



## INSTRUCTIONS

# HOW TO ENROLL AND MAKE CHANGES TO YOUR CONTRIBUTIONS TO DEFERRED COMPENSATION PLANS

Effective November 1, 2022

### WANT TO ENROLL IN DEFERRED COMPENSATION?

To enroll in a Deferred Compensation Plan, first download the mobile app for the City’s plan provider from the App Store or Google Play; or log in to the secure provider website from a computer or tablet, or call the provider customer service line. Provider website and contact information is at the end of these instructions.

- **For all City employees:** MissionSquare Retirement: <http://www.msgplanservices.org/myplan/302010>  
Download the App from the App Store or Google Play: “Mission Square Retirement”.  
You’ll need your Social Security Number, and the City of Tacoma plan number **030201** to create your account. During the log in process, you will be sent a one-time verification code via text message to the phone number used to set up your account to verify your identity.
- **For Local 31 employees only:** Nationwide: <https://www.nrsforu.com/>  
Download the App from the App Store or Google Play: “My Retirement” by Nationwide.  
Click the link for ENROLL Now. You’ll need your Social Security Number, and City of Tacoma as the employer name to create your account. During the log in process, you will be sent a one-time verification code via text message to the phone number used to set up your account to verify your identity.

### 2023 DEFERRED COMPENSATION CONTRIBUTION LIMITS

Employees are eligible to enroll in a plan and may choose either a Traditional (pre-tax option) and/or a Roth (post-tax) option plan for contributions. However, employee deferrals including any employer-match contribution amounts (if applicable) **combined** cannot exceed the IRS annual contribution limits per calendar year.

Deferred Compensation Plan	2023 Annual Limit	Employee Maximum Deferral over 26 Pay Periods
Employee deferral (regular)	\$22,500	\$865.38
Age 50+ employee deferral	\$30,000	\$1,153.85
Pre-Retirement Catch-Up deferral	\$45,000	\$1,730.77

### HOW TO ENROLL AND/OR MAKE DEFERRED COMPENSATION CONTRIBUTION CHANGES

Log in to your provider website from a desktop computer, laptop, tablet or app on your mobile device. Or call the providers customer service line or representative. Remember you are eligible to contribute more than the regular contribution limit in any calendar year in which you will be age 50 or over.

*NOTE: A new secure website from MissionSquare Retirement launched on October 10, 2022. If you already have a MissionSquare account login but have not logged in to your account since October 10<sup>th</sup>, you will be required to establish new login information. Log in with your current username and password or go to the MissionSquare participant new login information link contained in the banner at the top of the MissionSquare website and follow the instructions. You can contact their Customer Service Line at 1-(800) 669-7400 for assistance or with questions.*

#### For MissionSquare Account Participants:

1. Go to <http://www.msgplanservices.org/myplan/302010> to create an account and enroll. If you already have an account, skip to Step 3.
2. At one point in the account set up and login process, you will be sent a verification code via text message to confirm your identity, so have your cell phone available.
3. If you already have an account, go to <http://www.msgplanservices.org/myplan/302010> to log in
4. From the actions button, click or choose Contributions.
5. Click on Change Contribution Amount to get started.

## HOW TO ENROLL AND/OR MAKE DEFERRED COMPENSATION CONTRIBUTION CHANGES (continued)

6. Choose dollar amount or percentage, and then enter your contribution amount. You can also choose the auto-increase feature to automatically increase your contribution each year.
7. Confirm your changes.
8. NOTE: Deferral changes are always effective in the month following completion of your enrollment, or the month following when you make a contribution change.

### For Nationwide Account Participants (Fire Local 31 employees only):

1. Go to <https://www.nrsforu.com/>.
2. If you do not already have an account, click on ENROLL NOW. Don't click on Create Account. If you have an account, skip to Step 8.
3. Do a search for "Tacoma".
4. Follow the prompts, anything with an asterisk is required, no asterisk means not required.
5. At one point the system will send a verification code, so be sure to have your cell phone with you.
6. Near the end there's a box for 'Retirement Specialist ID'. Put **04493** in this space.
7. When you get to the end and see a confirmation number this means you are enrolled. Within a few days Nationwide will send you a message with your account number so you can log in to your new account.
8. To make deferred compensation contribution changes, log in to your account (From step 1).
9. After logging into your account, go to MANAGE ACCOUNT, then CHANGE CONTRIBUTIONS.
10. Enter and confirm your changes.
11. NOTE: Deferral changes are always effective in the month following completion of your enrollment, or the month following when you make a contribution change.

## PRE-RETIREMENT CATCH UP DEFERRAL OPTION

- To enroll in a Deferred Compensation Plan Pre-Retirement Catch-Up option, a paper form is required. Please contact your MissionSquare or Nationwide representative or the Benefits Office for more information.
- Enrollment forms for the Pre-Retirement Catch up Option are located on the Benefits webpage under **Benefits Forms**.
- Complete the form and email it to the Benefits Office at [benefits@cityoftacoma.org](mailto:benefits@cityoftacoma.org) for processing.

## FOR QUESTIONS AND ASSISTANCE

Contact the Benefits Office: [benefits@cityoftacoma.org](mailto:benefits@cityoftacoma.org), or call 253-573-2345

Contact your Deferred Compensation Provider or Account Representative:

### MissionSquare Retirement (All City Employees)

<http://www.msqplanservices.org/myplan/302010>

1-(800) 669-7400

Keith Penewit, Retirement Plans Specialist

[kpenewit@missionsq.org](mailto:kpenewit@missionsq.org)

202.759.7015 (cell) 202.430.3932

### Nationwide Retirement Solutions (Fire Local 31 only)

<https://www.nrsforu.com/>

1-(877) 677-3678

Mike Ferguson, Nationwide Representative

[m.ferguson@nationwide.com](mailto:m.ferguson@nationwide.com)

509.385.7825