



TIAA Voluntary Tax-Deferred Annuity Plan Salary Reduction Authorization Form

I, _____ (please print), authorize Utica University to reduce my "Eligible Earnings," as defined in the Utica University TIAA Voluntary Tax-Deferred Annuity Plan (the "Plan"), by the amounts indicated below and remit such amounts to TIAA on my behalf pursuant to the Plan.

*The Agreement is legally binding and irrevocable for both the institution and the employee with respect to the amount paid while the agreement is in effect. In addition, the employee may amend this Agreement for salary reduction **Four times** during the calendar year. However, either party may terminate this Agreement as of the end of any month by giving at least 30 days prior written notice.*

I elect **not** to participate in the voluntary salary reduction to a GSRA

Enter either a dollar amount or a percentage of Eligible Earnings:

Before-Tax Election: \$ _____ per pay period OR _____ % of Eligible Earnings

Roth 403(b) After-Tax Election: \$ _____ per pay period OR _____ % of Eligible Earnings

I understand that my total annual contributions to the Plan cannot exceed the annual limit on such contributions, as imposed by the Internal Revenue Code, and that the Office of Human Resources will suspend the salary reductions when this limit has been met.

I understand that this election supersedes all prior elections and shall be effective as indicated below provided all other requirements of the Plan are fulfilled.

I would like the election to be effective as soon as administratively feasible.

I would like to delay the election to be effective on the pay cycle beginning on _____ (mm/dd/yyyy).

I understand that this Agreement is legally binding and irrevocable with respect to amounts paid while the Agreement is in effect and that I may amend the elections at any time with respect to future amounts.

Employee's Signature: _____ Date: _____

Return this form to:
Office of Human Resources
HR@utica.edu
Phone: 315.792.3221 Fax: 315.792.3386
1600 Burrstone Road, Utica, New York 13403

Accepted and Agreed to:
Utica University
By: _____
Date: _____