



DEPARTMENT OF HUMAN RESOURCES

# STATE OF VERMONT STATE EMPLOYEE DEFERRED COMPENSATION PLAN EMPLOYEE REQUEST FOR PAYROLL DEDUCTION

I hereby request that the Department of Human Resources (DHR) withhold from my wages each pay period the amount shown below, to be credited to my benefit in the Deferred Compensation Plan. I request that such action take effect as soon as possible following my complete enrollment in the Deferred Compensation Plan and receipt of this payroll deduction request by the DHR Employee Benefits Unit and remain in effect until such time as I become ineligible or notify you in writing to cancel my deductions.

**IMPORTANT NOTE:** If you are submitting this form as a New Enrollee in the Deferred Compensation Program, the next step will be to access your Prudential account online to select your investments. Your account will be ready for you to access on the first Thursday after the submission of this form. Visit: [www.vermont.retirepru.com](http://www.vermont.retirepru.com)

If you are an existing participant submitting this form simply to change your deduction amount, no other action is required, but you may access your online account at any time to review/change your investment selection.

**This is an electronic form with fillable fields. If possible, complete online, save as a PDF, and email to [hr.benefits@vermont.gov](mailto:hr.benefits@vermont.gov)**

EMPLOYEE NAME (Last, First, Middle Initial): If completing by hand, please print clearly.

EMPLOYEE NUMBER

EMPLOYEE SIGNATURE (click field to add digital signature): DATE (MM/DD/YYYY):

**Please read this section carefully:**

As an employee of the State of Vermont, you are eligible to participate in a long-term retirement investment program known as the Deferred Compensation Plan. You may elect to defer part of your wages for the purpose of contributing to a Sec. 457(b) Pension Plan as allowed by Internal Revenue Service regulations on a pre-tax or after-tax basis. Wages deferred to a Sec. 457(b) plan are not subject to either Federal or State tax withholdings, but they are subject to Social Security deductions.

**Annual contribution limit \$19,500 (total contributions) unless you are over 50 years of age, in which case the limit is \$26,000. Contributions will automatically stop when the maximum is reached, and automatically restart on January 1 without a new form.**

If you have any questions regarding your account or investment options, or if you would like to meet with a professional retirement counselor, please contact the Prudential representative for your local area:

Name	Phone	Email	Counties
Ronald "Chip" Sanville	(802) 274-0172	ronald.sanville@prudential.com	Orleans, Essex, Caledonia, Montpelier & Berlin
Brian Ficek	(802)222-1798	brian.ficek@prudential.com	Chittenden, Lamoille, Franklin, Grand Isle
Gilles Owen	(802)622-4240	gilles.owen@prudential.com	Orange, Addison, Washington (except Mpl & Berlin)
Susan Kibbe	(802)391-7229	susan.kibbe@prudential.com	Bennington, Windham, Windsor, Rutland

Action Requested (please check one):  (BEGIN)  (STOP)  (RESTART)  (CHANGE)

Amount of Bi-Weekly **PRE-TAX** Deduction: \$ \_\_\_\_\_ or \_\_\_\_\_%

Amount of Bi-Weekly **AFTER-TAX** (Roth) Deduction: \$ \_\_\_\_\_ or \_\_\_\_\_%

**Special Request:**

I anticipate separating within 30 days and request that \$ \_\_\_\_\_ be deducted from my final pay  
On a Pre-tax or After-tax basis. (please circle one)

**Forms may be emailed to Employee Benefits: [DHR.Benefits@vermont.gov](mailto:DHR.Benefits@vermont.gov) You may also mail this form to the address below, but if already emailed, do not send a duplicate hard copy.**

State of Vermont  
**DHR - Employee Benefits Unit**  
120 State Street - 5<sup>th</sup> Floor  
Montpelier, VT 05620-2505