

# CITY OF JACKSONVILLE



CITY HALL, ST. JAMES BUILDING  
117 WEST DUVAL STREET, SUITE 150  
JACKSONVILLE, FL 32202

## Checklist for 457(b) Deferred Compensation

### \_\_\_\_\_ 3 Year Catch Up

To utilize the Full 3-Year-Catch-Up, contact one of the Empower Retirement Plan Advisor below at least 4 years prior to the year of your retirement date to get the necessary information to complete the paperwork.

### \_\_\_\_\_ Term Leave Payout to Defer

To defer the payout from your Term Leave hours, please contact one of the Empower Retirement Plan Advisors below at least 2 months prior to your retirement date to complete the necessary paperwork.

#### **Empower Retirement Plan Advisors**

**Christina Jamieson** Office: 904-255-5568 Mobile: 904-252-4714  
Email: [Christina.Jamieson@empower.com](mailto:Christina.Jamieson@empower.com)

**David Saliger** Office: 904-255-5589 Mobile: 904-815-1787  
Email: [David.Saliger@empower.com](mailto:David.Saliger@empower.com)

**Important Note:** You must sign and date the **Participant Action Form** for deferral in the month prior to the payroll date when the term leave hours will be paid, and that paycheck must be a full check.

e.g) If you are retiring April 1, 2026, and deferring your terminal leave pay, the last payroll date you can process a deferral is your last full paycheck in March, which is 27-MAR-2026.  
Therefore, your Participant Action Form must be completed, signed, and dated on or before February 28, 2026.

### \_\_\_\_\_ Submit the completed signed and dated copy of the Empower paperwork to:

- [JFRDPayroll@coj.net](mailto:JFRDPayroll@coj.net) if you work with JFRD Department
- [JSOPayroll@jaxsheriff.org](mailto:JSOPayroll@jaxsheriff.org) if you work with JSO Department
- [DataMgtRequests@coj.net](mailto:DataMgtRequests@coj.net) HR at City Hall, Suite 100 if you work with any other Department

\_\_\_\_\_ Verify your pay stub to see the total deferred compensation contribution for the specific payroll date.

Should you have any questions about the deferral amount from your paycheck, email to [BenAccounting@coj.net](mailto:BenAccounting@coj.net).