



'2025' SALARY DEFERRAL UNDER SECTION 403(b)

DEFINED CONTRIBUTION RETIREMENT PLAN, SUPPLEMENTAL ANNUITY PLAN AND ROTH

**PLEASE ATTACH TIAA ONLINE ENROLLMENT CONFIRMATION OF COMPLETION WHEN SUBMITTING THIS FORM FOR THE FIRST TIME.
PLEASE BE AWARE THAT IF YOU DO NOT ATTACH THE CONFIRMATION, IT WILL CAUSE A DELAY IN PROCESSING YOUR APPLICATION.**

AS A FIRST-TIME ENROLLEE, DID YOU ATTACH THE CONFIRMATION?

This form allows you to indicate how you would like to contribute to your 403(b).

Definitions

Tax Deferred and/or ROTH 403(b) Defined Contribution Retirement Plan (RA) 406592

Beginning March 10, 2025, you can split your Retirement Annuity (RA) percentages between Tax Deferred dollars and the ROTH 403(b). The combination must equal employee contribution. **All employer contributions will be Tax Deferred ONLY.**

Unlike a traditional Tax Deferred 403(b), ROTH 403(b) allows you to contribute after-tax dollars and then withdraw tax-free dollars from your account when you retire.

Tax Deferred and/or ROTH 403(b) Supplemental Retirement Annuity (SRA) Plan 406593

Staff and Administrators that contribute more than 4% and UDMPU members that contribute more than 5% of your annual base salary may elect for additional tax deferred and/or ROTH 403(b) percentage funds to be contributed.

Unlike a traditional Tax Deferred 403(b), ROTH 403(b) allows you to contribute after-tax dollars and then withdraw tax-free dollars from your account when you retire.

Age 50 and Older Catch-up (Up to \$7,500 additional elective deferral, contribution limit as set by IRS 2025 is automatically applied when age 50, to remove the limit, email hr@udmercy.edu)

Age 60-63 Catch-up (Up to \$11,250 additional elective deferral, contribution limit as set by IRS 2025 is automatically applied when age 60-63, to remove the limit, email hr@udmercy.edu)

Catch-up election for 15 Years of Service or More

You may be eligible to contribute an additional \$3,000 for up to **Five Years** for having 15 years or more of Continuous Service. Use this option **only** if you reach the maximum contribution allowed by the IRS, including the Age 50 or Age 60-63 catchup provision, if applicable. For instance, if in 2025 you will have contributed \$23,500 plus \$7,500 for Age 50 or \$23,500 plus \$11,250 for Age 60-63, you may be able to elect an additional \$3,000 for having 15 Years or more of continuous, full-time Service. The maximum Lifetime contribution for 15 Years or More of Service is \$15,000 (\$3,000 for 5 years). TIAA must provide you with a calculation sheet—which you must send to HR with your revised Salary Deferral Form. **If you have any questions, please contact TIAA directly.**

I have read and understand the above information.

Employee Name: _____
Print First Name Middle Initial Last Name

Contact Telephone No.: _____ **Employee T#:** _____

ON GOING DEDUCTION ELECTION IRS MAXIMUM PERCENTAGE ONLY

UDM DEFINED CONTRIBUTION RETIREMENT PLAN (RA) 406592, if applicable

PLEASE ATTACH TIAA ONLINE ENROLLMENT CONFIRMATION OF COMPLETION WHEN SUBMITTING THIS FORM FOR THE FIRST TIME.
PLEASE BE AWARE THAT IF YOU DO NOT ATTACH THE CONFIRMATION, IT WILL CAUSE A DELAY IN PROCESSING YOUR APPLICATION.

AS A FIRST-TIME ENROLLEE, DID YOU ATTACH THE CONFIRMATION?

YOU MUST COMPLETE THIS SECTION TO BE ELIGIBLE FOR THE EMPLOYER CONTRIBUTION:

Beginning on _____, for the purchase of retirement benefits in accordance with Detroit Mercy defined retirement plan.
The amount authorized to be deducted from my paycheck is:

0%	3%	4%, Maximum Non-UDMPU* Only	5% Yes, Maximum UDMPU* Only
_____ % Roth elective deferrals		_____ % Tax Deferred elective deferrals	

*Click [Non-UDMPU](#) and [UDMPU](#) for more information on the employer contributions.

Ineligible to participate in the RA. No change requested in this section.

UDM SUPPLEMENTAL TAX DEFERRED ANNUITY PLAN (SRA) 406593, optional

Staff and Administrators that contribute more than 4% and UDMPU members that contribute more than 5% of your annual base salary, indicate the percentage in the section below. **Contribution to the SRA is ineligible for the University match.**

YOU MUST ALSO COMPLETE THE ON-LINE TIAA SUPPLEMENTAL TAX DEFERRED ANNUITY PLAN ENROLLMENT OPTION.

Beginning on _____, for the voluntary purchase of retirement benefits in accordance with Detroit Mercy Supplemental Retirement Plan.

Designate the percentage to be contributed to Roth elective deferrals and the percentage to be contributed to Tax Deferred elective deferrals. **For example, you can contribute 2% into your ROTH 403(b) plus 2% in your Tax Deferred; for a total contribution of 4%.**

_____ % Roth elective deferrals	_____ % Tax Deferred elective deferrals
---------------------------------	---

15-Years of Service Catch-Up Contribution

I understand that I must submit a new form annually, this is not an automatic renewal. Yes, I read and understand the previous page regarding 15 years or more of service!

Participation in this option requires a TIAA maximum contribution calculation please, call TIAA at 800-842-2776 to obtain a calculation and submit document to Human Resources via email hr@udmercy.edu.

Designate the flat amount to be contributed to Roth elective deferrals and the percentage to be contributed to Tax Deferred elective deferrals. This amount must not exceed the statutory limitation under IRS Section 414(v).

_____ (flat amount) Roth elective deferrals	_____ (flat amount) Tax Deferred elective deferrals
---	---

For help in determining what percentage, you need to contribute to maximize your retirement, or investment allocation options, please contact TIAA at 800-842-2776.

University of Detroit Mercy (the Institution), and you, (the employee) agree as follows:

Effective, with respect to RA and/or SRA, the amount earned on the beginning of the next available pay period indicated on this page, the employee’s base annual salary will be reduced by the amount indicated above, and at the same time the University’s contribution to the employee’s annuity contract(s) will be in accordance with the retirement plan and allocated as designated by the employee. If electing Roth 403 (b), this contribution is after taxes. As soon as administratively practicable, the Institution will forward your contribution for investment in accordance with the Plan. You may allocate contributions among the investment options approved by the Institution.

This authorization shall be legally binding and irrevocable as to each of the parties hereto while employment continues, provided however, that either party may terminate this authorization as of the end of any month (or pay period, if applicable), so that it will not apply to salary subsequently earned, by giving at least thirty (30) days written notice of the date of termination. Employees may opt to change their elections by sending a revised Salary Reduction Form. The amount of salary reduction will produce a total contribution to the employee’s annuity contract(s) that is equal to or less than the employee’s statutory exclusion allowance under section 403(b) of the Internal Revenue Code, as affected by the Tax Reform Act of 1986.

Employee’s Signature _____ Date _____

Email to hr@udmercy.edu