



# Tax Deferred 403(b) Plan

**Auburn University**  
**Voluntary Salary Deferral Agreement**

## YOUR INFORMATION

PLEASE PRINT

\_\_\_\_\_  
 Banner ID Number (required)      First Name      Last Name

\_\_\_\_\_  
 Date of Birth      First Day of \_\_\_\_\_  
 Effective Date (see "Next Steps" below)

## HOW MUCH DO YOU WANT TO SAVE?

As set out below, you may elect to reduce your compensation and make a contribution to your retirement savings account as a Pre-Tax Elective Deferral or Roth Elective Deferral (**but not both**).

Pre-Tax Elective Deferrals or Roth Elective Deferrals (Check One)

Enter the percentage you wish to contribute to your retirement savings account as Pre-Tax Elective Deferrals or Roth Elective Deferrals. The smallest amount you can contribute is 1% of your compensation.

**Your contribution amount must be made in a whole percentage.**

\_\_\_\_\_ % Pre-Tax     
  \_\_\_\_\_ % Roth     
  Stop All Elective Deferral Contributions

## WHERE DO YOU WANT TO DIRECT YOUR CONTRIBUTIONS?

(Check one company only)

The Plan only allows you to direct your elective deferral contributions to **one approved Plan provider at a time**.

Please check the box next to the Company you have selected:

Fidelity Investments     
  TIAA-CREF RC     
  TIAA-CREF RCP (SRA) \*

Lincoln Financial Group     
  VALIC     
 \* May select only if currently enrolled in TIAA-CREF RCP

## AUTHORIZATION

This Agreement shall be legally binding and irrevocable for both the Employer and the Employee with respect to amounts paid while this Agreement is in effect and shall **automatically be renewed each January 1** hereafter, unless a new agreement is entered between the Employee and Employer during the year. The Employee may terminate the salary reduction agreement with respect to compensation not yet earned anytime during the year by submitting a new Voluntary Salary Deferral Agreement.

**If you are contributing to the 403(b) Plan for the first time please make certain that you have contacted the receiving company to setup your Plan account.**

The Employer may terminate the salary reduction agreement within the guidelines of the Internal Revenue Code or Auburn University's 403(b) Tax Deferred Annuity Plan.

It will be the Employee's sole responsibility that any salary reduction contributions pursuant to this agreement do not exceed the exclusion allowance limitations of Section 403(b)(2) and Section 415(c) of the Internal Revenue Code.

\_\_\_\_\_  
 Participant Signature      Date

## NEXT STEPS

Submit this completed form to HR Payroll/Benefits at [Payroll@auburn.edu](mailto:Payroll@auburn.edu) or the Secure Upload Site under "Payroll and Benefit" at [http://www.auburn.edu/administration/human\\_resources/Secure\\_Document\\_Upload/hrpeb.html](http://www.auburn.edu/administration/human_resources/Secure_Document_Upload/hrpeb.html).

When you submit this completed form, Auburn will implement your contribution request the first day of the month following the date on which the agreement is made or as soon thereafter as administratively practicable.

Future contribution changes require a new form to be completed. Forms are available in the Human Resources office, Self-Service Banner, and online at [http://www.auburn.edu/administration/human\\_resources/benefits/retirement.html](http://www.auburn.edu/administration/human_resources/benefits/retirement.html).

## FOR PAYROLL & EMPLOYEE BENEFITS USE ONLY

\_\_\_\_\_  
 Processed Date      Processed by (initials)