

# ONLINE CONTRIBUTION CHANGE

## ROTH-IRA PLAN

### PLAN# 705207



### STEP 1

Visit [www.icmarc.org](http://www.icmarc.org) and click **LOG IN/ENROLL** in the top right hand corner of the page.



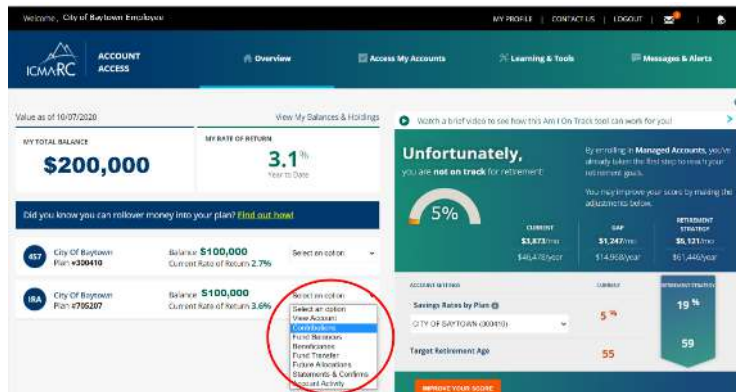
### STEP 2

Enter your User ID and Password and click **Login**. If you do not have an account you can click on **Set Up Your Online Access** to create a online profile.



### STEP 3

Upon logging in, you will be at your account dashboard page. There will be a section that shows 457, which is the account summary for your 457 Deferred Comp Plan. In the account summary section, under the drop down menu that reads **Select an option**, click and then select **Change Contributions**.



### STEP 4

You will be taken to the Contributions page. Click on **Make a Contribution**.





## STEP 5

The following page will have various contribution options since a Roth-IRA account allows for this. Select **Payroll Deduction**. A drop down menu will automatically load and under Frequency select **Bi-Weekly** and in the Amount section list a **whole dollar contribution amount**. Finalize this page by clicking **Next**. **Remember the amount you enter will be contributed per pay check.**

**IRA Contribution**

How would you like to contribute to your IRA?

**Payroll Deduction**

2020 Limit: \$6000

Payroll cycle and contribution amount is as follows:  
Payroll Deduction is a quick and easy way for you to contribute automatically through your employer. Please select your payroll cycle and the amount to defer from each paycheck. After IRA has been established, your payroll deduction will be transferred on your payroll cycle from your employer to your Vanguard IRA. Because the annual IRA maximum contribution is \$6000, your contributions should not exceed \$500 monthly. Current Payroll Deduction is \$0.00. The first deduction should occur no later than 10/22/2020.

Frequency: **Bi-Weekly**

Amount: **\$ 50**

Annualized Contribution: \$ 1,300.00  
Estimated Contribution for 2020: \$ 2,225.00

The election made above authorizes your employer to deduct money directly from your paycheck to be invested in a Vanguard Payroll Deduction IRA or to change the amount of your existing payroll deduction. It is your responsibility to check with your employer to confirm the frequency and timing of payroll deduction contributions.

**ACH (Automated Clearing House)**  
ACH payments is a quick and easy way to make a one time payment to this IRA. The money will be withdrawn directly from your checking or savings account per your instructions.

**Check**  
If this check is from a rollover, select the "Rollover" option.

**Rollover**  
Distribution received, within the past 60 days, from a former retirement plan.

**Direct Transfer**  
Transfer of assets from an IRA at another custodian or eligible retirement plan to a Vanguard IRA.

**Cancel** **Next**



## STEP 6

A Verify your Contributions page will load for you to verify the amount you have elected is accurate. Click the **Submit** button when you are ready to confirm.

**My IRA Account** City Of Baytown Plan # 705207

**IRA Contribution**

**Verify your Contributions**

**Allocations**

Contributions to your Vanguard IRA account will be invested in accordance with the asset allocation previously selected by you, or by Managed Accounts. If you are enrolled in Managed Accounts.

Fund Name:	Percentage:
Northern Active M Em Mkts Eq	3%
iShares MSCI EAFE Intl Index	13%
iShares Russell S&P500 Cap Idx	13%
ClearBridge International Gr	12%
FINCO Commodity/Real/Eth Sml	3%
Nuveon Real Estate Securities	3%
Invesco Developing Markets Ac	12%
BlackRock Equity Divident At	5%
Allianz Mid Cap Value	10%
JAMES HENDERSON FORTY ST	3%
Shares Total US Stock Mkt Idx	22%
Harbor Mid Cap Growth Investor	3%
<b>Total:</b>	<b>100%</b>

**Payroll Deduction**

Frequency: **Bi-Weekly**

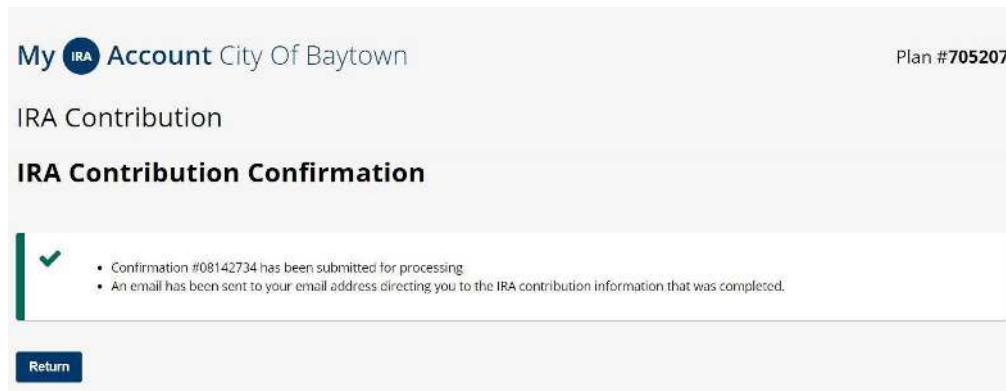
Amount: **\$50.00**


**Previous** **Cancel** **Submit**



### STEP 7


A confirmation notice will now appear. It contains notice the update was submitted and received in the system. Payroll will download changes every pay period and update on the check that aligns with the pay period they are processing. You should always verify the current changes are reflected on your pay check. **That's It!**



My  Account City Of Baytown Plan #705207

IRA Contribution

#### IRA Contribution Confirmation

 Confirmation #08142734 has been submitted for processing.  
An email has been sent to your email address directing you to the IRA contribution information that was completed.

[Return](#)



#### Did You Know?

ICMA-RC now has a mobile app where you can view your balance, change your contributions, and update your investments on the go. The app is available on the App Store and Google Play.