

# Salary Reduction Agreement for 403(b) & 457 TSA with Match



**Orono Independent School District #278**  
**685 Old Crystal Bay Rd N**  
**Long Lake, MN 55356-8315**

**Part 1. Employee Information (please print)**

Name \_\_\_\_\_ Social Security # \_\_\_\_\_ Birth Date \_\_\_\_\_

Pay periods per year \_\_\_\_\_ Requested Start Date \_\_\_\_\_ Bargaining Group \_\_\_\_\_

*\*\*BEFORE submitting the completed Salary Reduction Agreement to Payroll, please confirm with your Orono-approved Provider that your account is ready to accept funds from Orono Schools.\*\**

**Part 2. Contribution Information (fill in all that apply)**

Salary Reduction				Service Provider (See list of allowed TSA companies)	Employee Contribution		Employer Match	
Type	New	Change	Stop		Salary Reduction Dollar (\$) Amount Per Pay Period	Annualized Salary Reduction Amount	Employer Match/Percent per Pay Period	Annualized Employer Match
403(b)								
403(b)								
403(b)								
<b>403(b) Totals</b>								
457								
457								
<b>Grand Totals</b>								

**Part 3. Catch Up Provisions**

If you are contributing more than the basic limit to a 403(b) and/or 457, you must be using one (or both) of the following:

I am contributing \$ \_\_\_\_\_ using the 15-years service election. (Attach documentation).

I am contributing \$ \_\_\_\_\_ using the Age 50 and older catch up election.

**Part 4. Agreement**

<p>By signing this Agreement, Employee agrees to modify his/her salary as indicated above and Employer agrees to contribute this amount on Employee's behalf into the 403(b) and 457 annuity(ies) or custodial account(s) selected by the Employee. It is intended that the requirements of all applicable state and federal tax rules and regulations (Applicable Law) will be met. The Employee understands and agrees that this Agreement:</p> <ol style="list-style-type: none"> <li>1. Is legally binding and irrevocable with respect to amounts paid or available while it is in effect;</li> <li>2. May be terminated at any time for amounts not yet paid or available, and that a termination request is permanent and remains in effect until a new salary reduction agreement is submitted;</li> <li>3. Is effective only for amounts not yet earned or made available in accordance with the Employer's administrative procedures.</li> </ol>	<p>Employee further agrees that:</p> <p>He/she is responsible for determining that his/her salary reduction amount does not exceed the limits of the Applicable Law;</p> <p>He/she is responsible for the accuracy of the information provided by Employee, which is used in determining Employee's Maximum Annual Contribution limit; and Employer has no liability for any losses suffered by Employee that resulted from his/her participation in the 403(b) &amp; 457 program.</p> <p>Employee acknowledges that Employer has made no representation to Employee regarding advisability, appropriateness or tax consequences of the purchase of the 403(b) program. Nothing herein shall affect the terms of employment between Employer and Employee.</p> <p>This agreement supersedes all prior salary reduction agreements and shall automatically terminate if your employment with the Employer is terminated.</p>
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Note: Your employer's administrative policies will determine when 403(b) & 457 salary reduction instructions are implemented

## Important Information

1. Employer does not choose the annuity contract(s) or custodial account(s) in which contributions are invested.
2. Employees are responsible for setting up and signing the legal documents to establish the annuity contract or custodial account. However, in certain group annuity contracts, Employer may be required to establish the contract
3. In order to receive the expected tax results, Employees are responsible for investing in annuity contracts or custodial accounts that meet the requirements of Section 403(b) & 457 in the Internal Revenue Code.
4. Employees are responsible for naming a death benefit under the 403(b) & 457 program. This is normally done at the time the annuity contract or custodial account is established. Beneficiary designations should be reviewed periodically.
5. Employees are responsible for all distributions and any other transactions with their service provider. All rights under the annuity contracts or custodial accounts are enforceable solely by the Employee, Employee Beneficiary or Employee's Authorized Representative. Employee must work directly with the service provider to transfer contract(s) or custodial accounts(s) to another service provider, begin distributions, make loans, or otherwise access 403(b) & 457 program assets.
6. Employees are responsible for determining that salary reductions do not exceed the allowable contribution limits under Applicable Law. Limits should be checked each year for the scheduled increases through 2006.

### Read Before You Sign:

By signing this Agreement, you are declaring that the amount you have elected to withhold does not exceed the allowable contribution limits under Applicable Law. If selected in Part 2 above, you are declaring that you are eligible for one or both of the catch up elections as indicated. And you are accepting full responsibility for the amount you have elected to have withheld from your salary and contributed to the 403(b) & 457 arrangement.

## Part 5. Employee Signature

I certify that I have read this complete Agreement and that my salary reductions do not exceed contribution limits as determined by Applicable Law. I also certify that I am eligible for the catch up election(s), if selected, under Part 2 above. I understand my responsibilities as an Employee under the 403(b) & 457 programs, and I request Employer to take the action specified in this Agreement. I understand that all rights under annuity (ies) or custodial account(s) established by me under the 403(b) & 457 program are enforceable only by me, my beneficiary or my authorized representative.

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

\_\_\_\_\_  
Date

## Part 6. Acknowledgement and Representative of Sales Agent/Representative

I hereby acknowledge my responsibility to comply with Employer's written directives regarding solicitation of Employees. I also acknowledge my responsibility to assist the Employee in determining the maximum contribution limits.

\_\_\_\_\_  
Sales Agent/Representative (please print clearly)

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Part 7. Employer Signature

Employer hereby agrees to this Salary Reduction Agreement.

\_\_\_\_\_  
Employer Representative Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Payroll Signature

\_\_\_\_\_  
Date