



# Annual Leave Exchange Deferred Compensation Form

Please submit the form by the deadlines shown in the table below. Enter your employee number, check the box for the deferred compensation plan in which you participate and wish to send Annual Leave Exchange money, and complete the blanks. Your regular per pay 457 contribution amount will remain the same until you change it by completing and submitting a [Deferred Compensation \(457\) Contribution Change Form](#).

**Important note:** Please keep in mind that your net pay will be affected by the 7.65% FICA tax and the 3% FRS employee contribution that still must be deducted from the amount of your deferred compensation contribution. No adjustments will be made to offset this from your take home pay.

**EXAMPLE:** I wish to exchange 40 hours to deferred compensation. My hourly rate of pay is \$15.00. 40 hours X \$15.00 hourly pay = \$600.00. My normal per pay contribution is \$50.00. My total contribution will be \$600.00 + \$50.00 = \$650.00 for the 00/00/2024 paycheck.

## 2024 Deferred Compensation Form Submittal Deadlines

Paycheck Date	Deadline to Submit Form
March 29	March 20
June 21	June 11
September 13	September 4
November 22	November 13

Employee #: \_\_\_\_\_

☐ Empower

☐ MissionSquare

☐ Nationwide

☐ VALIC

I wish to exchange \_\_\_\_\_ hours to deferred compensation.

My hourly rate of pay is \$ \_\_\_\_\_.

\_\_\_\_\_ hours X \$ \_\_\_\_\_ hourly pay = \$ \_\_\_\_\_.

My normal per pay contribution is \$ \_\_\_\_\_. (If you do not want to contribute your normal per pay amount, indicate zero on this line.)

My total contribution will be \$ \_\_\_\_\_ + \$ \_\_\_\_\_ = \$ \_\_\_\_\_ for the \_\_\_\_/\_\_\_\_/2024 paycheck.

Print name: \_\_\_\_\_ Dept: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Submit your completed, signed and dated form as shown:

- Employees of the **Board of County Commissioners, Business Technology Services, Clerk of the Circuit Court & Comptroller, County Attorney, Human Resources, Office of Human Rights:** Submit by email to [payroll@mypinellasclerk.gov](mailto:payroll@mypinellasclerk.gov) or by fax to (727) 464-8360
- Employees of the **Planning Council:** Submit by email to [info@ForwardPinellas.org](mailto:info@ForwardPinellas.org)
- Employees of the **Property Appraiser:** Submit by fax to (727) 453-3536
- Employees of the **Supervisor of Elections:** Submit by fax to (727) 453-3058
- Employees of the **Tax Collector:** Submit by email to [pctchradmin@taxcollect.gov](mailto:pctchradmin@taxcollect.gov) or fax to (727) 464-3413