

Ball State University
403(b) Tax Deferred Annuity Program Agreement Form
 Use this form to start or change a 403(b)TDA salary reduction
 (A "cancel voluntary deductions" form is required to stop contributions)

1. Name: _____

2. BSU ID#: _____

By this Agreement made between the above named individual and Ball State University, the parties hereto agree as follows:

This Agreement shall be legally binding and irrevocable as to both of the parties hereto while employment continues at Ball State University; provided, however, that either party may terminate this Agreement as of the end of any month so that it will not apply to salary subsequently earned, by giving at least thirty (30) days' written notice of the date of termination; and provided, further, that no more Agreements (changes) for such salary reduction may be made within any taxable year of the employee than the number permitted by the Treasury's Regulations under Section 403(b) of the Internal Revenue Code.

Pursuant to my Employer's Tax Deferred Annuity Plan, I elect to have my salary reduced by the total pre-tax amount specified below. My annual election will be divided equally between the pay periods as elected or as appropriate for my job classification, which sum plus any other amounts contributed by the University and/or State to my retirement plans will produce a total University (State) contribution to my annuity not in excess of the statutory deferral allowance. I understand I may change my elections at any time, subject to the maximum number of changes per calendar year as specified above.

3. My job classification and normal, contractual number of pays is (circle one):

Faculty: 10 pays Professional/Exempt: 12 pays Staff: 26 pays Staff: 20 pays

4a&b My 403(b) Tax Deferred Annuity Plan Election

Effective with amounts earned and paid to the above named employee on or after the date specified (which date is subsequent to the execution of this agreement):

4a. _____ As soon as administratively feasible
 or _____ Effective: _____

Faculty/Prof: beginning of a month (e.g. Nov 1)
 Staff: the start of a pay period
 ASAP or no designation, deduction will start as soon as possible based upon receipt date and payroll deadlines

said employees salary will be reduced as elected below:

4b. \$ _____ x _____ * = \$ _____ (Remains in effect until stopped or changed, in writing, by you)
 Deduction per pay (no. of pays (See Item 3 above) Annual amount

*if you want deductions taken for a number of pays other than the number designated by your normal, contractual number of pays (see item 3), you **must** submit a second form in which you either cancel the above deduction by submitting a "Cancellation of Deduction Authorization.." or a second 403(b) Tax Deferred Annuity Agreement Form based upon your number of contractual pays. Multiple forms should be submitted simultaneously. Be sure to indicate an effective date when submitting multiple forms.

5. Salary reductions are to be contributed to the vendor I have indicated below. (Note: If this is your first contribution to any 403(b)Tax Deferred Annuity offered through Ball State University, you must complete an Enrollment Form (Account Application) specific to the vendor you have selected below, in addition to this BSU form.)

- _____ ING Life Insurance and Annuity Company
 - _____ American United Life Insurance Company
 - _____ Equitable Life Assurance Society of the United States
 - _____ Fidelity Investments Tax-Exempt Services Company
 - _____ Lincoln National Life Insurance Company
 - _____ TIAA-CREF (Teachers' Insurance and Annuity Association Retirement Equities Fund)
- If you enroll in TIAA-CREF, you **must** indicate RA (Retirement Annuity Contract) or GSRA (Group Supplemental Retirement Contact)**

For PEB use only:

 SS _____

_____ RA (Group Retirement Annuity Contract(s))
 _____ GSRA (Group Supplemental Retirement Annuity Contract(s))

6. SIGNATURE (required)

Employee: _____ Date: _____
 Payroll & Employee Benefits Representative: _____ Date: _____

INSTRUCTIONS for completing 403(b) Tax-Deferred Annuity Program Agreement Form

Salary reduction will begin as specified on your form when all required information is received in good order and based upon the date it is received in the Payroll office. This is an optional (voluntary) benefit that you may elect anytime during the year.

All information requested on the form is required. Incomplete or unclear forms may delay implementation and may be returned to you for re-submission.

1. Name: Complete your name as it appears on payroll records (see your check or check stub).
2. BSU ID number: You must provide your BSU ID number OR your Social Security number.
3. Job classification and number of pays: Circle the applicable category. This will assist you in completing the rest of the form.
 - >Faculty: remember, there are no deductions for TDA during June and July.
 - >Staff: The number of annual deductions may fluctuate due to variations based upon the actual number of pays during a year. For example, if you are normally on a 20 pay schedule, but there are only 19 scheduled pays in a particular year, the number of annual deductions will correspond to the 19 pay periods for that year.
 - >Exempt/Professional 12 pays
- 4a. Effective date: (see instructions on form) :
- 4b. Election: The preferred method is for salary reduction to be spread over an equal number of payments. You may however, request salary reductions for a shorter period of time. For example, you may want more money taken out in November and December so you can reach your maximum deferral amount. In order to facilitate this, at the same time you request the special deduction schedule, you **must** submit a second form (**with an appropriate effective date**) either cancelling the special deduction with a "Cancellation of Voluntary Deduction Authorization form or, you may submit a second TDA Agreement form (**with appropriate effective date**) which is based upon your regular payment schedule, e.g. 10 pays, 12 pays, 26 pays or 20 pays. .
5. Indicate the vendor of your choice by placing a check mark or your initials on the blank line in front of the vendor elected. If contributing to more than one company, you must indicate a dollar amount to each. In addition, you **must** have already established a **BSU account** with that vendor or you must submit an application (or proof of on line/phone enrollment) for that vendor along with this form. If you are currently contributing via BSU, no "proof" is necessary.

Note: *If choosing TIAA-CREF, you must indicate if this is a "RA" or "GSRA". (Any voluntary contract with TIAA-CREF established after July 1, 2006 is a GSRA.)*

If you are contributing to more than one company, make certain your intent is very clear by always indicating something beside each company. Remember if you wish to cancel a deferral to one of your companies, place a "Zero" beside that company.
6. It is required to sign and date the form. Other than your signature, it is imperative that all information on the form is printed legibly.

Additional Information on IRS limits

The IRS limits the amount you can contribute under code section 402(g). The limits are generally based upon the calendar year. The amounts may be indexed annually. If you wish to contribute more than the 402(g) limit AND are eligible for:

- 15 years of service full time service catch up rule (a \$15,000 lifetime limit applies), or (a calculation is required to determine if you may utilize this catch-up)
- the age 50 catch up rule (passed for a 10 year period in 2002),
- an "ordering rule" applies to these two catch up amounts effective with the 2004 tax year please request information from your financial planner, your vendor, our office or the BSU/PEB website, or the IRS sites that are updated annually as the limits change.
- Contributions to an after tax Roth 403(b) are combined with the 403(b) Tax Deferred contributions for purposes of applying these limits.
- You should be aware of these limits as they pertain to you and your current and past contributions.
- The 402(g) limit for calendar year 2009 is \$16,500. (The limit for 2008 was \$15,500.)