
**Important Information
about Your Leave
Cashout**

Your leave cashout was processed under the University of Florida's Special Pay Plan (SPP); therefore the pre-tax value of your cashout has been deposited into an account in your name at BENCOR. *Read the information below carefully to understand how this impacts you.*

Review the enclosed paycheck statement for the following information:

- The pre-tax value of your cashout is reflected in the **HOURS AND EARNINGS** section.
- The amount of your cashout that was eligible for the -plan is shown in the **BEFORE-TAX DEDUCTIONS** section with the code "SPP."

**What is the Special Pay
Plan?**

The SPP is a retirement plan as defined by the Internal Revenue Code Section 401(a). The plan administrator is BENCOR. Some advantages of the SPP are:

- The contributions to this plan are pre-tax and the federal income taxes on your cashout amount are deferred. You won't pay income taxes on the contributions until they are withdrawn.
- You save the Social Security and Medicare taxes you normally would have paid if you were not enrolled in the plan.
- Contributions made to the plan on your behalf are immediately 100% vested.
- There are no administrative fees associated with the plan for balances of \$1,000 or more, and your account balance is portable.
- You may withdraw your funds from the plan at any time following your termination of employment.

**My Cashout Funds
Went to BENCOR –
Now What Do I Do?**

Contact BENCOR directly at 1-888-258-3422 or questions@bencor.com to request that your account number be mailed to you. Your funds will normally be deposited and an account established at BENCOR within 10 business days. Once you receive your account number, you can access information about your account at www.bencor.com. Your password will automatically be set to the last four digits of your social security number, but we suggest that you change it the first time you log into the website.

You have three options:

1. Keep the funds invested at BENCOR
 - Contact BENCOR at 1-800-264-6889 for investment information and/or current interest rates.
 - You can control how the money is invested by choosing one or more of the 17 different funds available.
2. Transfer the funds to a different retirement account
 - Contact BENCOR at 1-888-258-3422 for distribution request forms.
3. Withdraw the funds
 - Contact BENCOR at 1-888-258-3422 for distribution request forms.
 - BENCOR will send a check for the cash-out amount minus 20% withholding tax. If you are under the age of 55, an IRS early withdrawal penalty will apply. Please see the "What is the Make Whole Provision" section below to learn how UF will refund part of this penalty to you upon your request.

**What is the Make
Whole Provision?**

If you withdraw the entire value of your cashout from BENCOR prior to the age of 55, the IRS will apply a 10% early withdrawal penalty. Upon your request, UF will send a refund to you for 4.35% of this penalty. (Why 4.35% of the 10% penalty? The Social Security and Medicare taxes that you would normally pay come to 5.65%. UF will pay the difference between that amount and the 10% penalty.)

To request the make whole provision, you must complete these steps **within 60 calendar days** of University Payroll Services issuing your leave cashout payment to BENCOR:

1. Submit a withdrawal form to BENCOR (available by calling 1-888-258-3422) requesting a distribution of the entire leave cashout amount.
2. After completing step 1, submit the Make Whole Request Letter (available at http://hr.ufl.edu/retirement/forms/SPP/make_whole_request.pdf) to UF Retirement Services.

**I still have questions,
where can I learn
more?**

To learn more about the SPP and your cashout:

- Call BENCOR at 1-888-258-3422 Monday through Friday, 8:30 a.m. to 4:30 p.m.
 - Visit the UF Human Resources Retirement Services web site at <http://hr.ufl.edu/retirement/other/specialpayplan.asp>
 - Email Human Resources Retirement Services at retirement@ufl.edu or call (352) 392-2477 Monday through Friday, 8:00 a.m. to 5:00 p.m.
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