



VOLUNTARY SALARY REDUCTION AGREEMENT

If you wish to make voluntary tax deferrals other than your college's basic retirement plan, you must complete and sign this salary reduction agreement. Unlike your basic retirement plan, you may change or rescind this agreement.

By this Agreement, made between \_\_\_\_\_ and the \_\_\_\_\_ Printed Employee Name

State Board for Community and Technical Colleges, the undersigned hereby agree to the following:

Beginning with salary paid on the following payday (check one) \_\_\_10th or \_\_\_25th of \_\_\_\_\_ Month and Year

(which date is after the date this Agreement is signed), the employee's salary will be reduced by the amount indicated below and the employer will remit to TIAA/CREF, the amount of the employee's voluntary salary reduction.

The amount of the employee's voluntary salary reduction shall be \$\_\_\_\_\_ per pay period or \_\_\_\_\_% of pay period salary. With respect to the salary reduction amount indicated above, designate the percentage to be contributed on an after-tax (Roth) and pre-tax basis. (The amount must total 100%)

\_\_\_\_\_% After-Tax (Roth) Elective Deferral

\_\_\_\_\_% Pre-tax Elective Deferrals

This Agreement shall be binding on parties while employment continues, except that the employee may rescind, decrease, or increase (within the tax-deferral limits of the Internal Revenue Code\*) amounts contributed pursuant to this Agreement. Said rescissions shall be effective the last day of any specified pay period, and said increases or decreases shall be effective the first day of any specified pay period, provided that the employee has given at least 30 days prior written notice.

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

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Employee Birthdate

\_\_\_\_\_  
Employee Social Security Number

\_\_\_\_\_  
Representative for the College

\_\_\_\_\_  
Date Signed

\*The college may, at any time, require you to have a Maximum Exclusion allowance (MEA) calculation before making any tax deferral. Your college retirement representative can tell you where you can get an MEA calculation. If you have tax deferrals in addition to those available through the college, they must be included in calculating your MEA. Voluntary tax deferrals cannot exceed your MEA and the college retains the right to refuse to make tax deferrals that exceed IRS limits. You may incur penalties under IRS rules for tax deferrals that exceed your MEA.