

INSTRUCTIONS FOR COMPLETION OF SALARY REDUCTION AGREEMENT

The following instructions refer to each corresponding section. **NOTE: You may also be required to complete a separate application form of the provider Agent.**

SECTION I

Please complete all information in this section. Check the “New” box if this is a new Salary Reduction Agreement. Check the “Change” box if this is a change in the current allocation of your investment.

SECTION II

Following is an example as to how to complete this section.

EXAMPLE:

Circle Company of Choice	Deduction Per Pay	Pay Method Hourly or Salary	Total Annual Amount
TIAA-CREF			
VALIC	\$ 15.00	Hourly	\$390.00

SECTION III

This agreement is entered into this (current day) day of (current month and year), by and between Morehead State University and (your name).

The parties signed below agree as follows: Effective with amounts paid on and after (the first payroll period you wish the salary reduction or allocation change to begin.)

**BE SURE TO SIGN THE SALARY REDUCTION AGREEMENT FORM
AND HAVE IT SIGNED BY A HUMAN RESOURCES REPRESENTATIVE.**