



# IRA AUTHORIZATION FORM INSTRUCTIONS

Use this form to authorize your employer to deduct money directly from your paycheck to be invested in a Vantagepoint Payroll Deduction IRA or to change the amount of your existing payroll deduction. Please print legibly in blue or black ink.

Once you have completed this form, please submit it directly to your employer and keep a copy for your files. In addition, if you are establishing a new Vantagepoint Payroll Deduction IRA account, please also complete the attached *Vantagepoint Payroll Deduction IRA Account Application* and promptly return it in the enclosed envelope, or mail to **Vantagepoint Transfer Agents, P.O. Box 17010, Baltimore, MD 21298-9856**. Please keep a copy of the completed application for your files.

## SECTION 1: PERSONAL INFORMATION

Please complete the entire section.

Please indicate if this is a new payroll deduction or a change to your current deduction.

## SECTION 2: AMOUNT OF PAYROLL DEDUCTION

- **Traditional IRAs** are funded with annual contributions of up to a specified dollar limit each year (see chart below). A separate Traditional IRA may also be established for a non-wage earning spouse, and funded with an additional amount of up to the specified dollar limit each year. Contributions may be made on either a **deductible** or **nondeductible** basis (see IRA Publication 590 for more information). All earnings on Traditional IRA assets are tax-deferred until the time of withdrawal. Use this form to open your Vantagepoint Traditional IRA.
- **Roth IRAs** are funded with annual non-deductible (after-tax) contributions of up to a specified dollar limit (see chart below). Earnings on Roth IRA assets may be distributed tax-free, provided they are not withdrawn until after the contributions have been in the account for five years from the date of your first Roth IRA contribution or conversion and certain other requirements are met.
  - If you are age 50 or older, you may make additional annual catch-up contributions to your IRA each year.
  - Note: Your aggregate contributions to both a Traditional and a Roth IRA cannot exceed the specified dollar limit in any given year.

YEAR	CONTRIBUTION LIMIT	CATCH-UP LIMIT (Age 50 and Older)
2019	\$6,000	\$7,000

*The limit will be indexed to reflect inflation thereafter in \$500 increments.*

For a more complete description of IRAs and your eligibility to participate in them, please read the Vantagepoint IRA brochure. The *IRA Custodial Account Agreement* and *Disclosure Statement* also contain important information.

Please check with your employer to determine the frequency and timing of payroll deduction contributions.

Payroll deduction contributions are applied towards the tax year of the applicable pay period. Prior year contributions may be made up until your tax return date (normally April 15) of the following calendar year. To make a contribution for the prior year or to contribute additional funds for the current year outside of the payroll deduction process, please send a check (made payable to Vantagepoint Transfer Agents) and accompanying contribution coupon or instructional letter to **Vantagepoint Transfer Agents PO Box 17010, Baltimore MD 21298-9856**.

You may not establish a Vantagepoint Payroll Deduction IRA for your spouse. However, if you would like to make spousal IRA contributions, please contact our Investor Services staff at 800-669-7400 and request our *Vantagepoint Traditional and Roth IRA Enrollment Package*.

## SECTION 3: SIGNATURE

Once you have completed this form, please sign and submit it directly to your employer. Please keep a copy of the form for your files. In addition, if you are establishing a new Vantagepoint Payroll Deduction IRA account, you must also complete the attached *Vantagepoint Payroll Deduction IRA Account Application* and promptly return it in the enclosed envelope, or mail in your own envelope to **Vantagepoint Transfer Agents, P.O. Box 17010, Baltimore, MD 21298-9856**. Please keep a copy of the completed application for your files.



## IRA AUTHORIZATION FORM

- Read the attached instructions before completing this form. Please print legibly in blue or black ink.
- Once you have completed this form, please submit it directly to your employer and keep a copy for your files. In addition, if you are establishing a new Vantagepoint Payroll Deduction IRA account, you must also complete the attached *Vantagepoint Payroll Deduction IRA Account Application* and promptly return it in the enclosed envelope. Please keep a copy of the completed application for your files.
- Employers should not mail this form to ICMA-RC, but rather should retain for their records.

**1 PERSONAL INFORMATION (ALL INFORMATION MUST BE COMPLETED)**

Name (Last, First and Middle Initial)	Mailing Address (Use of P.O. Box also requires Street Address)		
Social Security Number: _____ - _____ - _____	City _____	State _____	Zip _____
Date of Birth: (MM/DD/YYYY) _____ / _____ / _____	Work Phone Number: (_____) _____ - _____		

Check one:

☐ This is a new payroll deduction. **(Please also complete the attached *Vantagepoint Payroll Deduction IRA Account Application* and promptly return it in the enclosed envelope.)**

☐ This is a change to my current deduction.

**2 AMOUNT OF PAYROLL DEDUCTION**

Until further notice is provided to my employer, I authorize my employer to deduct \$ \_\_\_\_\_ from my salary each pay period to be invested into my:

☐ Vantagepoint Traditional IRA    **OR**    ☐ Vantagepoint Roth IRA

2019 IRA contribution limit - \$6,000 (\$7,000 if age 50 or older)

☐ Please check this box if you are age 50 or older and intend to contribute up to the maximum allowed (\$7,000 in tax year 2019).

**3 SIGNATURE**

I acknowledge that I have read and agree to the disclosure in Section 3 of the instructions.

Your Signature \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_