

**SECTION IV
PAYROLL INFORMATION**

If your payroll frequency changes, the interest rate and term of the loan will remain the same. However, the **PAYMENT FREQUENCY and PAYMENT AMOUNT** will change. A new amortization schedule will be sent to you and to the appropriate payroll department.

**SECTION V
EMPLOYMENT STATUS AND BILLING OPTIONS**

If you are on a leave of absence for one year or more and are **not** on an active pay status, the Plan Administrator shall send a request for payment directly to you at the address on file with the Plan. You are required to make loan payments, in accordance with your loan payment schedule, directly to the Plan via either personal check, bank check or money order. Failure to make loan payments directly to the Plan will result in the loan defaulting and the balance being a taxable distribution with any applicable penalties.

If the leave of absence is due to military leave, upon submission of the appropriate documentation, you may suspend your payments and have the loan reamortized upon return to active payroll status. During military leave, the rate of interest charged shall not be greater than 6% compounded annually.

If you wish to prepay your 457 loan, you may pay off your loan with a certified check or money order made payable to the City of New York Deferred Compensation 457 Plan.

If you wish to prepay your 401(k) loan, you may pay off your loan with a certified check or money order made payable to the City of New York Deferred Compensation 401(k) Plan.

Contact the Plan Administrator prior to submitting any prepayment to confirm the total amount due.

Notes: Direct billing occurs while a participant is on leave without pay only.
Interest continues to accrue during all leaves.

DO NOT WRITE IN THIS BOX	INITIAL	DATE				PAYROLL DOCUMENT#	EFFECTIVE PAYDATE (MM/DD/YYYY)				
	DCP DATABASE		/		/		/		/		
	PAYROLL		/		/		/		/		