways you may be able to save more!

#1 – Be sure to review your contribution percentage to make sure that you are saving as much as you can. Can you increase it even a little? Even small amounts today can potentially add up over time. **In 2013, you can contribute up to \$17,500!**

#2 – Current legislation affecting certain retirement savings plans now allow you to make additional **catch-up contributions** to your account. If you will be at least **50 years old in 2013**, you are also eligible to make an additional before-tax catch-up contribution of **\$5,500** per year to your ALOM/City of Pittsburgh Deferred Compensation Plan to a maximum of **\$23,000** in 2013.

Again, the new catch-up limit for 2013 is \$5,500. So don't forget to increase your catch-up contribution amount to maximize your savings potential.

If you're interested in making a catch-up contribution or increasing your contribution, complete the form on the back of this page and send it to the following address:

**City of Pittsburgh
Department of Civil Service and Personnel
Attn: Payroll Department
431 City County Building
Pittsburgh, PA 15219**

Need Assistance?

For more information about catch-up contributions, please call Prudential Retirement® toll-free at **1-800-833-5761** and speak with a representative. Participant Service representatives are available from Monday through Friday, 8 a.m. – 9 p.m. ET.

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