

# 403(b) Retirement Savings Plan

Questions? Call our Service Center at 1-866-873-4240

## Salary Reduction Agreement

Use this form to set up or change contributions to your 403(b) Account. Please type or print your information and fax to (863) 688-4466.

**Employee Data – ALL FIELDS REQUIRED**

Employer Name:	
Name:	Social Security #:
Address:	Email Address:
Daytime Phone #: ( )	Date of Birth:
Evening Phone #: ( )	Date of Hire:

**Contribution Specifications**

Complete this section to set up or change contributions to your 403(b) Account. Please note that the contribution amount may not exceed the maximum allowable limits as determined by the Internal Revenue Code. Review your Plan Highlights for the availability of Roth 403(b) contributions and Age 50 or 15 Years of Service Catch-Up Contributions.

Tax Year	Basic Salary Deferral Limit for all employees.	Annual limit if you qualify for the full amount of the Lifetime Catch-up (15 Years of Service). Total Lifetime Catch-up Max of \$15,000.	Annual limit If you qualify for the Age 50+ Catch-Up.	Maximum Annual contribution if you qualify for both the Age 50+ and Lifetime Catch-ups.
2011	\$16,500	\$19,500	\$22,000	\$25,000

- Start new payroll deductions (Account must be established prior to submitting SRA, fill in Account Number below).
- Increase existing payroll deductions.                       Decrease existing payroll deductions.
- One-time payroll deduction then stop deductions.                       One-time payroll deduction then revert to existing deductions.
- Change investment providers. Stop contribution to \_\_\_\_\_ and start contributions to \_\_\_\_\_.
- Please stop my contributions to \_\_\_\_\_.

Make changes effective with payroll date \_\_\_\_\_.

**You are responsible for establishing any annuity contract or custodial account with the Investment Provider(s) indicated below prior to submitting your Salary Reduction Agreement. Please provide your account # to avoid delay in processing your changes.**

Investment Provider(s)	Account #	Pre Tax	After Tax (Roth)	Annual Salary Reduction		Salary Reduction Per Pay Period	
1.		<input type="checkbox"/>	<input type="checkbox"/>	\$	%	\$	%
2.		<input type="checkbox"/>	<input type="checkbox"/>	\$	%	\$	%
3.		<input type="checkbox"/>	<input type="checkbox"/>	\$	%	\$	%
4.		<input type="checkbox"/>	<input type="checkbox"/>	\$	%	\$	%

**Total deduction each pay period \$ \_\_\_\_\_**

**Approval Signature**

- 403(b) deferrals can start no earlier than the first pay period following the date this agreement is signed.
- This Salary Reduction Agreement is irrevocable with respect to amounts earned while it is in effect and applies only to amounts earned after the agreement becomes effective.
- This Salary Reduction Agreement will continue until amended or terminated. This agreement shall automatically terminate with severance from employment.
- The Employee agrees that the Employer shall have no liability whatsoever for any loss suffered by the Employee with regard to his/her selection of an investment provider, or the solvency of the operation of, or benefits provided by, said investment provider.

**I acknowledge that if I have selected a provider that has not agreed to pay the administrative charge, a monthly administrative charge of \$22.50 per year will be withheld pro-rata from the salary deferral amount indicated above prior to being remitted to my provider.**

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date (mm/dd/yyyy)