



Annual Leave Exchange Deferred Compensation Form

2026 Deferred Compensation Form Submittal Deadlines

Paycheck Date	Deadline to Submit This Form
March 27	March 18
June 18	June 9
September 11	September 1
November 20	November 10

Instructions: Enter your employee number, select your deferred compensation provider's name, and complete the blanks. Your regular per pay contribution amount will remain the same until you change it by submitting the [Deferred Compensation Contribution Change Form](#). You must have an open deferred compensation plan account before submitting this form. See a [list of deferred compensation providers](#).

Note: Your net pay will be affected by the 7.65% FICA tax and the 3% FRS employee contribution that 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 a pre-tax account. 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 00/00/2026 paycheck.

Employee #: _____

Deferred Compensation Provider:

☐ Corebridge ☐ Empower ☐ MissionSquare ☐ Nationwide

☐ I wish to exchange _____ hours to a **pre-tax** deferred compensation account.

☐ I wish to exchange _____ hours to a **Roth after-tax** deferred compensation account.

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 ____/____/2026 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:** Email to payroll@mypinellasclerk.gov or fax to (727) 464-8360
- Employees of the **Planning Council:** Email to info@ForwardPinellas.org
- Employees of the **Property Appraiser:** Fax to (727) 453-3536
- Employees of the **Supervisor of Elections:** Fax to (727) 453-3058
- Employees of the **Tax Collector:** Email to pctchradmin@pinellastaxcollector.gov or fax to (727) 464-3413