



**San Bernardino County**  
**SALARY SAVINGS PLANS**  
**401(k) Defined and**  
**457(b) Deferred Compensation Plans**

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The 401(k) Defined Compensation Plan and the 457(b) Deferred Compensation Plan allows eligible employees to make tax deferred contributions directly out of their paycheck (warrant). The 401(k) Defined Compensation and the 457(b) Deferred Compensation Plans are managed by ING Financial Advisors. These salary savings plans are a convenient way to supplement your retirement income.

**REFERENCES**

All current County Memoranda of Understanding; Exempt Compensation Plan; Individual Contracts; 401(k) Defined Compensation Plan, 457(b) Deferred Compensation Plan Documents; San Bernardino County HR/Benefits web page; Internal Revenue Code.

**GENERAL INFORMATION**

This is not an open enrollment benefit; an eligible employee can enroll at any time. A minimum contribution of \$10.00 per pay period is required and the maximum varies according to the tax year. Employees are limited to one change in deferral amount per month. Once a Participation Agreement is received in good order, it will take effect on the first pay date of the month following the receipt of the Participation Agreement that is signed by the Participant.

**ENROLLMENT**

Initial enrollment is not automatic in the 401(k) Defined Compensation Plan or the 457(b) Deferred Compensation Plan. The employee is required to contact ING Financial Advisors at (909) 748-6468. An ING representative will meet and complete the 401(k) Defined Compensation Plan or 457(b) Deferred Compensation Plan Agreement form with the employee.

**CONTRIBUTION CHANGES**

Employees who are currently contributing or have contributed to the County's 401(k) Defined Compensation Plan or 457(b) Deferred Compensation Plan and want to revise or cancel their current deductions to either plan must submit a Salary Savings 401(k) Participation Agreement form or a 457(b) Deferred Compensation Enrollment Form, as appropriate, to EBSD - 0440. For changes in investment options, contact ING's home office at (800) 584-6001 or visit [www.ingretirementplans.com/custom/sanbernardino](http://www.ingretirementplans.com/custom/sanbernardino).

**FORMS REQUIRED**

Salary Savings 401(k) Participation Agreement, or  
457(B) Deferred Compensation Enrollment Form

**MANDATORY FIELDS**

See Below

**MANDATORY FIELDS**

Indicate by circling Change in Deferral Amount. Complete Name, Mailing Address, Deferral Amt \$ or % Change; Starting pay period; Date of Birth, Dept., Employee #, Signature of Participant; Date; Work Phone, Home Phone

**PAYROLL SPECIALIST RESPONSIBILITIES**

- ◆ Audit for completeness

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- ◆ Verify that the Total Deferral Amt is a per pay period amount, not a monthly or annual amount
  - ◆ Instruct employee to contact EBSD - HR

## **BENEFICIARY CHANGE**

If an employee's spouse is not designated as the sole beneficiary, spouse must sign Consent of Spouse. Spouse's signature must be witnessed by Notary Public or Plan Sponsor Representative.

### **FORMS REQUIRED**

ING Beneficiary Designation for ING

### **MANDATORY FIELDS**

Any Appropriate box(s)

## **NAME CHANGE/CHANGE OF ADDRESS**

Employees, who currently changed their name legally, correct a spelling of a name which ING shows as incorrect, or employees who have recently moved or changed their mailing address.

**Note:** A mailing address is required.

### **MANDATORY FIELDS**

**Name Change:** Indicate by circling Name Change. Complete Name; Former Name; Mailing Address; Department; Employee ID Number; Signature of Participant; Date; Work Phone; Home Phone.

**Change of Address:** Indicate by circling Change of Address, Complete Name; Mailing Address; Department; Employee ID Number; Signature of Participant; Date; Work Phone; Home Phone

## **CATCH-UP PROVISION AGREEMENT**

The 401(k) Defined Compensation Plan and the 457(b) Deferred Compensation Plan Catch-Up Provision Agreement is used by employees who are within three (3) years of retirement age and who did not fully participate in the plans during previous years of employment.

### **GENERAL INFORMATION**

To be eligible for this benefit, the employee must be enrolled in the San Bernardino County Employee's Retirement Association (SBCERA). General or contract employees must be at least 52 years old with 7 years service credit. Safety employees, 38 years old with 17 years of service credit or 47 years old with 7 years of service credit. Maximum contribution varies accordingly to tax year and prior contributions. Employee cannot contribute to Catch-Up the year they retire. Employees can request an application from Employee Benefits and Services (EBSD), Human Resources, at (909) 387-6098 or ING Financial Advisers at (909) 748-6468. Upon receipt of application, EBSD will verify eligibility and return the application with eligibility to ING. An ING representative will contact the employee to schedule an appointment to enroll employee in catch-up. The ING representative will complete enrollment forms.

### **PAYROLL SPECIALIST RESPONSIBILITIES**

- ◆ Instruct employee to contact EBSD or ING Financial Advisers

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## **50+ PROVISION**

The 50+ Provision for the 401(k) Defined Compensation Plan and the 457(b) Deferred Compensation Plan is used by employees who are 50 years or older. Maximum contribution varies accordingly to the tax year.

### **GENERAL INFORMATION**

All participants who have attained age 50 and over during the calendar year shall be eligible to contribute an additional elective deferral into the Plans subject to the following restrictions:

- ◆ The employee cannot contribute more than \$5,000 dollars in addition to the current maximum deferral amount established by the IRS
- ◆ The participant cannot participate in both the “catch-Up Provision” and the “50+ Provision” concurrently

## **DISTRIBUTION REQUEST**

Distribution requests are handled by ING Life Insurance and Annuity Company, contact ING at (800) 584-6001.

### **GENERAL INFORMATION**

Employees may access their 401(k) Defined Compensation Plan and their 457(b) Deferred Compensation Plan funds only under the following conditions:

- ◆ Employee separates from County service (Distribution Requests will not be processed by ING until EMACS shows that the employee has been terminated)
- ◆ Account balance is less than \$5,000 with no contribution for more than 2 years
- ◆ Hardship withdrawal
- ◆ General or Real Estate Loans

Employees must contact ING Life Insurance and Annuity Company at (800) 584-6001 when requesting distribution of funds.

## **PAYROLL SPECIALIST RESPONSIBILITIES**

- ◆ Instruct employee to contact ING Life Insurance and Annuity Company