

Department of Employee Trust Funds
WISCONSIN RETIREMENT SYSTEM ADMINISTRATION MANUAL

CHAPTER 12 — ADDITIONAL CONTRIBUTIONS

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1200 General Participation Requirements

Wisconsin Retirement System (WRS) participants may make additional contributions for the purpose of providing supplemental retirement income. Amounts are subject to the maximum contribution levels established in Federal tax law.

Employees may make additional contributions by sending a check or money order directly to ETF or by arranging for a payroll deduction. If contributions are remitted through payroll deduction, the employer is required to submit an *Additional Contributions Report* (ET-2535) with the Annual Report or when the employee terminates. Refer to subchapter 1205 for reporting instructions.

Employees participating in the Variable Trust before January 1, 2001 may designate deposits for the Variable Trust, the Core Trust or segregate funds between the two trusts. Employees electing to participate in the Variable Trust on or after January 1, 2001 will have additional deposits automatically segregated 50% between core and variable. (Refer to Chapter 16 for information on Variable participation.)

Employees may request a copy of ETF's brochure entitled *Additional Contributions* (ET-2123) for detailed information on making additional contributions.

1201 Types of Additional Contributions

A. Employee (Regular) Additional Contributions

All participants in the WRS may make voluntary, **post-tax** additional contributions to their retirement account either through their employer by payroll deduction or by direct payment to ETF via personal check or money order.

Section 415 (c) of the Federal Internal Revenue Code (IRC) limits the amount of annual contributions to a qualified pension plan such as the WRS. The limitation amount is updated annually by the Federal Internal Revenue Service.

NOTE: A *Maximum Voluntary Additional Contributions Worksheet* (ET-2566) should be completed by the employee and submitted with the additional contribution (refer to subchapter 1202).

The following contributions, subject to the IRC 415 (c) limit, apply toward the employee's annual limit:

- Employee required contributions (ERC) (whether paid by the employee or employer).
- Employer required matching contributions.
- Benefit adjustment contributions (BAC) if paid by the employee.
- Employer-paid additional contributions (excluding amounts paid to eliminate actuarial reduction under Wis. Stat. § 40.23 (2m) (g)).
- Employee-paid additional contributions.

ETF tests employee-paid additional contributions based on WRS earnings. This testing occurs after all earnings are reported and reconciled and is normally completed by April for the prior calendar year.

In the event an employee's maximum contribution limit is exceeded, ETF contacts the employer to verify the employee's gross compensation and request a copy of the employee's W-2. The employee-paid additional contributions are re-tested when the gross compensation differs from WRS earnings. Employee-paid additional contributions in excess of the Federal limit are removed from the employee's WRS account and refunded to the employee.

B. Employer-Paid Additional Contributions

A participating employer (other than the State of Wisconsin) may make voluntary, **pre-tax** additional contributions for any participating employee in active employment status **in addition** to the **required** employer contributions. The employer cannot begin or continue to make additional contributions after the employee terminates employment. Contributions must be made no later than the first monthly remittance of contributions to this Department following termination, and should be reported on the *WRS Monthly Retirement Remittance Report* (ET-1515).

Employer-paid additional contributions are subject to the same limits as employee additional contributions. The limitation amount is updated annually by the Federal Internal Revenue Service. A *Maximum Voluntary Additional Contributions Worksheet* (ET-2566) should be completed by the employer and employee and submitted with the *Additional Contributions Report* (ET-2535).

ETF tests employer-paid additional contributions based on WRS earnings. This testing occurs after all earnings are reported and reconciled and is normally completed by April for the prior calendar year.

Employer-paid additional contributions that exceed the contribution limit are removed from the participant's account and a credit invoice is issued to the employer. Should employer-paid additional contributions exceed the limit and the employee retire prior to the contribution test, the excess contributions are removed from the employee's WRS account and credited to the employer. The annuity is retroactively recalculated without the excess additional contributions.

For more detailed information on employer paid additional contributions refer to subchapter 1207.

C. Tax Deferred Additional Contributions

➤ **Participation.**

Tax Deferred Additional (TDA) Contributions or Tax Sheltered Annuities (TSA) under Section 403 (b) of the Internal Revenue Code can only be made by employees of certain school districts and other educational institutions. This includes participants who have a WRS account (e.g., annuitants, inactives) and work for a WRS participating employer, but are not presently paying required contributions to the WRS. The employer must have initiated an agreement for at least one of their employees on or before May 1982.

IRS regulations prohibit employers from joining after 1982, the year in which the IRS determined that the state retirement fund was inappropriate for Section 403 (b). Employers without an agreement in effect before May 1982, who wish to offer TSA under Section 403 (b) to their employees, must do so through private insurance companies or mutual funds.

Employees may make tax deferred additional contributions only by payroll deduction through their employers.

➤ **Tax Deferred Agreement**

Under a salary reduction tax deferred plan, an employee and employer enter into a bilateral agreement providing for an employee's reduction in salary equal to monthly contributions to the employee's additional account to purchase an annuity not currently subject to either state or federal income tax. The total annual amount is subject to the limitations contained within the Internal Revenue Code. The employer and employee share the responsibility for determining the maximum amount excludable for the purchase of a tax deferred annuity under the Internal Revenue Code.

When an employee decides to participate in the tax deferred additional program, an agreement between the employer and the employee must be prepared. To ensure that the provisions of the Internal Revenue Code Section 403 (b) are being met, the employer and/or the employee should obtain professional assistance in preparation of the agreement.

ETF does not make exclusion allowance calculations nor provide the needed forms for participation in the tax deferred additional program. All arrangements must be made through the employer.

Keep the following in mind when preparing the agreement:

- a. The amount of reduced salary must be shown as a monthly amount.
- b. If pay periods are on a biweekly basis, and salary is reduced for additional tax deferred purposes each pay period, the agreement should show two biweekly payments as the amount of salary reduction.
- c. All or a portion of the contribution may be designated in the Variable Trust if the employee currently has a required contribution account in the Variable Trust and began variable participation before January 1, 2001. For employees who began variable participation on or after January 1, 2001, one half of the contributions are deposited into the Variable Trust.
- d. More than one agreement may be made with an employer during a tax year.
- e. The agreement form must be signed by the employee and employer with the typed name of the employee directly under the employee's signature.
- f. The agreement form must include the employee's Social Security number.
- g. Each new agreement must be forwarded to ETF as soon as possible after completion.
 - 1) When a new agreement is received by ETF it automatically cancels out any prior agreement with that employer.
 - 2) The entire amount of salary reduction to be made for the employee must be included on the new agreement form; DO NOT indicate only the amount to be paid in addition to the amount already being paid under the old agreement.
- h. The effective date of the agreement indicates that money earned after that date is subject to the salary reductions indicated.

- i. Any agreement may be canceled at any time with respect to amounts not yet earned. When an employee with a tax deferred agreement terminates employment, indicate on the *Employee Transaction Report* (ET-2533), along with other termination data, an "X" in the "Yes" field and attach the *Additional Contributions Report* (ET-2535), with the appropriate fields completed. Refer to subchapter 1205 for completing the *Additional Contributions Report*.

1202 Guidelines for Calculating Maximum Additional Contributions

It is imperative that the employee and employer complete the ETF worksheet *Maximum Voluntary Additional Contributions* (ET-2566) for determining the maximum amount of WRS contributions prior to making employee or employer paid additional contributions. Doing so will decrease the possibility of exceeding the maximum contribution limit. A copy of the worksheet in subchapter 1203 must be mailed to ETF along with the payment.

1203 Maximum Additional Contributions Worksheet (ET-2566)

Department of Employee Trust Funds
 P.O. Box 7931
 Madison WI 53707-7931

**MAXIMUM ADDITIONAL CONTRIBUTION WORKSHEET
 For Calendar Year 2007**

Employee Name (please print)	Social Security Number
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Contributions to the Wisconsin Retirement System (WRS) are subject to contribution limits under Sec. 415(c) of the Internal Revenue Code (IRC). Contributions that are subject to this limit cannot exceed 100% of your gross compensation from your WRS employer or \$45,000.00 whichever is less, in the calendar year in which the Department receives the contributions.

The WRS, which is qualified under Sec. 401(a) of the IRC, does not have a "catch up" provision for additional contributions.

When you or your employer make voluntary regular (after-tax) additional contributions to your WRS account, you must use this worksheet to calculate the maximum amount of voluntary contributions that you can make to the WRS. We recommend you contact your employer for assistance in correctly completing this worksheet.

Fill in or calculate the following amounts		
A	Enter the lesser of \$45,000.00 or the amount of your projected gross compensation* from your WRS employer(s) for the current calendar year. The lesser of these two amounts is the maximum amount of contributions that can be made to your WRS account, per IRC Sec. 415(c). * Gross compensation includes all compensation from a WRS participating employer actually paid or made available to the individual for the year in which the contribution is made. This includes any amounts deferred such as to a tax deferred savings plan or IRC Sec. 125 cafeteria plan.	
B	Enter your projected WRS reportable earnings for the current year. This amount will include any tax-deferred amounts. Note: This amount may be different than the gross compensation, as certain allowances and lump sum payments are not reportable as earnings to the WRS. Check with your employer if you have questions about what is reported to the WRS.	
C	Multiply the amount from line B times ____% (see the Employee Required Contribution Rates* below for the contribution rate for your employment category) and multiply this amount times 2. This will equal your employee required plus matching employer required contribution amount.	=
D	Subtract line C from line A.	=
E	Check with your employer to see if you pay a Benefit Adjustment Contribution (BAC). If yes, multiply line B times ____% to determine the BAC that will actually be paid by you. Contact your employer for this percentage rate.	
F	Subtract line E from line D to obtain the total maximum amount that you and/or your employer can contribute to the WRS as additional contributions.	=
G	If your employer has or will be making any additional contributions to your WRS account for the current year, enter the amount here.	
H	Subtract line G from line F. The result is the total maximum amount that <u>you</u> can contribute to your WRS account.	=

*** 2007 Employee Required Contribution Rates:**

General/Teachers/Educational Support Personnel	5.0%	Protectives with Social Security	5.1%
Judges/Executive/Elected Officials	3.0%	Protectives without Social Security	3.4%

Date (MM/DD/CCYY)	Signature of Preparer (Employee or Employer)	Telephone Number
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If prepared by Employer, include Employer Identification Number (EIN): 69-036-_____

1204 Reporting Frequency of Employer Submitted Additional Contributions

An *Additional Contributions Report* (ET-2535) must be completed and submitted to ETF.

- A. Terminated employees: it is critical that ETF receive the report within one week after the employee's final paycheck. The information is necessary to determine the participant's benefit. The form must be attached to the corresponding *Employee Transaction Report* (ET-2533), used to report termination data.
- B. Active employees: submit with the Annual Report. Do not transmit the *Additional Contributions Report* for active employees monthly or when contributions are reported on the *Monthly Retirement Remittance Reports*.

1205 Completion of the *Additional Contributions Report* (ET-2535)

The letter in the following headings is the key to placement on the sample *Additional Contributions Report*. Complete the report as follows: (Refer to sample in subchapter 1206 for reference.)

A. EMPLOYER IDENTIFICATION NUMBER (EIN)

Enter your EIN (XXXX-XXX) as shown on your WRS *Monthly Retirement Remittance Report* (ET-1515).

B. REPORT DATE

Enter the date (MM/DD/CCYY) equal to payroll date for terminations reported or equal to 12/31/CCYY for annual transactions.

C. PAGE NUMBER

Enter the page numbers if more than a one page report.

D. EMPLOYER NAME

Enter your employer name as shown on your WRS *Monthly Retirement Remittance Report* (ET-1515).

E. SOCIAL SECURITY NUMBER

Enter the employee's Social Security number.

F. NAME

Enter the employee's last name, first name and middle initial.

G. EMPLOYMENT CATEGORY CODE

Enter the employment category code applicable for the employee.

H. ADDITIONAL CONTRIBUTIONS

Indicate the applicable dollar amounts of Core and/or Variable amounts for the three (3) types of additional contributions:

1. Employee-Paid Additional Contributions – Post-tax contributions deducted from employee's salary;
2. Employer-Paid Additional Contributions – Pre-tax contributions paid by employer; and/or
3. Tax Deferred Additional Contributions - Only available to employees of certain school districts and other educational institutions. The employer must have initiated an agreement for at least one employee on or before May 1982, in order for their employees to participate. A salary reduction agreement between employer and employee must be on file at ETF offices.

I. PAGE TOTALS

Enter totals for each column on each page.

J. EMPLOYER AGENT SIGNATURE

The employer's designated WRS agent must sign the report to certify its content.

K. DATE

Enter the date (MM/DD/CCYY) you completed the report.

L. PREPARED BY AND TELEPHONE NUMBER

Enter the full name and telephone number of the person who can answer questions concerning the information on your report.

1207 Employer Options for Providing Increased Retirement Benefits (ET-1137)

Department of Employee Trust Funds
Wisconsin Retirement System
P.O. Box 7931
Madison, WI 53707-7931

Employer Options for Providing Increased Retirement Benefits

Wisconsin statutes provide two methods that an employer can use to increase the retirement benefits normally provided for employees under the Wisconsin Retirement System (WRS):

- 1) Employer Additional Contributions
- 2) Employer Agreement to Pay Cost of Actuarial Reduction

Attached is a comparison of these two methods.

A few employers have not given their non-teaching employees full credit for service performed prior to the time the employer joined the WRS. These employers could elect to increase the amount of such prior service credit in addition to, or instead of, the methods described on the following pages.

If after reviewing this material you have further questions about benefits provided by these methods, you may call a benefits specialist in Madison at (608) 266-3285 or in Milwaukee at (414) 227-4294. You may also call toll-free 1-877-533-5020.

	Employer Additional Contributions	Employer Agreement to Pay Cost of Actuarial Reduction
Eligible Employers	Any employer	Any employer
Eligible employees (of employers electing to provide the increased benefit)	Any WRS participating employee: <ul style="list-style-type: none"> • Eligibility ceases if employment status terminates for any reason. • Includes employees on leaves of absence. • If leave of absence continues beyond three years, employment is deemed terminated at the end of the third year of leave and eligibility ceases. 	Any WRS participating employee: <ul style="list-style-type: none"> • Includes employees on leaves of absence.
Amount of Added Contributions	Amount determined by employer, based on amount employer wishes to increase employee's benefits: <ul style="list-style-type: none"> • No employee contributions required. • See attached "Contribution Benefit Table" (Chart A). <p><u>Note:</u> Cannot exceed contribution limits. Employer additional contributions are subject to the maximum contribution limits set by the Internal Revenue Service.</p>	Amount determined by employer: <ul style="list-style-type: none"> • May elect to pay 100% or a lesser percentage of cost to offset any actuarial reduction applied to formula annuities of participants who retire before their normal retirement age.
When Must Contributions Be Made	May be monthly with the WRS <i>Monthly Remittance Report</i> (ET-1515), but no later than the first monthly remittance of contributions to this Department following the employee's termination.	On the first monthly remittance of contributions to this Department following receipt of <i>Notice of Payment Due</i> (ET-4324). <ul style="list-style-type: none"> • Payment must be received in a lump sum.
Pertinent Statutory References	Wis. Stat. § 40.05 (2) (g), and 40.05 (2r)	Wis. Stat. § 40.23 (2m) (g)
Split Between Fixed and Variable Accounts	Deposited in fixed account unless the employee has already elected to have additional contributions deposited in variable account. Variable participation was closed to new members on April 30, 1980, and re-opened January 1, 2000.	Not applicable.
Interest Credit on Contributions	Receive same interest as other additional contributions.	Not applicable.
Effect on Employee Benefits	Credited to employee account and increase employee's monthly annuity at retirement.	Eliminates up to 100% of the actuarial age reduction applied to formula annuities of participants who retire before reaching normal retirement age. <i>Note:</i> If the final annuity amount is greater using the money purchase calculation, there is no actuarial reduction to purchase.
Benefit Change	Increases total benefit. <ul style="list-style-type: none"> • Used to purchase an annuity in addition to the benefit from required contributions. See Chart A, "Contribution Benefit Table," to estimate the increase in an annuity. 	Increases formula retirement benefit. <ul style="list-style-type: none"> • Benefit is increased as a result of eliminating part or all of the actuarial age reduction.

	Employer Additional Contributions	Employer Agreement to Pay Cost of Actuarial Reduction
<p>Procedure for Initiating Employer Option</p>	<p>Must be formal compensation agreement with employee(s).</p> <p>Action that applies to state employees must be pursuant to Wis. Stat. § 230.12 or a collective bargaining agreement under subch. V or Ch. 111.</p> <p>Employer files <i>Additional Contributions Report</i> (ET-2535).</p> <p>See Chapter 11 of the <i>WRS Administration Manual</i> (ET-1127).</p>	<p>Employer should determine if an actuarial reduction would be applied to the individual employee's annuity. See attached Chart B.</p> <p>If employee is represented by a labor organization, this benefit must be provided pursuant to a collective bargaining agreement.</p> <p>The employer or employee must contact the Department to request an <i>Election to Pay Cost of Actuarial Reduction</i> form (ET-4311) for each employee for whom employer will provide increased benefits under this program. The Department calculates the employer's estimated cost to pay for 100% of the actuarial reduction and sends the information on the ET-4311. The employer agent must indicate either the dollar amount or the percentage of the actuarial reduction the employer will pay on the ET-4311, and sign and return the form. The Department must receive the signed ET-4311 no later than the employee's termination date.</p>
<p>Additional Information</p>	<p>Payable only as a life annuity; no lump sum or annuity certain is available. Generally paid in the same optional form as the regular annuity when application is made for the regular annuity on required deposits. This annuity amount is taxable when paid.</p> <p>Benefit purchased by additional contributions is not subject to the formula benefit maximum (70% of final average earnings, or 65% for protectives covered by Social Security, or 85% for protectives not covered by Social Security).</p>	<p>No cost to employer or benefit increase to:</p> <ul style="list-style-type: none"> • non-protective category employees who are at least age 57 with 30 or more years of creditable service. • Protective category employees who are at least age 53 with 25 years of creditable service, or age 54 with less than 25 years of service. <p>The increased amount is included in the taxable portion of the annuitant's benefit.</p>

**Chart A
Contribution Benefit Table**

This chart gives a general estimate of the amount of monthly annuity that can be purchased with \$1,000 in additional contributions at different retirement ages. The chart also shows how much in additional contributions would be needed to purchase a \$50 or \$100 a month additional benefit paid as a "For Annuitant's Life Only" annuity.

These benefit amounts assume the person retires at the age shown on the chart and are based on the assumption the additional contributions are paid just prior to retirement.

If Benefit Begins at Age:	Initial Monthly "For Annuitant's Life Only" Benefit Amount Provided by \$1,000**	Amount Needed to Fund Initial "For Annuitant's Life Only" Benefit of:**	
		\$50	\$100
50*	\$5.30	\$9,433.96	\$18,867.92
51*	5.37	9,310.99	18,621.97
52*	5.44	9,191.18	18,382.35
53*	5.52	9,057.97	18,115.94
54*	5.61	8,912.66	17,825.31
55	5.70	8,771.93	17,543.86
56	5.79	8,635.58	17,271.16
57	5.90	8,474.58	16,949.15
58	6.01	8,319.47	16,638.94
59	6.12	8,169.93	16,339.87
60	6.25	8,000.00	16,000.00
61	6.39	7,824.73	15,649.45
62	6.54	7,645.26	15,290.52
63	6.69	7,473.84	14,947.68
64	6.87	7,278.02	14,556.04
65	7.05	7,092.20	14,184.40
66	7.25	6,896.55	13,793.10
67	7.46	6,702.41	13,404.83
68	7.69	6,501.95	13,003.90
69	7.95	6,289.31	12,578.62
70	8.22	6,082.73	12,165.45

* Only protective occupation employees are eligible to start receiving retirement benefits prior to age 55.

** WRS benefits are designed to increase the amount after retirement to compensate, at least in part, for inflation. The amount of increase depends on the investment experience of the retirement funds (investment earnings in excess of 5% generate increases in annuities). Annuities purchased from life insurance companies normally begin at a higher rate than WRS annuities because they usually do not provide for any future increases to offset inflation.

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To use the table on the previous page, you need to know the employee's age and either the amount of the monthly "Annuitant's Life Only" annuity which you wish to purchase or the amount of money you intend to deposit into the additional account.

For example, if you wish to purchase an annuity of \$135 a month for a 60-year old employee at retirement, your cost would be:

$$\frac{\$135}{\$6.25} \times \$1,000 = \$21,600.00$$

Alternatively, if you have \$25,000 with which you wish to purchase a "For Annuitant's Life Only" annuity for a 60-year old employee, the annuity purchased would be:

$$\frac{\$25,000}{\$1,000} \times \$6.25 = \$156.25$$

If this employee elects an annuity option other than a "For Annuitant's Life Only" annuity, the benefit amount would be reduced to provide for the cost of survivor benefits. The amount of reduction would vary depending on the option elected.

Chart B
Actuarial Age Reduction Factors, Based on Age and Years of Service

Elected/Exec., General, Teachers Categories Years of Service	AGE 55	AGE 56	AGE 57	AGE 58	AGE 59	AGE 60	AGE 61	AGE 62	AGE 63	AGE 64	AGE 65		
	5	.584	.632	.680	.720	.704	.760	.752	.800	.840	.880	.920	.960
6	.597	.645	.693	.731	.712	.770	.760	.808	.846	.885	.923	.962	1.000
7	.610	.658	.706	.742	.720	.779	.768	.816	.853	.890	.926	.963	1.000
8	.622	.670	.718	.754	.728	.789	.776	.824	.859	.894	.930	.965	1.000
9	.635	.683	.731	.765	.736	.798	.784	.832	.866	.899	.933	.966	1.000
10	.648	.696	.744	.776	.744	.808	.792	.840	.872	.904	.936	.968	1.000
11	.661	.709	.757	.787	.752	.818	.800	.848	.878	.909	.939	.970	1.000
12	.674	.722	.770	.798	.760	.827	.808	.856	.885	.914	.942	.971	1.000
13	.686	.734	.782	.810	.768	.837	.816	.864	.891	.918	.946	.973	1.000
14	.699	.747	.795	.821	.776	.846	.824	.872	.898	.923	.949	.974	1.000
15	.712	.760	.808	.832	.784	.856	.832	.880	.904	.928	.952	.976	1.000
16	.725	.773	.821	.843	.792	.866	.840	.888	.910	.933	.955	.978	1.000
17	.738	.786	.834	.854	.800	.875	.848	.896	.917	.938	.958	.979	1.000
18	.750	.798	.846	.866	.808	.885	.856	.904	.923	.942	.962	.981	1.000
19	.763	.811	.859	.877	.816	.894	.864	.912	.930	.947	.965	.982	1.000
20	.776	.824	.872	.888	.824	.904	.872	.920	.936	.952	.968	.984	1.000
21	.789	.837	.885	.899	.832	.914	.880	.928	.942	.957	.971	.986	1.000
22	.802	.850	.898	.910	.840	.923	.888	.936	.949	.962	.974	.987	1.000
23	.814	.862	.910	.922	.848	.933	.896	.944	.955	.966	.978	.989	1.000
24	.827	.875	.923	.933	.856	.942	.904	.952	.962	.971	.981	.990	1.000
25	.840	.888	.936	.944	.864	.952	.912	.960	.968	.976	.984	.992	1.000
26	.853	.901	.949	.955	.872	.962	.920	.968	.974	.981	.987	.994	1.000
27	.866	.914	.962	.966	.880	.971	.928	.976	.981	.986	.990	.995	1.000
28	.878	.926	.974	.978	.888	.981	.936	.984	.987	.990	.994	.997	1.000
29	.891	.939	.987	.989	.896	.990	.944	.992	.994	.995	.997	.998	1.000
30 & Over	.904	.952	1.000	1.000	.904	1.000	.952	1.000	1.000	1.000	1.000	1.000	1.000

Protective Category Employees

Years of Service	AGE 50	AGE 51	AGE 52	AGE 53	AGE 54
Under 25	.808	.856	.904	.952	1.000
25 and Over	.856	.904	.952	1.000	1.000