



HOW TO ELECT THE IRS MAXIMUM OVER EQUAL INSTALLMENTS IN 2025

Age in 2025	IRS Annual Maximum	Annual Maximum Spread Equally Over 12 Monthly Paychecks	Annual Maximum Spread Equally Over 26 Bi-Weekly Paychecks
Under Age 50	\$23,500	\$1,958.33	\$903.85
Ages 50-59 and 64+	\$31,000	\$2,583.33	\$1,192.31
Ages 60-63	\$34,750	\$2,895.83	\$1,336.54

From WaveNet's Employee Self Service

- Login to [WaveNet](#), click on **Employee Self Service**, and select the **My Retirement** tile.
- Click the **View Details** button next to the Pepperdine University Retirement Plan.
- From your dashboard, hover over **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**.