

Commonwealth of Massachusetts Optional Retirement Program

Notice of Employee Plan Contribution Make-up Amounts and Changes Under USERRA

Dear _____:

I am writing to confirm that, in accordance with your recent election to make up Employee Plan Contributions missed while you were away on active military duty, the initial make-up amounts should be taken from your pay during the pay period beginning _____.

The amount of make-up contribution each pay period will be: \$_____.

You have elected to make up these contributions over a period of _____ years.

You may stop making up these contributions, and resume them, at any time by completing the bottom section of this note. You must submit your notice to either stop or restart the contributions to the Benefits Office with at least fifteen (15) calendar days' notice.

Please call me with any questions you may have about this matter or if I can be of further service.

Benefits Administrator Name: _____

Date: _____ Telephone No.: _____

Election to change USERRA make-up contributions

I hereby authorize my employing institution to **stop/start** (circle one) my make-up of Employee Plan Contributions under USERRA. I understand that I can change this action anytime in the future with at least 15 calendar days' notice to my institution's Benefits Administrator in a format that is provided by the Administrator. I also understand that I cannot extend the period during which I make up my missed contributions beyond that allowed by law.

Employee Name: _____

Employee Signature: _____

Effective Date of Change: _____

Today's Date: _____