

To keep you up-to-date and to provide you with some general reminders, please take note of the following:



Annual Elective Deferral Limits:

Here is an opportunity for employees who are enrolled in the Village of Park Forest 457 Deferred Compensation Plan to put away more funds towards retirement.

- **457 Deferred Compensation Plan:**

MissionSquare Retirement has announced that for 2026, plan contribution limits will increase by \$1,000. As an employee, you are allowed to defer up to \$24,500 annually from your salary.

Turning 50 in 2026? A special provision in the law also allows an additional \$8,000 if you are age 50 or older by Dec. 31, 2026.

If you are eligible for retirement within three years you are additionally eligible for the pre-retirement catch up provision in the 457 plan. For further information on this provision, click this [LINK](#).

- **IRA (Roth) Plan:**

Beginning January 1, 2026 the contribution limit for Roth IRAs will increase by \$500, bringing the total limit you will be allowed to defer annually up to \$7,500. Employees age 50 or older are eligible to contribute an additional \$1,100, for a total of \$8,600.

- **Making Additional Contributions to IMRF:**

Eligible VOPF employees can increase your retirement savings by making additional contributions to IMRF. You may contribute up to an additional 10% of your gross income after tax to IMRF's Voluntary Additional Contributions (VAC) program.

WANT TO LEARN MORE ON HOW TO ENROLL? Contact [Human Resources](#) for more information!

W-2s:

VOPF is in the process of finalizing the Form W-2 Wage and Tax Statements. They will be distributed to employees' no later than January 31, 2026.

Please keep your 2025 FORM W-2 in a safe place. If you need a replacement copy, you must complete a 'Request for Duplicate Form W-2.' You can obtain the form from the Human Resources department by contacting Rachel Jones 📞 (708) 283-5628, ✉ rjones@vopf.com

Note: Once the replacement W-2 request form has been received, it may take up to a five working days to process.

PLEASE NOTE: Enclosed on the last page of this memo is the 2026 Holiday & Payroll Schedule!!

Address Change:

Please verify your address is correct on your check stub! If you need a change to your mailing address, please contact Human Resources to complete a change form or login to BS&A Online so that the change can be updated in the BS&A system prior to 2025 W-2s being printed. To update your address in [BS&A Online](#), once logged in, navigate to *Personal Employment Info* under *Employee Self Service* then click 'Request a Change,' enter in your new address and click *Submit*.

Name Change (Life Events):

Please verify the name on your Social Security card against the name on your check stub. If your Legal Name and/or Social Security number is not correct, please contact Rachel Jones in Human Resources immediately 📞 (708) 283-5628, ✉ rjones@vopf.com

Health Savings Account Contribution Limits:

For 2026, HSA contribution limits will increase \$100 for self-only (single) contributions bringing the max to \$4,400 and \$200 for Family contributions bringing the max to \$8,750. Catch-up contributions for those who are age 55 or older remains the same as last year at \$1,000.

Flexible Spending Account/Dependent Care Contribution Limits:

For 2026, FSA contribution limits will increase by \$100; As an employee at open enrollment, you are allowed to elect up to \$3,400. Dependent care will also increase by \$2,500; At open enrollment an employee can elect up to \$7,500.

Social Security Tax:

As of January 1, 2026, the wage base for Social Security will increase by \$8,400 from \$176,100 to \$184,500. This means that some employees will experience an increase in Social Security taxes even though the tax rate percentage will remain the same. At a tax rate of 6.2%, this is an increase of \$520.80 in the maximum amount of Social Security tax that can be withheld from an employee's paycheck. Deductions for Medicare remain unchanged.

2026 Federal W-4 Form, Withholding Certificate:

Do you need to increase or decrease your Federal tax withholding? Please complete a new 2026 W-4 to avoid any tax shortfalls or windfalls. As a general reminder, the new Federal W-4 form excludes withholding allowances which were previously tied to personal exemption amounts. For more information on this please visit: www.irs.gov and search for 'Tax Withholding Estimator'

Additionally, if you are currently claiming "exempt" from tax withholding, you **must** submit a new W-4 Form no later than February 15, 2026 if you wish to retain your exempt status. This can be done on the 2026 Federal W-4 Form by writing the word "exempt" in the space below step 4(c). If a new form is not filed and submitted to the Human Resources or Finance Department by that date, withholding for Federal will automatically default to a "Single" withholding and for State "Single" withholding with zero (0) allowances.

Calendar for Year 2026 (United States)



January

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February

S	M	T	W	T	F	S
1	2	3	4	5	6	7
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15	16	17	18	19	20	21
22	23	24	25	26	27	28

March

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April

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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May

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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June

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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July

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19	20	21	22	23	24	25
26	27	28	29	30	31	

August

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23	24	25	26	27	28	29
30	31					

September

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20	21	22	23	24	25	26
27	28	29	30			

October

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18	19	20	21	22	23	24
25	26	27	28	29	30	31

November

S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

KEY: - Holiday Observed - Pay Period End Date - Check Date

Jan 1 ● New Year's Day	Jun 19 ● Juneteenth	Oct 12 ● Columbus Day
Jan 19 ● Martin Luther King Jr. Day	Jul 3 ● 'Independence Day' day off	Nov 11 ● Veterans Day
Feb 16 ● Presidents' Day	Jul 4 ● Independence Day	Nov 26 ● Thanksgiving Day
May 25 ● Memorial Day	Sep 7 ● Labor Day	Dec 25 ● Christmas Day