

**403(b) SERVICE BASED CATCH-UP REQUEST FORM**

- Please supply the information requested below.
- Read all agreements on this form before submitting.
- Fields having an asterisk notation are required.

**IMPORTANT NOTICE: Before You Sign, Read All Information on this form:**

Your employer's 403(b) plan permits eligible participants to utilize the Service Based Catch-Up provision. This catch-up permits employees with 15 or more years of service to contribute up to an additional \$3,000 beyond their base limit, allowing individuals over age 50 to contribute \$27,500 in 2018 (\$21,500 for employees under age 50.) In addition, a 403(b) participant must have contributed less than an average of \$5,000/year over the course of their employment. By submitting the electronic form below, you request that OMNI determine your eligibility to utilize the Service Based Catch-Up.

**Employer Information**

\* Employer Name, City and State:

\* Date of Hire:

**Participant Information**

\* Social Security Number: \* First Name: MI: \* Last Name:

   

\* Maiden/Former Name: \* Date of Birth:

 

\* Phone: \* Email address:

 **Employee Signature (Mandatory)**

By signing below, I hereby request that OMNI calculate my eligibility for the Service Based Catch-Up, and update my Maximum Allowable Contribution (MAC) based upon the outcome of such calculation(s). I understand that OMNI will monitor my MAC on an ongoing basis, and that I will retain the opportunity to utilize the Service Based Catch-Up until such a time as my eligibility has been exhausted.

Employee Signature:  Date: **Please return this form to The OMNI Group, unless otherwise advised by your employer:**

The OMNI Group - Water Tower Park • 1099 Jay Street, Building F • Rochester, NY 14611

Toll Free: (877) 544-OMNI ® • Fax: (585) 672-6194 Please visit our website at [www.omni403b.com](http://www.omni403b.com)

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