## 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 eligible cashout amount will be deposited into an account in your name at VALIC. 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 investment provider for the plan is VALIC. 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 You won’t pay income taxes on the contributions until they are withdrawn.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 weren’t enrolled in the plan.
- Contributions made to the plan on your behalf are immediately 100% vested.
- You may withdraw your funds from the plan at any time following your termination of employment.

## How can I access my account?

Your account will be set up 7-10 business days after you receive your leave cashout earnings statement. Once this is complete you can log in to your account at [www.valic.com/uf](http://www.valic.com/uf). You can also speak with a VALIC professional at that time by calling the VALIC Client Care Center at 1-800-448-2542, or by contacting the local VALIC office at (352) 367-2409.

## What are my options?

You have three options:
- Keep the funds invested in the plan
  - The default investment fund is the Federated Capital Preservation R6 fund. You can change that allocation to other available funds. Visit [www.valic.com/uf](http://www.valic.com/uf) to view the investment fund lineup.
- Transfer the funds to a different retirement account*
- Withdraw the funds*
  - VALIC will send a check or direct deposit the cash-out amount minus federal withholding tax. If you are under the age of 55, an IRS early withdrawal penalty will also apply.**

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

To learn more about the SPP and your cashout:
- Call VALIC at 1-800-448-2542 Monday through Friday, 8:00 a.m. to 9:00 p.m.
- Visit the UF Human Resources Retirement Services web site at [http://hr.ufl.edu/benefits/retirement/special-pay-plan/](http://hr.ufl.edu/benefits/retirement/special-pay-plan/).
- Email Human Resources Benefits at benefits@ufl.edu or call (352) 392-2477 Monday through Friday, 8:00 a.m. to 5:00 p.m.

*Forms available at [www.valic.com/uf](http://www.valic.com/uf)*

**The distribution request form you receive from VALIC will include more specific information on taxation of distributions from the Special Pay Plan.