

**Diocese of Rockville Centre**  
**403(b) Employee Retirement Plan**  
**Voluntary Salary Reduction Agreement**

**Instructions**

1. Please complete the information below and return to your employer.
2. In addition to this form, if you do not already have a Voluntary Salary Reduction account under the Plan with Mutual of America, you must complete the Diocese of Rockville Centre 403(b) Retirement Plan Employee Enrollment Form for Employee Contributions (Tax-Deferred Annuity) from Mutual of America.
3. This Form applies only to salary reduction contributions you make to the Plan. If you are entitled to have your employer make matching and/or basic contributions to the Plan, you should also complete the Diocese of Rockville Centre 403(b) Retirement Plan Employee Enrollment Form for Employer Contributions (Thrift Contract).

**Employee Information** (please print)

\_\_\_\_\_  
Name of Employer

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Current Mailing Address

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Date of Hire

\_\_\_\_\_  
Effective Date of this Election

**Contribution Election**

If you meet the Plan's eligibility requirements, you may choose to contribute on a pre-tax basis to the Plan. The amount you choose will be deducted from your paycheck and deposited directly in the fund(s) you elect.

**Affirmative Election Not to Contribute.** I do *not* wish to contribute to the Plan even if I am eligible. (Skip the rest of this form, sign the bottom, and return the form to your employer.) If I have filed a prior election to contribute to the Plan, I hereby elect to revoke such election in full.

**Affirmative Election to Contribute.** I *do* wish to contribute to the Plan and I agree to reduce my eligible compensation by \_\_\_\_\_% each pay period as a pre-tax salary deferral contribution. My first contribution should be deducted from the first pay after the date I sign below, or as soon as practicable thereafter, unless I indicate a later Effective Date of the Election above. If I have filed a prior election to contribute to the Plan, I hereby elect to revoke such election and instead elect the amount indicated in the first sentence of this paragraph.

I hereby agree to reduce my compensation from my employer in return for my employer's contribution of this amount for me to an account under the Plan with Mutual of America.

I understand that:

1. This Voluntary Salary Reduction Agreement applies only to salary to be paid during the next pay period and after, subject to reasonable administrative delay.
2. I may stop my salary reductions at any time by giving my employer written notice, but all salary reductions and contributions made while this Voluntary Salary Reduction Agreement was in effect are irrevocable. My written notice of my desire to revoke all salary reduction elections shall take the form of another Voluntary Salary Reduction Agreement and my selection of the Affirmative Election Not to contribute box checked for future periods.
3. I may change the amount of my salary reduction by completing and giving to my employer, and by my employer accepting in writing, a new Voluntary Salary Reduction Agreement with the Affirmative Election to Contribute box checked and another salary contribution selected.
4. This Voluntary Salary Reduction Agreement will not automatically terminate at the end of the calendar year, but will continue until terminated by me or my employer.
5. The amount of my annual salary reduction contribution cannot exceed the overall contribution limit under the Internal Revenue Code. I must make sure the contribution limits are not exceeded. This is not my employer's or any other party's responsibility.
6. This Voluntary Salary Reduction Agreement, and any notice to stop or change my salary reduction election, will be put into effect by my employer as soon as administratively practical, or if later, the effective date requested by me above.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Employer Representative

\_\_\_\_\_  
Date