



BPPA members have the following options with regard to their SMART Plan contributions:

1. An employee may elect a flat dollar amount be contributed on a pay period basis for ALL taxable earnings including secondary earnings.

OR

2. An employee may elect a percent amount be contributed on a pay period basis from ALL taxable earnings including secondary earnings.

OR

3. An employee may elect a percent amount be contributed on a pay period basis from ONLY taxable secondary earnings (overtime earnings, court time earnings and paid detail earnings)

OR

4. An employee may elect BOTH a flat dollar amount be contributed from ALL taxable earnings

AND

A percent amount from ONLY taxable secondary earnings (overtime earnings, court time earnings, and paid detail earnings).

As you are aware, Great-West Retirement Services will be providing third-party recordkeeping and administrative services for the Massachusetts Deferred Compensation SMART Plan as of the end of February 2008.

In order for the City of Boston to manage this new benefit, the City of Boston will require that all BPPA members choosing Option 3 or 4 above; **fill out a City of Boston,**

## **BPPA**

457 Deferred Compensation Plan  
Percentage Based Deduction Authorization Form

**in addition** to signing up on the Great-West Retirement Services website.

This form must be submitted to the Auditing Department's Central Payroll Unit located in Rm. M-4 in Boston City Hall once you have signed up on the Great-West website. **The form must be filled out completely and delivered by mail, in person, or faxed to 617-635-4339. Contributions will not be activated until this form is received by Central Payroll.**

You must enroll with Great-West before any contributions can be deducted from your paycheck. It is the employee's responsibility to sign up on the Great-West website, to fill-out the City of Boston, BPPA 457 Deferred Compensation Plan, Percentage Based Deduction Authorization Form, and to monitor their pay stubs and/or online account to make sure the percentage based payroll deduction has been processed. If an employee has any questions, they can call the Central Payroll Unit at 617-635-3967.