



**AIP TAX DEFERRED ANNUITY PLAN  
403(b) RETIREMENT CONTRIBUTION  
AGREEMENT**



THIS AGREEMENT is made between The American Institute of Physics (AIP) and \_\_\_\_\_ (Name) referred to as "Participant."

Effective on the first administratively feasible pay period following \_\_\_\_\_ (Today's Date), you elect to defer the amount indicated below from your regular salary and have the funds deposited in your Plan account as established under the Tax Deferred Annuity Plan ("Plan").

You may also elect to make a separate election to defer a percentage of any bonus and/or PTO pay-out (only paid at termination of employment), subject to Internal Revenue Code (IRC) limits. The election must be made on a separate form obtained from AIP T&C and completed and returned to AIP T&C prior to such amounts being paid.

This Agreement and your elections in it will be effective while your employment continues and the Plan remains in effect. At any time, you may terminate or modify the amount of contributions under this Agreement effective as of the next administratively feasible payroll.

**Select either Option 1, Option 2, or Option 3 below:**

**1. Election to Participate:** If Option 1 is selected, mark all that apply:

- (a)  **Pre-tax 403(b) designated amount:** I wish to contribute \_\_\_\_\_% of my compensation per pay period as **before-tax** contributions.
- (b)  **Pre-tax 403(b) maximum allowed:** Select this option to allow the maximum amount permitted under the IRC (indexed, \$23,500 for 2025). This election will allow increased contributions when the index increases the maximum permitted amount.
- (c)  **After-tax Roth 403(b) designated amount:** I wish to contribute \_\_\_\_\_% of my compensation per pay period as **Roth after-tax** contributions.
- (d)  **After-tax Roth 403(b) maximum allowed:** Select this option to allow the maximum amount permitted under the IRC (indexed, \$23,500 for 2025). This election will allow increased contributions when the index increases the maximum permitted amount.
- (e)  **For Participants ages 50-59 or 64+ in the 2025 calendar year:** In addition to the regular 403(b) before tax and Roth after-tax elections allowed above, the IRC allows you to make additional "catch-up" contributions. Select this option to allow the maximum catch-up contribution amount permitted under the IRC (indexed, \$7,500 for 2025). This election will allow increased contributions when the index increases the maximum permitted amount.
- (f)  **For Participants ages 60-63 in the 2025 calendar year:** In addition to the regular 403(b) before tax and Roth after-tax elections allowed above, the IRC allows you to make additional "catch-up" contributions. Select this option to allow the maximum catch-up contribution amount permitted under the IRC (indexed, \$11,250 for 2025). This election will allow increased contributions when the index increases the maximum permitted amount.

If (e) or (f) is selected, then:

- Select whether the catch-up contribution will be made as a  **before-tax** contribution or as an  **after-tax Roth** contribution.

**2. Election for Automatic Enrollment:** **This Option 2 is available for New Hires Only.** If you are a new hire and do not select Option 1 or 3 within 30 days of hire/re-hire date, you will be deemed to have selected Option 2. This Option 2 provides for your automatic enrollment in the Plan with Pre-Tax 403(b) contributions of 1% of compensation with automatic increases of 1% every year up to 5% of compensation. (See Notice of Automatic Contribution)

**3. Election Not to Participate:** I do not wish to participate in the Tax Deferred Annuity Plan 403(b); do not automatically enroll me.

Check here if you are currently making voluntary, tax-deferred contributions to a 403(b) and/or a 401(k) plan of another employer. All your combined contributions may not exceed the applicable limits under the IRC.

It is understood that the contribution amount(s) specified above will be allocated among the investment options you choose under the Plan. Until you make investment elections on the TIAA website ([www.tiaa.org/aip](http://www.tiaa.org/aip)), your contributions will be invested in an Age-Based Target Date TIAA-CREF LifeCycle fund, the Plan's default investment. Detailed information on the Plan's investment funds may be found on TIAA's website.

Participant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

T&C Processor: \_\_\_\_\_

Date: \_\_\_\_\_