

# Change to Salary Reduction Agreement Under Section 403(b)

By this agreement, made between \_\_\_\_\_ (the Employee) and the Archdiocese of San Antonio, we agree as follows:

Effective for the pay period on or after \_\_\_\_\_, \_\_\_\_\_, which date is subsequent to the execution of this agreement, the Employee's voluntary pre-tax contributions will be changed to the amount indicated below as soon as administratively practicable. The Employee will be responsible for allocating their contributions among the investment options in the Archdiocese of San Antonio 403(b) Plan (406449).

This agreement shall be legally binding and irrevocable for both the Archdiocese of San Antonio 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 thirty days' written notice so that this agreement will not apply to salary subsequently paid.

The Employee's salary reduction agreement shall be updated as follows:

- Start contributions of \$ \_\_\_\_\_ per pay period.
- Change contribution amount to \$ \_\_\_\_\_ per pay period.
- Stop contributions at this time.

This 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.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Employee Name (please print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Location Name

\_\_\_\_\_  
Location City

\_\_\_\_\_  
Archdiocese of San Antonio authorized signature

By: \_\_\_\_\_

\_\_\_\_\_  
Archdiocese of San Antonio authorized name (please print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Return your completed form to:

Archdiocese of San Antonio  
Human Resources Office  
2718 W. Woodlawn Avenue  
San Antonio, TX 78228  
Fax: 210 734-1919

**Upon receipt of this form, the Human Resources Office will send you a letter confirming the amount and starting date of your contributions.**



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Financial Services

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