ROTH 457 OPTION
EMPLOYER ADOPTION

- Employers who choose to offer the Roth 457 option must execute an Adoption Agreement, Exhibit B, Payroll/Administrative Procedures.
  - Return the completed and executed form.

    Email: Ohio457@Nationwide.com

    Fax: 614-222-9457

    Mail: 257 East Town Street, Suite 400, Columbus, Ohio 43215-4626
  - An acknowledgment email and additional information will be sent to the employer upon receipt of an executed Exhibit B.
- Employers will need to set-up a separate post-tax payroll deduction for Roth contributions.
- Pre-tax deferrals and Roth contributions will be billed separately. Ohio DC will create a new bill code assigned to Roth contributions.
- Pre-tax deferral and Roth contribution billings can be obtained and filed on the Ohio Business Gateway at Ohiobusinessgateway.ohio.gov.

Comparison of the traditional pre-tax option and the Roth post-tax option:

Feature	Traditional 457(b)	Roth 457(b)
Payroll Deductions	Yes	Yes
Contributions	Pre-tax dollars	Post-tax dollars
Annual Limits	Combined contributions to Traditional (pre-tax) and Roth options will not exceed the maximum limits allowed by the IRS	
Investment Growth	Accumulates tax-deferred	Accumulates tax-free
Federal Tax on Distributions	Taxable income	Tax free if certain criteria are met

Enter Employer Name below. Execute the agreement on page five.

EXHIBIT B

PAYROLL/ADMINISTRATIVE PROCEDURES

An employer that establishes the Plan shall determine whether its employees will be permitted to make (i) pre-tax deferrals only or (ii) pre-tax deferrals and Roth contributions.

Enter Employer Name ______________________ elects to offer eligible employees one of the following options:

_____ Pre-tax deferrals only

OR

☒ Pre-tax deferrals and Roth contributions

Employer's Effective Date Effective Date will be 15 days unless a date is provided.

☐ **As soon as administratively feasible.** No sooner than 15 days after Ohio DC receives the executed Exhibit B and the employer receives their first pre-billing invoice for pre-tax deferrals and/or Roth contributions.

OR

☐ **Select effective date.** The effective date *(must be within the next three months)* to start pre-tax deferrals and/or Roth contributions shall be: ___________________.

Deductions

A. **Pre-tax Deferrals.** The employer will ensure that federal and state income taxes for each participating employee are calculated after excluding the amount being deferred under the Plan. Please note that pre-tax deferrals are not excluded from local income tax calculations.

B. **Roth Contributions.** The employer will ensure that Roth contributions are after-tax contributions. This means the employer includes the amount of the Roth contributions in the employee's gross income at the time the employee would have otherwise received the amount in cash if the employee had not made the election. Roth contributions are subject to all applicable wage-withholding requirements.

The employer may not make any such contractual changes until the effective date specified on the Payroll Reduction Change Report, except to prevent deferrals/contributions from exceeding the maximum annual limits.

Reporting

The employer may utilize one of the following methods for reporting deferral/contribution amounts.

A. **A pre-billing invoice.** Ohio DC will create an invoice(s) for the employer generally 14 days before each pay date, listing the name, last four digits of the employee's social security number, and dollar amount of the deferral/contribution expected from each employee. Pre-tax deferrals and Roth contributions will be invoiced separately. The employer can obtain these invoices from the Ohio Business Gateway website. The employer will note any changes on the invoices before reporting these amounts.

B. **A computer file.** The use of computer files is recommended for all employers who will have more than 100 participants in the Plan. Pre-tax deferrals and Roth contributions must be in separate files. This confidential data must be transmitted using the secure express upload feature of the Ohio Business Gateway at business.ohio.gov. Computer files must be formatted as indicated below.

Field Name	Data Type	Start/End Pos.		Contents
Transaction Type	X(3)	1	3	'114'
Employer ID	X(6)	4	9	Ohio DC will assign this number
Pay Date*	9(8)	10	17	Your payroll date
Social Security5	9(5)	18	22	First 5 digits of social security number
Social Security4	9(4)	23	26	Last 4 digits of social security number
Termination Code	X(2)	27	28	Does participant still work for you? Yes = SPACES No = 'TT'
Filler	X(8)	29	36	Spaces
Termination Date*	9(8)	37	44	Date employee was terminated or zeros for current employees
Transaction Amount**	9(7)	45	51	Deferral/contribution amount 9999999
Name	X(25)	52	76	Participant name
Filler	X(4)	77	80	Spaces

* All dates must use CCYYMMDD format (20250912)
** The transaction amount must not include the decimal point. Example, a $125.00 deferral amount would be sent as 0012500.

Fields are **NOT** packed.

For regular deferrals (pre-tax), the file must be named **defcomp.txt**.

For Roth contributions (post-tax), the file must be named **roth_defcomp.txt**

Please note that regular deferrals and Roth contributions are on separate bills and cannot be combined in the same file

If you need further assistance, please call 614-466-7245.

C. **An acceptable employer generated listing.** The employer may generate their own listing which will identify the name, last four digits of the employee's social security number, and dollar amount of the individual deferrals/contributions. The format must be (by pay frequency) in ascending alphabetical or social security number order with totals for each frequency. Pre-tax deferrals and Roth contributions must be reported separately. The list must contain employer name, employer number, and pay date. Do not list reductions by department or full social security numbers.

Changes

Ohio DC will create a Payroll Change Report(s) showing all employees who are newly enrolled or changing the amount of their deferrals/contributions. This report will be available to the employer generally 14 days before the effective pay date on the Ohio Deferred Compensation secure section of the Ohio Business Gateway website, business.ohio.gov. Separate Payroll Change Reports will be produced for pre-tax deferrals and Roth contributions.

Terminating Employees
For any participants who have terminated employment, the employer will note on each invoice, file, or listing, the date of termination, last four digits of the social security number, and name of the employee(s).

Remittance
For each pay date, at the earliest feasible date, the employer will forward payment for the total amount of deferrals/contributions with supporting documentation. The employer is responsible for the correct and timely remittance of deferrals/contributions. The employer may use one of the following methods for remittance:

ACH debit: Use the Ohio Business Gateway at business.ohio.gov. ***(preferred method)***
ACH credit: Ohio DC will provide banking information to Employers using this method.

Check mailed to:
Ohio Deferred Compensation
257 East Town Street, Suite 400
Columbus, Ohio 43215-4623

The payment amount must be exactly equal to the total amount of deferrals/contributions on the detailed report. Please contact Ohio DC to obtain our debit blocker ID if submitting payment via the Ohio Business Gateway.

Refunds
If deferrals/contributions are erroneously made on behalf of a participant and the money must be returned to that participant, the employer may not use amounts to be refunded to the participant as an offset or credit against the gross amount of deferrals/contributions for the next pay period. The employer must notify Ohio DC in writing of such errors and the Board will return the money to the employer. For pre-tax deferrals the employer must then refund the money to the employee after withholding all appropriate taxes, etc., since the refund will not have been previously included as taxable income to that employee.

Annual Limits
Consistent with IRS regulations, the employer is responsible for ensuring that any combination of the participant's annual pre-tax deferrals and Roth contributions do not exceed the lesser of (i) the limits allowed by the Internal Revenue Code or (ii) 100% of includible compensation. Participants Age 50+, Age 60-63, or in their three years prior to Normal Retirement Age may be eligible for higher annual limits. Ohio DC will annually provide notice to the employer regarding such limits. Ohio DC will be careful to enroll the participant for deferral/contributions amounts that will not exceed the IRS's maximum limits. If events occur (requested changes to deferral/contribution amounts are not made timely, a year with 27 bi-weekly pay periods, etc.) whereby those limits could be exceeded, Ohio DC will work with the participant and employer to adjust deferral/contribution amounts accordingly.

Form W-2
The employer will be responsible for issuing a correct Form W-2 at year-end, which will identify the gross amount of wages subject to federal and state taxes and the gross amount of wages subject to local taxes. The employer will list on the participant's Form W-2 the amount of pre-tax deferrals or Roth contributions for the year, as required by the IRS.

Program Withdrawals

Ohio DC will be responsible for overseeing the disbursement of all withdrawals from Ohio DC to the participant or beneficiary(ies) and to discharge on behalf of the employer all reporting and withholding responsibilities required by Federal and State Regulatory Authorities.

Confidentiality

The employer shall maintain the confidentiality of individual participants and related account information.

It is Ohio DC's policy to limit the display of social security numbers. Billing and change reports will only display the last four digits of each participant's social security number. If the employer generates their own listing, the employer will be responsible for this confidential information while in transit. It is important that the display of social security numbers is limited to the last four digits.

Other Deferred Compensation Plans

If the employer offers deferred compensation programs in addition to Ohio DC as permitted under Sections 148.06 and 148.061 of the Ohio Revised Code, then the employer is responsible for assuring that participants do not exceed the maximum annual limits under IRC Section 457(b).

Execution
The duly authorized responsible official has executed this document for the Eligible Employer, and the Board (by its representative) has accepted as of the date noted below.

Enter Employer Name
____
Eligible Employer

____
Responsible Official (printed name)

____	____________________________
Responsible Official Signature	Title

____
Date

PUBLIC EMPLOYEES RETIREMENT BOARD

____
Accepted for the Program

____
Date

Employer Services for You

The Board Office is responsible for administration of Ohio DC, which includes maintaining employer and employee account records, investing payroll deferrals/contributions, processing withdrawal requests and generating employer and employee account statements.

Employers with questions or needing assistance should contact the finance department of the Board Office.

Board Office:
Ohio Deferred Compensation
257 East Town Street, Suite 400
Columbus, Ohio 43215-4623

Phone: 614-466-7245, Option 4
Phone Hours: The Board Office staff is available to assist employers Monday-Friday from 7:30 a.m.-3:30 p.m.

Fax: 614-728-2601

Email: finance@OhioDC.org.