



CITY OF LOS ANGELES DEFERRED COMPENSATION PLAN DOCUMENTS & FORMS

DEFERRED COMPENSATION PLAN (DCP) FORMS

Most forms related to your account are located on the Deferred Compensation Plan website, but you will need to log into your account at www.cityofla457.com to access the forms. Available forms include:

- *Distribution* requests
- *Incoming Rollover/Transfers* of other qualifying accounts (e.g. 401(k) or IRA)
- Notification of *Job Transfer* between City/DWP

Please note that *Loan Applications* and *Beneficiary, Address, Contribution Deferral*, and *Investment Election Option* Changes no longer require forms and can be performed online after logging into your personal account.

To enroll into the Deferred Compensation Plan, download the *Enrollment Form* [here](#) or from www.cityofla457.com. You may also enroll by visiting City Hall (200 N. Spring Street), Room 867, Mon-Fri from 8:00 a.m. – 4:00 p.m.

To obtain forms for *Accrued Leave* and *Catch-Up*, please visit the Boards' website by clicking [here](#).

Please note that any account transaction can be accomplished over the phone by calling a Great West customer service representative at (888) 457-9460 or in person by visiting a representative at City Hall (200 N Spring Street), Room 867, Mon-Fri from 8:00 a.m. – 4:00 p.m.

If you need to register for an online account you will first need a Username and PIN. If you don't already have your PIN, call 888-457-9460 and say "Representative" to speak with a live agent who will assist you.

For more information or other questions about DCP, please review the [DCP Highlights](#) .

DEFERRED COMPENSATION PLAN GOVERNING DOCUMENTS

Governing documents for the Deferred Compensation Plan can be accessed on the Boards' [website](#)

PENSION SAVINGS PLAN (PSP) FORMS

(For part-time and as-needed employees who have not contributed to LACERS, Fire & Police, or DWP Retirement)

For forms about your Pension Savings Plan (e.g. requests to withdraw from, transfer, or rollover your account balance after you leave employment with the City), please contact 877-583-4015.

Note for PSP participants seeking to withdraw funds: Great-West is unable to process disbursement requests for your funds until you are fully terminated in the City payroll system. Before submitting your distribution request, you may wish to contact the payroll office of your department to verify your terminated payroll status. Find your payroll office on Cityfone at <http://cityfone.lacity.org/> or by calling the City Hall operator at 3-1-1 or at (213) 473-3231 if you are outside the Los Angeles area.

For more information or other questions about PSP, please review the [PSP Highlights](#).

PENSION SAVINGS PLAN GOVERNING DOCUMENTS

The Pensions Savings Plan is governed by [Chapter 16](#) of the Los Angeles Administrative Code.