

## 403(b) Salary Reduction Agreement

PLEASE PRINT WITH BLACK INK • SIGN AND DATE

### Participant Information

Social Security No. \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
City State ZIP

E-Mail \_\_\_\_\_

Employer Name \_\_\_\_\_

Date of Hire \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Daytime Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Evening Phone ( \_\_\_\_\_ ) \_\_\_\_\_

### Select Reason for Salary Reduction Agreement

- New enrollment—please complete the 403(b) Application       Change       Terminate contributions

### Employee Contribution Information (this agreement replaces prior agreements)

Select and complete section A or B

**A.  Fixed-Dollar Method**

403(b) TSA (before-tax)	403(b) TSA Roth (after-tax—Only if your district allows)	Total SRA Amount
\$ _____ <small>per check contribution</small>	+ \$ _____ <small>per check contribution</small>	= \$ _____ <small>combined 403(b) and Roth 403(b) contributions</small>
		x _____ <small>number of pay periods</small>
		= \$ _____ <small>total annual contribution</small>

**B.  Percentage Method**

403(b) TSA (before-tax)	403(b) TSA Roth (after-tax—Only if your district allows)	Total SRA Amount
_____ % <small>per check contribution</small>	+ _____ % <small>per check contribution</small>	= _____ % <small>combined 403(b) and Roth 403(b) contributions</small>
		_____ % <small>combined 403(b) and Roth 403(b) contributions</small>
<small>(Please indicate the approximate amount of first contribution in the blanks above.)</small>		
<small>Number of pay periods per calendar year _____</small>		

The salary reduction amount indicated above will only be processed if there is sufficient salary to cover the request.

### Employee Authorization (forward signed copy to employer)

I request and authorize my employer to reduce my salary and to apply the amount of the salary reduction to purchase a tax-sheltered annuity for me, within the meaning of Section 403(b) of the Internal Revenue Code, or to establish for me a custodial account, within the meaning of Section 403(b)(7) of the Internal Revenue Code. Remit said sum to the WEA Tax Sheltered Annuity Trust.

This agreement shall be effective while employment continues; however, either party may terminate the agreement so it will not apply to salary subsequently earned. I agree to be bound by all the terms and conditions of the Plan.

All Section 403(b) contracts purchased for an individual by an employer are treated as purchased under a single contract.

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

### Employer Approval (this section MUST be completed)

The employer will remit the amount of the salary reduction described above to WEA Tax Sheltered Annuity Trust for investment into a 403(b) account.

Employer's Signature \_\_\_\_\_ Date \_\_\_\_\_ Unit # \_\_\_\_\_  
 Name and Position \_\_\_\_\_ Agreement Effective Date \_\_\_\_\_

Participant's Summer Remittance Schedule:     Year-round     School year only     Accelerated summer pay     Other \_\_\_\_\_