

# Loan Payment Change Request

## City of Riverside Employee's Deferred Compensation Plan

98246-01

### Participant Information

Last Name		First Name		MI	Social Security Number			
Address - Number & Street								
City		State		Zip Code		E-Mail Address		
( ) Home Phone		( ) Work Phone		<input type="checkbox"/> Married <input type="checkbox"/> Unmarried		Mo Day Year Date of Birth		

### Change of Payroll Frequency for Payroll Deduction Only

When choosing this option, the interest rate and maturity date will remain the same. However, the PAYMENT FREQUENCY and PAYMENT AMOUNT will change. A new amortization schedule will be sent to the participant and to the payroll department with the new payment amount. Please submit after all deductions under the prior payroll frequency have been transmitted. The new deduction start date cannot be more than 30 days after date received by Service Provider.

New Deduction Start Date \_\_\_\_\_ New Payroll Frequency \_\_\_\_\_  
(weekly, bi-weekly, semi-monthly, monthly)

_____	To be completed by Representative: _____
Division Name	Division Number

### Leave of Absence

To avoid default due to a leave of absence other than for military leave, the leave of absence cannot be longer than one year and cannot extend beyond the maximum loan term, and the participant cannot receive a rate of pay (after income and employment tax withholding) that is less than the amount of the installment payments required under the terms of the loan. Interest continues to accrue during your leave of absence. Your Plan may impose more stringent provisions regarding Plan loans due to a leave of absence.

#### Complete this portion when the participant begins a leave of absence:

Leave of Absence Start Date \_\_\_\_\_ Last Loan Payment Date \_\_\_\_\_

#### Complete this portion when the participant returns from a leave of absence:

Leave of Absence Stop Date \_\_\_\_\_

#### Choose one option:

- Leave loan repayment amount as is. The participant will pay the missed loan payments in one sum prior to the maturity date.
- Reamortize the missed loan payments over the remaining term of the loan.

**Note:** If applicable, a new amortization schedule will be sent to the participant and payroll department with the new payment amount.

### Military Leave of Absence

To avoid default due to a military leave of absence, loan repayments must resume upon completion of military service. The frequency and amount of each payment cannot be less than the amounts under the terms of the original loan, and the loan must be repaid in full by the end of the period which equals the original loan term plus the period of military service. Interest continues to accrue during your leave of absence. If the interest rate on your loan is greater than 6%, it will be reduced to 6% during your military leave of absence.

#### Complete this portion when the participant begins a military leave of absence:

Military Leave of Absence Start Date \_\_\_\_\_ Deduction Stop Date \_\_\_\_\_

#### Complete this portion when the participant returns from a military leave of absence:

Military Leave of Absence Stop Date \_\_\_\_\_

#### Choose one option:

- Leave loan repayment amount as is. The participant will pay the missed loan payments in one sum prior to the maturity date.
- Reamortize the missed loan payments over the remaining term of the loan.
- Reamortize the missed loan payments by extending the maturity date by the length of the military leave of absence.

**Note:** If applicable, a new amortization schedule will be sent to the participant and payroll department with the new payment amount.



Last Name	First Name	MI	Social Security Number
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**Required Signature(s)**

My signature acknowledges that I have read, understand and agree to the option(s) I elected above.

<b>Participant Signature</b>	<b>Date</b>
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**Participant** forward to Service Provider at:  
Great-West Retirement Services®  
PO Box 173764  
Denver, CO 80217-3764  
**Express Address:**  
8515 E. Orchard Road, Greenwood Village, CO 80111  
**Phone #:** 1-800-701-8255  
**Fax #:** 1-866-745-5766

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