



# 403(b) Retirement Plan Agreement Form

## Purpose of this form:

- New participant in the group retirement account
  Increase/decrease monthly contribution
  Establish an Employee Voluntary Retirement Account
  Exempt
  Nonexempt

This agreement is made between \_\_\_\_\_ (employee) and Pacific Lutheran University.

The parties hereto agree as follows:

Effective with respect to amounts earned on or after the first day of (month) \_\_\_\_\_ which date is subsequent to the execution of this agreement), the employee's basic salary **\*per pay period** will be reduced by the amounts indicated below.

### SECTION 1. EMPLOYER CONTRIBUTION

Even if the eligible employee elects to defer nothing, the University will contribute 3% of the employee's basic pay to his or her retirement account under the 403(b) Plan.

Employee's Contribution	PLU's Contribution	HR USE ONLY (RTA)
0%	3 %	

### SECTION 2. EMPLOYEE VOLUNTARY CONTRIBUTION

Elective deferrals will be allocated to the employee's individual retirement account under the Plan and will not be matched by the University.

#### Specify either:

Dollar amount **\*per pay period** – minimum \$25 monthly **OR** A percentage of your base salary **\*per pay period**  
 \_\_\_\_\_ Dollar Amount (\$) \_\_\_\_\_ Percent (%)

HR USE ONLY
_____ RTS (\$)
_____ RTC (%)

### SECTION 3. EMPLOYEE INFORMATION/SIGNATURES

Total annual contributions (University and employee's elective deferrals) may not exceed the lesser of the limits imposed by Sections 403(b), 402(g) and 415 of the Internal Revenue Code. This agreement remains in effect until I revoke the agreement. I may revoke my salary reduction agreements as of the beginning of any payroll period. To revoke this agreement, I must provide the Plan Administrator at least 30 days advance written notice of my revocation, specifying the effective day of the revocation.

Employee ID #: \_\_\_\_\_ Date of Hire \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Plan Administrator Signature/Title \_\_\_\_\_ Date \_\_\_\_\_

\*Per pay period: Exempt – 1X per month; Nonexempt – 2X per month

HR USE ONLY
Default Enrollme