

**403(b) Salary Reduction Agreement**

*(Please Check One)*

**Initial 403(b) Salary Reduction Agreement**

**Change in Contribution Amount or Percentage, Investment Provider Allocation, and/or Money Source**

*(Supersedes any prior agreement)*

**Terminate Agreement (Stop/Cancel)** Complete Employee and Employer information, sign, and return

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| <b>Employee and Employer Information</b> | <b>Employee Name (first, middle initial, last)</b><br>_____<br><b>Social Security Number</b><br>_____-____-____<br><b>Employee Address (Street, City, State, ZIP Code)</b><br>_____<br>_____<br><b>Plan Number      Employer Name</b><br>_____      _____ |
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| <b>403(b) Salary Reduction Allocation Election</b><br><i>(Check one)</i> | <input type="checkbox"/> <b>Initial Salary Reduction Agreement</b><br><b>Effective Date:</b> _____ <i>(allow for at least one pay cycle to be effective)</i><br>I elect to reduce my salary by <i>(elect one)</i> \$ _____ or _____% each pay period on a <input type="checkbox"/> <b>pre-tax basis</b> or <input type="checkbox"/> <b>after-tax basis</b> and have those amounts contributed to my Employer's 403(b) program.<br><input type="checkbox"/> <b>Change Salary Reduction Agreement</b><br><b>Effective Date:</b> _____ <i>(allow for at least one pay cycle to be effective)</i><br>I elect to amend my salary by <i>(elect one)</i> \$ _____ or _____% each pay period on a <input type="checkbox"/> <b>pre-tax basis</b> or <input type="checkbox"/> <b>after-tax basis</b> and have those amounts contributed to my Employer's 403(b) program. |
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| <b>Money Source</b> | <input type="checkbox"/> <b>Employee Voluntary</b> <input type="checkbox"/> <b>Employer Contribution</b> <input type="checkbox"/> <b>Employee After-Tax</b><br>Please note: each money source change will require a separate form to be completed. |
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| <b>Investment Provider Allocation Election</b><br><ul style="list-style-type: none"> <li>• Allocation % total must equal 100%</li> <li>• Whole Percentages only</li> </ul> | <b>Effective Date:</b> _____ <i>(Employee is responsible for establishing an account with the Investment Provider before any amounts are contributed by the Employer to the Investment Provider)</i><br><table border="1" style="width:100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width:35%;"><u>Investment Provider</u></th> <th style="width:35%;"><u>Contract/Account Number</u></th> <th style="width:30%;"><u>Allocation %</u></th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr> <td colspan="2" style="text-align: right;"><b>Total:</b></td> <td> </td> </tr> </tbody> </table> | <u>Investment Provider</u> | <u>Contract/Account Number</u> | <u>Allocation %</u> |  |  |  |  |  |  |  |  |  |  |  |  | <b>Total:</b> |  |  |
|--|--|----------------------------|--------------------------------|---------------------|--|--|--|--|--|--|--|--|--|--|--|--|---------------|--|--|
| <u>Investment Provider</u>   | <u>Contract/Account Number</u>   | <u>Allocation %</u>        |                                |                     |  |  |  |  |  |  |  |  |  |  |  |  |               |  |  |
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| <b>Total:</b>  |  |                            |                                |                     |  |  |  |  |  |  |  |  |  |  |  |  |               |  |  |

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| <b>Authorized Signatures</b> | <p>This Agreement is intended to meet the requirements of, and qualify under, Section 403(b) of the Internal Revenue Code of 1986, as amended, and of the plan adopted by Employer. The Employer and Employee agree that the employment agreement between Employer and Employee is being initiated or amended as stated above. This amendment is incorporated and made a part of the agreement as of the effective date above.</p> <p>The terms of this Agreement are as follows: (1) The Agreement is a legal and binding contract and is irrevocable with respect to amount earned while it is in effect, and applies only to amounts earned while it is in effect; (2) It shall automatically apply to the employment agreement between Employer and Employee for each succeeding year unless amended or terminated by a written notice to Employer; (3) It is terminable at any time for amounts not earned; (4) A termination request remains in effect unless or until a new Agreement is submitted; (5) It replaces any previous Agreement and therefore includes all applicable contribution choices; (6) Employee irrevocably releases all present and /or future rights to receive payment of said sum/total earned from Employer while this agreement is in effect in exchange for the release of the money as pay it is being diverted to the employee account <b>with the Investment Provider identified above.</b></p> <p>The maximum amount of salary reduction may not exceed the limits of IRC 401(a)(30), 402(g)(1), 403(b)(1)(E), 415(c) and <b>any</b> other applicable IRC provisions.</p> <p>In witness whereof, this Agreement has been executed by and on behalf of the parties this</p> <p>_____ Day of _____, _____.</p> <table border="1" style="width:100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width:50%; height: 20px; vertical-align: bottom;">Employee Signature</td> <td style="width:50%; height: 20px; vertical-align: bottom;">Employer Signature and Title<br/><i>(if required)</i></td> </tr> </table> | Employee Signature | Employer Signature and Title<br><i>(if required)</i> |
| Employee Signature           | Employer Signature and Title<br><i>(if required)</i>  |                    |  |