

**California Institute of Technology
403(b) Tax Deferred Annuity
SALARY REDUCTION AGREEMENT**

Office Use Only

1. Name (Please Print)	2. UID #	3. Effective Date (Month/Year)	Payroll <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Monthly Type <input type="checkbox"/> Key Staff <input type="checkbox"/> Staff <input type="checkbox"/> Faculty <input type="checkbox"/> Post Doc <input type="checkbox"/> Student EE Date Processed:
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Changes and New Enrollments are processed once a month. To avoid processing delays, mark the appropriate choice below:

- NEW ENROLLMENT** – In addition to this agreement, you must attach the completed enrollment form for the appropriate investment company you select. Contact the Benefits Office at (626) 395-6443 to request an enrollment packet.
- CHANGE EXISTING CONTRIBUTION AMOUNT** – To increase or decrease your existing amount.
- REINSTATE CONTRIBUTIONS** – This option is only available if you have previously contributed to the Caltech TDA plans through TIAA CREF and/or Fidelity.
- STOP EXISTING CONTRIBUTIONS** - If you are currently making contributions and want to cancel your previous Agreement, check this box, sign and date at the bottom. Do not complete section 4. (You may reinstate contributions at later date.)

4. REMITTANCE INSTRUCTIONS FOR VOLUNTARY CONTRIBUTIONS:

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TDA Plan	Voluntary Monthly Amount	Deduction Code
Fidelity Investments		Ret TDA FID
TIAA-CREF SRA	\$	Ret TDA SRA
TOTAL MONTHLY CONTRIBUTION	\$	

This Agreement shall continue indefinitely until amended or terminated by either party.

- A. This Agreement shall be legally binding and terminate or supersede any previous Code section 403(b) salary reduction agreements between the Institute and Employee.
- B. The Employee grants permission to his or her 403(b) provider(s) to provide any information concerning the Employee's 403(b) account(s) to the Institute that the Institute deems necessary for it to ensure that the 403(b) program is in compliance with all applicable federal and state laws, without the Institute's first obtaining additional written permission from the Employee for the provider(s) to release such information to the Institute.
- C. In consideration for the salary reduction herein above provided, the Institute agrees to deposit the amount of salary reduction into a Code section 403(b) funding vehicle selected by the Employee and approved and made available by the Institute from time to time.

ACKNOWLEDGEMENT OF RESPONSIBILITIES: Both the Institute and employee acknowledge that the employee has responsibility for deciding whether to voluntarily defer income into a TDA and to which of the available TDA plans the funds should be remitted. The employee assumes responsibility for the results of his or her investment choices.

Both the Institute and the employee acknowledge that this agreement can not require a contribution which will exceed the limitation on annual additions under Code Section 415; or permit an aggregate amount of salary reduction contribution which, when added to elective deferrals made to another 403(b) annuity or 401(k) plan for a taxable year, exceeds \$16,500 or such higher limit as may be in effect of the year under Code Section 402(g) or the age 50 catchup deferral under Code Section 414(v). While the employee assumes responsibility for compliance with these conditions, the Institute will provide, upon request, any available information from the Institute's records that is necessary to enable the employee to make these determinations.

To the extent allowed by law, this agreement supersedes any previous agreements and will remain in effect until further notice.

5. Employee's Signature:

Date:

Work Phone #:

Complete and return to Employee Benefits, M/C 161-84