

HOW TO ELECT THE IRS MAXIMUM OVER EQUAL INSTALLMENTS IN 2024

| Age in 2023 | IRS Annual Maximum | Annual Maximum Spread Equally Over 12 Monthly Paychecks | Annual Maximum Spread Equally Over 26 Bi-Weekly Paychecks |
|-------------|--------------------|---|---|
| Under 50 | \$23,000 | \$1,916.67 | \$884.62 |
| Over 50 | \$30,500 | \$2,541.67 | \$1,173.08 |

From a Web Browser

- Visit <https://www.transamerica.com/portal/pepperdine> and log into your account.
- Select **Pepperdine University Retirement Plan**.
- From the home screen, click on **Contributions** at the top of your screen, then select **View or Update Contributions**.
- Select the dollar sign (\$) in the **Enter amounts in** field.
- Insert the appropriate per-paycheck amount (listed above) in the **Elective Deferral** (pre-tax) or **Roth** (after-tax) field and click **Next**.
- Review your changes and click **Submit**.

From the Transamerica Retirement App

- From your smartphone or tablet, log in to the Transamerica Retirement application.
- Select the **Pepperdine University Retirement Plan**.
- Choose the **Manage** icon at the bottom of your screen.
- Click **Edit Contributions**.
- Select the dollar sign (\$) in the **Enter amounts in** field.
- Insert the appropriate per-paycheck amount (listed above) in the **Elective Deferral** (pre-tax) or **Roth** (after-tax) field and click **Next**.
- Review your changes and click **Save**.