

**WITTENBERG UNIVERSITY**  
**Salary Reduction Form and TIAA Elective Deferral Agreement**  
**For Part-time employees**

To participate in the Wittenberg University TIAA 403(b) retirement plan, employees must elect to reduce their compensation earned during the Plan Year and have such amounts contributed to the Plan as elective deferrals. Participants may terminate their elective deferrals at any time and may also change the amount of their elective deferrals at any time.

Part-time employees are eligible to make two types of elective deferral contributions to the *Tax Deferred Annuity portion* of the Plan - pre-tax and after-tax (Roth). Contributions made on a pre-tax basis reduce the amount of your current taxable compensation and are taxable when distributed to you from the Plan. Contributions made on an after-tax, or Roth, basis will not be taxable to you when you receive such amounts from the Plan, if certain requirements are met.

This salary reduction agreement is made between \_\_\_\_\_ (employee) and Wittenberg University.

Effective with respect to amounts earned on or after \_\_\_\_\_ (insert the date) the employee elects to reduce his or her basic salary as follows:

**CHECK ALL THAT APPLY BELOW:** The deferrals elected must not produce a *total* retirement contribution that exceeds the employee's statutory exclusion allowance under Section 403 (b) or the limitations of Section 415 of the Internal Revenue Code, whichever is less.

**TAX DEFERRED ANNUITY ACCOUNT (pre-tax *and/or* after-tax Roth contributions)** In accordance with our plan document, the university does not make matching contributions on deferrals made to the Tax Deferred Annuity portion of the plan.

1.  I elect to defer \_\_\_\_\_% OR \$\_\_\_\_\_ of my gross salary on a **pre-tax basis** to the Tax Deferred Annuity Account (this pre-tax deferral amount can include age 50+ catch-up contributions).
2.  I elect to defer \_\_\_\_\_ % OR \$\_\_\_\_\_ of my gross salary on an **after-tax basis** to the Tax Deferred Annuity (Roth) Account (this after-tax deferral amount can include age 50+ catch-up contributions).

**DISCONTINUE / DECLINE**

3.  I elect to discontinue/decline my elective salary deferrals as follows:
  - a. Tax Deferred Annuity deferral (pre-tax) \_\_\_\_\_
  - b. Tax Deferred Annuity deferral (Roth) \_\_\_\_\_

*Any error in the computation of additional withholdings of a tax deferred annuity account or any error in the facts presented upon which the computation is based, could subject participant to additional tax liability. Participant hereby assumes full responsibility for said tax liability. Wittenberg University is hereby released from any and all responsibility by participant for errors which may have been made in the computation or in the gathering of the underlying facts for the purpose of increasing withholdings for the regular annuity contract(s) or for establishing a TDA account.*

*The employee may modify or terminate this Agreement at the end of any payroll period, so that it will not apply to salary subsequently earned, by completing another election form and by giving such reasonable advance notice as the Human Resources Department shall require.*

By: \_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Department Representative

\_\_\_\_\_  
Date