

High Point University
Agreement for Voluntary Salary Reduction Under Section 403(b)

By this agreement, made between _____ and High Point University, we agree as follows:
Employee (Please print Name)

Effective for amounts paid on or after _____, which date is subsequent to the execution of this Agreement, the Employee's salary will be reduced by the amount(s) indicated below. Up to 3% of Employee's voluntary contribution will be eligible for a matching Employer contribution providing the Employee has met eligibility requirements. At the same time, if Employee is eligible to participate in the High Point University Retirement Plan, as a condition of employment, Employee will defer 5% of pre-tax income and will receive an equal 5% matching contribution from High Point University. The funds will be forwarded to the Employee's annuity contracts which the Employee will allocate among the funding vehicles approved by the institution.

Upon submission of this Voluntary Agreement, Employee shall establish an annuity contract by completing an online Group Supplemental Retirement Annuity (GSRA) enrollment form. To enroll online, go to: www.tiaa-cref.org/highpointuniversity.

This Agreement shall be legally binding and irrevocable for both the Institution and the Employee while employment continues. However, either party may terminate or otherwise modify this Agreement as of the end of any month (or pay period, if applicable) by giving at least 30-days written notice mailed or delivered to the address of record of the other party.

TIAA/CREF RETIREMENT PLAN OF HIGH POINT UNIVERSITY

1) Percentage deferred is the preferred method for indicating a voluntary pre-tax savings. However, you have the right to defer as little as \$200 a year. Therefore, you can indicate the amount in dollars if it is no more than 1% of your income. If it is greater than 1% of your income, you must indicate a %. I elect the voluntary salary reduction amount as follows:

- _____ % of annual base gross salary over the 5% mandatory contribution for eligible employees (if you are eligible to participate, a minimum of 5% of gross pay is required as a condition of employment and you will receive the 5% employer match) or \$ _____ annually which is 1% or less of my base income **OR**
- _____ designate "MAX" if electing the maximum amount your statutory limitation allows. (See #2 below)

With respect to the salary reduction amount indicated above, designate the percentage to be contributed on a pre-tax and/or after-tax basis. This percentage must total 100%. If you do not complete i. and/or ii. below, by default, your contribution will be designated as a pre-tax elective deferral.

i. _____ % Roth (after-tax) Elective Deferrals

ii. _____ % Pre-tax Elective Deferrals

- 2) For 403(b) plans, the amount will produce a total contribution that does not exceed the Employee's statutory limitation under IRC Section 415 or Section 402(g), whichever is less. The 402 (g) limit is \$16,500 and does not include the 5% mandatory contribution for eligible employees.
- 3) Employees age 50 or over can make additional elective deferrals up to 403(b) plans that are above and beyond the statutory limits. The maximum deferral is \$5,500. I am age 50 or over and wish to make a catch-up contribution of \$ _____. (Designate "MAX" if electing 50 or over maximum annual catch-up.)
- 4) You may be eligible to exceed the indicated amounts listed above if you have been employed at the University for at least 15 years. Please call TIAA-CREF at 800-842-2776 to see if this rule applies to your situation.
- 5) _____ I elect to not contribute a voluntary salary reduction amount at this time or _____ to discontinue my voluntary salary reduction amount effective in the pay period following receipt of this agreement.

It is understood that the minimum required participatory amount (5%) defined above and the University's matching contribution amount (up to 8%) will be paid to the employee's Group Retirement Annuity (GRA) contract. Furthermore, if you are initiating a voluntary contribution, all voluntary amounts deferred in excess of the 5% minimum required participatory amount will be paid to the employee's Group Supplemental Retirement Annuity (GSRA); however, if you are changing your voluntary salary reduction amount and you have previously enrolled in either a Retirement Annuity (RA) or Supplemental Retirement Annuity (SRA) within the Tax Deferred Annuity (Supplemental) Plan, your voluntary contribution will continue to be paid to the funding vehicle you have previously designated unless you complete an online Group Supplemental Retirement Annuity (GSRA) enrollment form.

(Employee's Signature)

Date

(High Point University Official's Signature)

Date