



**AGREEMENT FOR SALARY REDUCTION**  
**Employee Pre-Tax and/or Roth Contributions**  
*Please Print*

By this agreement, made between \_\_\_\_\_ (employee) and Ohio Northern University (employing institution), the parties hereto agree as follows:

Effective with respect to amounts earned on or after the first paid date following (MM/DD/YYYY) \_\_\_\_\_ (which date is subsequent to the execution of this Agreement) the employee's basic salary will be reduced by the amount indicated below, allocated between TIAA as designated by the employee until such time the employee requests an election change.

This agreement shall be legally binding and irrevocable as to each of the parties hereto while employment continues; 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 written notice of the date of termination; and provided, further, that changes to such salary reduction may be made as often as administratively determined.

Elections may be made for both boxes A and B:

**A) Matched Contributions (Election/Change)**

The amount of the salary reduction shall be into either Pre-Tax or Roth:

☐ 1% ☐ 2% ☐ 3% Pre-Tax **OR** ☐ 1% ☐ 2% ☐ 3% Roth

While an employee can defer a combination of pre-tax or Roth, together the combination cannot exceed 3%.  
*Employee contributions on first 3% of gross salary will be directed to the Ohio Northern University Defined Contribution Retirement Plan along with the 4% guaranteed employer contributions.*

**B) Voluntary Contribution (Election/Change) in addition to the matching election**

The amount of the salary reduction shall be:

\_\_\_\_\_ % in Pre-Tax (insert only whole percentages) **OR** \_\_\_\_\_ % in Roth (insert only whole percentages)

While an employee can defer a combination of pre-tax or Roth, together the combination cannot exceed 99%.  
*Employee contributions elected in this section will be directed to the Ohio Northern University Tax Deferred Annuity Plan.*

For employees age 50 as a benefit-eligible employee of Ohio Northern University, additional catch-up contributions may be included. The amount must not exceed the statutory limitation under section 414(v) of the Internal Revenue Code. Please see the Office of Human Resources for further information.

**Employee/University Matching Contributions**

| Employee | University |
|----------|------------|
| 0%       | 4%         |
| 1%       | 5%         |
| 2%       | 6%         |
| 3% - 99% | 7%         |

\_\_\_\_\_ and \_\_\_\_\_ Ohio Northern University

Employee Signature

Employing Institution