

How To Change Your Deferred Compensation Contributions

Normal Deferred Compensation Pre-tax and Roth Contribution

Contribution changes for normal deferred compensation pre-tax and Roth deferrals can be done:

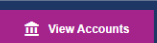

- ❖ Online on the Mission Square Website
- ❖ On the Mission Square mobile app
- ❖ Paper Contribution Change Form

Online and mobile app contribution changes made by **1:00 p.m. on the Wednesday** prior to the pay period end date, will take effect in that same pay period. Paper forms submitted by **1:00 p.m. on the Monday** prior to the pay period end date, will also take effect that pay period.

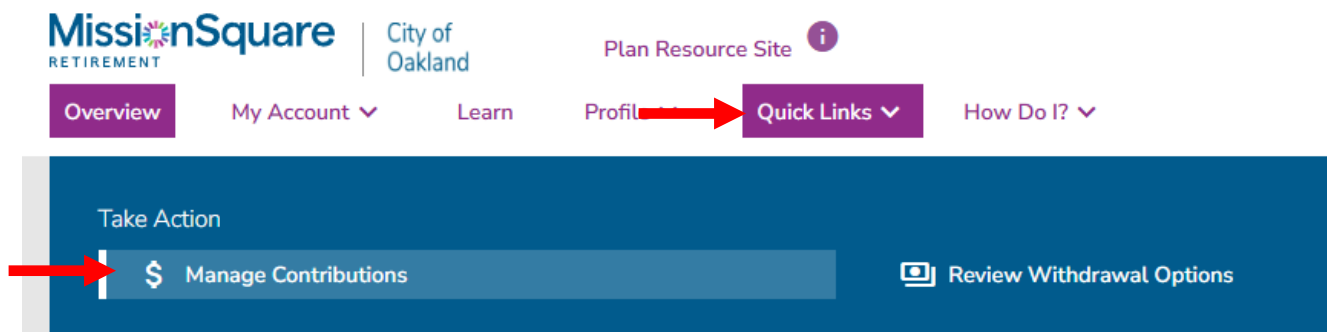
The Mission Square Website


1. Log on to your Mission Square account at [MissionSquare Retirement Account Access](#)
2. Click View Accounts





Account Name	Actions	Status	Last Contribution	Balance	Vested Balance	YTD Return
^ MissionSquare						



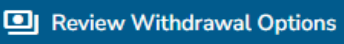
3. Click **Quick Links**
4. Click **Manage Contributions**




MissionSquare RETIREMENT | City of Oakland | Plan Resource Site 

Overview | My Account  | Learn | Profile  | **Quick Links**  | How Do I? 



Take Action


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5. Click **Change Contribution Amount** box (scroll down the page)
6. Select "\$" or "%"
7. Enter your **bi-weekly** **Pre-Tax Contribution** and/or **Roth Contribution** amount or percentage and click **Continue**.

Pre-Tax and Roth Contribute by \$ or % of pay? \$ % 

Min: \$0.00 | Max: \$20,500.00

Pre-Tax Contributions  \$ 

Roth Contributions  \$

Total amount:
\$405.00

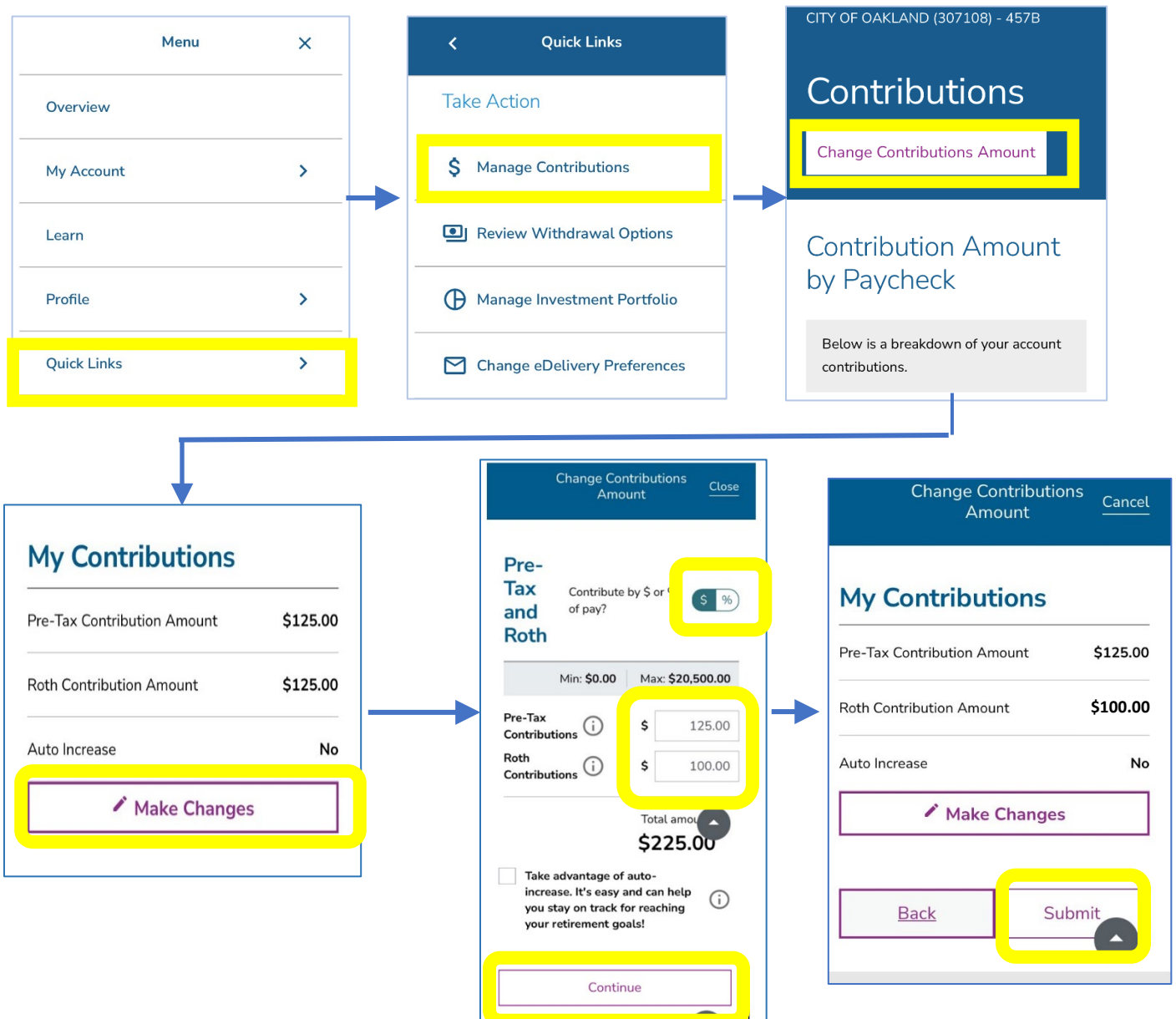
8. Verify your changes and click **Submit**

Mission Square Mobile App.

1. Log into your MissionSquare account.
2. Click **View Accounts**.
3. Click the 3 lines in the upper left corner
4. Click **Quick Links**
5. Select **\$ Manage Contributions**
6. Click **Change Contributions**
7. Select "\$" or "%"
8. Enter your **bi-weekly Pre-Tax Contribution** and/or **Roth Contribution** amount or percentage and click **Continue**.
9. **Click Submit**

Online and mobile app contribution changes made by **1:00 p.m. on the Wednesday** prior to the pay period end date, will take effect that pay period.

Mobile App Contribution Change Screens



Paper Contribution Change Forms

Paper contribution change forms **submitted to the City of Oakland Benefits Unit by 1:00 p.m. the Monday prior to the pay period end date, will take effect that pay period.**

Mission Square Normal Contribution Change Form

Use the form in the link below to make normal pre-tax and/or Roth contribution changes.

Link to form: [Enrollment and Contribution Election Form](#)

Age 50 Catch-Up Contributions

The Age 50 Catch-Up provision allows participants who will turn 50 or older during the calendar year to make additional contributions. Age 50 Catch-Up contribution requests must be processed by the City of Oakland Benefits Unit. Use the form in the link below to elect/change Age 50 Catch-up contributions. They cannot be processed online or on the Mission Square mobile app.

Link to form: [457-deferred-compensation-age-50-catch-up-change-form-2026.pdf](#)

Super Catch-up Contributions (Ages 60-63)

The Super Catch-up Contribution for Ages 60-63 allows participants who turn 60, 61, 62, or 63 during the calendar year to make additional contributions up to \$11,250. The Super Catch-up Contribution request form must be processed by the City of Oakland Benefits Unit. Use the form in the link below to elect/change Super Catch-up contributions. They cannot be processed online or on the Mission Square mobile app.

Link to form: [457-deferred-compensation-age-60-63-super-catch-up-form-2026.pdf](#)

Special Pre-Retirement Contributions

The special Pre-Retirement Catch-Up allows eligible participants to contribute an additional amount over the normal deferral limit (up to double the regular limit), to make up for years in which they did not contribute the maximum amount they were eligible to contribute. Please review the Pre-Retirement Catch-Up form for additional information and instructions (link below).

Link to form: [Pre-Retirement Catch-Up Form](#)

Where to Submit Paper Contribution Change Forms

Submit paper contribution change forms to the City of Oakland Benefits Unit at BenefitsAdmin@oaklandca.gov

Additional Assistance

Nancy Agaiby, Mission Square Retirement Plan Specialist, can assist employees in determining eligibility and completing the form. Nancy Agaiby can be reached at (202) 759-7112 or nagaiby@missionsq.org