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 Fidelity Investments. 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 Fidelity Investments. 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 You won’t pay income taxes on the contributions until they are withdrawn.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 SPP shell account is currently set up with Fidelity Investments. You can log in to your account at https://nb.fidelity.com/public/nb/ufl/home. You can also speak with a Fidelity representative at any time by calling 1-800-343-0860.

What are my options?

You have three options:

1. Keep the funds invested in the plan
The default investment fund is the American Funds Target Date Retirement Fund® Class – R6 fund. You can change that allocation to other available funds at any time. Visit https://nb.fidelity.com/public/nb/ufl/home to view the investment fund lineup.

2. **Transfer the funds to a different retirement account***
3. **Withdraw the funds***
   Fidelity Investments will send a check or direct deposit the cash-out amount minus federal withholding tax. If you are under the age of 59 1/2, an IRS early withdrawal penalty may apply.**

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

To learn more about the SPP and your cashout:
- Call Fidelity Investments at 1-800-343-0860 Monday through Friday, 8:00 a.m. to 12:00 a.m. EST.
- Visit the UF HR Benefits web site https://benefits.hr.ufl.edu/retirement/special-pay-plan/.
- Email UF HR Benefits at benefits@ufl.edu or call (352) 392-2477, Monday - Friday, 8:00 a.m. to 5:00 p.m EST.

*For information on this option, contact Fidelity Investments at 1-800-343-0860.

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