

Office of Human Resources

Salary Reduction Agreement (Tax-Deferred Annuity Retirement Plan)

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		I 🗀 12 monuis		
(Choose One)	paycheck <u>or</u> \Box		% of gross pay	check
_	s to be allocated to the following			
Fidelity Investments		\$	or	%
☐ TIAA-CREF Group Suppler (this account includes only em	\$	or	%	
TIAA-CREF Additional to C	-	or	%	
to Human Resources. Switch	contribution, please indicate here, from Fidelity to TIAA-CREF	Switch from T	IAA-CREF to Fidelit	Y
the maximum permitted under with respect to salary paid wh	sible for determining that the am r Internal Revenue Code**. This ile the Agreement is in effect. I a ed by me or by my beneficiary (i us investment options.	s Agreement shagree that the U	nall be legally bindi Jniversity shall hav	ng and irrevocable e no liability
	nd replaces any previously sub e rules and restrictions on the ba			
Print Name	Date	5	Social Security Nun	nber*
Employee Signature *Privacy Act Statement: Your social secur.	Campus Phone ity number is required on this form to ensure	e compliance with In	Entered in Datatel'	

**This plan is subject to the Rules and Restrictions outlined on page two.

Rules and Restrictions

Seattle University's Benefits Office administers the retirement plan, including enrollment, fund contributions, and distribution of materials. While employees have flexibility in investment decisions and related matters, the administration of the plan is subject to the following:

- 1. **Enrollment/Change**: Employees may enroll or make changes to their retirement plan by submitting a Salary Reduction Agreement prior to the 15th of the month in which they would like the change to be effective. The requested contribution must be in compliance with Internal Revenue Code (IRC) Sections 403(b), 415 and 402(g). The allocation of funds can be changed at any time (from TIAA-CREF to Fidelity, or vice versa).
- 2. **Pension Plan Dollar and Percentage Limits**: The IRC specifies that voluntary contributions cannot exceed a cap of \$12,000 in 2003, except that employees age 50 on or after 1/1/03 may contribute an additional \$2000 in 2003. In addition, higher limits may apply for some employees with more than 15 years of service at Seattle University.

An individual's limit may be less than the maximum, and compliance cannot be assured unless employees review their contribution levels yearly. The Benefits Office reserves the right to stop contributions before either the individual limit or the \$12,000 cap is exceeded.

For 2003 Total contributions to a Keough plan, other qualified retirement plan or a business or professional practice you control, 403(b) plan of another tax-exempt organization, together with your voluntary contribution and Seattle University contributions cannot exceed an overall limit of \$40,000 except that those 50 and over can contribute an extra \$1000 to the voluntary retirement plan. Your voluntary contribution must be reduced to stay within these overall limits.

- 3. **Minimum Contribution**: You may invest with as many fund sponsors as you wish as long as you meet the minimum investment requirements (\$25 per month).
- 4. **Transfer of Accumulated Contributions**: Employees may transfer accumulated contributions among the investment vehicles (TIAA-CREF and Fidelity) in accordance with each fund sponsor's rules. Employees may transfer balances from one SU fund sponsor to another in accordance with the fund sponsors' procedures. Employees may not transfer funds outside of SU member fund sponsors unless SU regular employment has been terminated. Contact TIAA-CREF and/or Fidelity directly for more information.
- 5. **Allocation of Future Contributions**: The Benefits Office does not process re-allocations of funds for employees. Employees may change the allocation of future contributions among SU fund sponsors at any time by contacting the sponsor directly, either via phone or on their websites.
- 6. **Loans**: Loans are provided only under the terms of the loan provisions set forth by TIAA-CREF and Fidelity Investments.
- 7. **Withdrawal of Contributions**: The Internal Revenue Code restricts access to contributions before age 59 ½ except for one of the following reasons:
 - a. Termination of employment;
 - b. Hardship, as defined by the IRS "safe harbor" provisions; or
 - c. Disability as defined by IRC 72(m) (7)
 - d. Death

Contributions that are withdrawn are subject to taxation in the year in which they are received. Early withdrawal of contributions may be subject to additional taxation. Employees should contact the fund sponsor for details.