

## Suffield Public Schools 403(b) Plan ("Plan") 403(b) Salary Reduction Agreement

**Please Check One:**

- Initial 403(b) Salary Reduction Agreement
- Change in Contribution Amount or Percentage and/or Investment Provider or Allocation  
*(Supersedes any prior agreement)*
- Terminate Agreement (Stop/Cancel) Complete Employee and Employer information, sign and return

<b>Employee &amp; Employer Information</b>	Employee Name (First, MI, Last) _____	Social Security Number _____
	Employee Address (Number, Street, City, State, Zip) _____	

<b>403(b) Salary Reduction Allocation Election (Check One)</b>	<input type="checkbox"/> <b>Initial Salary Reduction Agreement</b> <b>Effective Date:</b> _____ (allow for at least one pay cycle to be effective) I elect to reduce my salary by (select one) \$ _____ or _____ % on a <input type="checkbox"/> <b>pre-tax basis</b> and have those amounts contributed to the "Plan". <input type="checkbox"/> <b>after-tax basis</b> and have those amounts contributed to the "Plan". <input type="checkbox"/> <b>Change Salary Reduction Agreement</b> <b>Effective Date:</b> _____ (allow for at least one pay cycle to be effective) I elect to amend my salary by (select one) \$ _____ or _____ % on a <input type="checkbox"/> <b>pre-tax basis</b> and have those amounts contributed to the "Plan". <input type="checkbox"/> <b>after-tax basis</b> and have those amounts contributed to the "Plan".
<b>Note:</b>	<b>SALARY REDUCTIONS ARE ONLY MADE DURING THE FIRST TWO PAY PERIODS IN A MONTH</b> For 12 - Month Employees, reductions are made in 24 pay periods, all others in 20 pay periods.

<b>Investment Provider Allocation Election</b>	<b>Effective Date:</b> _____ <i>(Employee is responsible for establishing an account with an Investment Provider before any amounts are withheld.)</i>		
<ul style="list-style-type: none"> <li>• Allocation % total must equal 100%</li> <li>• Whole Percentages only</li> </ul>	<b>Investment Provider</b>	<b>Account Number</b>	<b>Allocation %</b>
			Total %:

<b>Authorized Signatures</b>	<p>This Agreement is intended to meet the requirements of, and qualify under, Section 403(b) of the Internal Revenue Code of 1986, as amended, and of the "Plan". The Employer and Employee agree that the employment agreement between the Employer and Employee is being initiated or amended as stated above. This amendment is incorporated and made a part of the agreement as of the effective date above.</p> <p>The terms of this Agreement are as follows: (1) The Agreement is a legal and binding contract and applies only to the amounts earned while it is in effect; (2) It shall automatically apply to the each succeeding year unless amended or terminated by written notice to the employer; (3) It is terminable at any time for amounts not earned; (4) A termination request remains in effect unless or until a new agreement is submitted; (5) It replaces any previous Agreement and therefore includes all applicable contribution choices; (6) Employee irrevocably releases all present and/or future rights to receive payment of said sum/total earned from Employer while this agreement is in effect in exchange for the release of the money as pay it is being diverted to the employee account with the Investment Provider identified above.</p> <p>The maximum amount of salary reduction may not exceed the limits of IRC 401(a)(30), 402(g)(1), 403(b)(1)(E), 415(c) and any other applicable IRC provisions. In witness whereof, this Agreement has been executed by and on behalf of the parties this</p> <p style="text-align: center;">Day of _____, _____</p>	
	Employee Signature	Employer Signature and Title

**SUFFIELD PUBLIC SCHOOLS**  
**403(b) Approved Providers**  
**as of July 1, 2010**

The following investment providers are approved as of the date shown above:

AIG Retirement  
AXA Equitable  
First Investors  
Great American  
Horace Mann  
ING Life Insurance and Annuity Company  
Mass Mutual Financial Group  
MetLife  
Oppenheimer  
Security Benefit  
USAA  
403b ASP