

Employee Instructions & Payroll Schedule

1. Complete the Employee sections regarding "Name," "Email Address," "Mailing Address" and "Work Location." Select the number of payrolls* that you, the employee, receive during a calendar year.
2. Enter your "I.D. Number" and/or "Social Security Number" in the boxes provided.
3. Mark the box that corresponds with the type of SRA you are submitting: "Original Agreement" or "Amendment to a Previous Agreement."
4. (a) Enter the info for ALL your new and/or existing accounts (you may have only one account or multiple accounts).
 NOTICE: Any SRA accounts not listed will be automatically terminated.
 (b) In addition to entering the company name, the employee and/or agent MUST fill in the correct corresponding Assigned Payroll Slot Code on the SRA (list available with this SRA or online at _____)
 (c) Enter the salary reduction amount (dollar amount) you wish to be withheld from your payroll.
 (d) Enter the month or payroll date that you wish your elections (new account or amendment) to be effective.
 (i) If effective payroll date is blank, changes will take effect the next processing period after date of receipt of this form by TSACG.
 (e) If this SRA is being submitted to terminate a current salary reduction, please list the company name to be terminated and indicate "Terminate Reduction" in the space provided (check box).
 (f) Total the dollar amount for all contributions, and enter the total in the box provided.
5. Complete this section for unused sick leave payout only.
6. Provide agent name and telephone number, if applicable.
7. Sign and date the agreement. Please provide a telephone number where you can be reached during business hours.
8. Mail the completed original signed agreement to TSA Administration Services, Attn: SRA Processing Dept., P.O. Box 4037, Fort Walton Beach, FL 32549 or fax the completed form to 1-866-908-7582 or e-mail to sraprocessing@tsacg.com

MSAD #11 2018-2019		
	Payroll Date	SRA Deadline
1	7/5/2018	7/1/2018
2	7/19/2018	7/15/2018
3	8/2/2018	7/29/2018
4	8/16/2018	8/12/2018
5	9/13/2018	9/9/2018
6	9/27/2018	9/23/2018
7	10/11/2018	10/7/2018
8	10/25/2018	10/21/2018
9	11/8/2018	11/4/2018
10	11/22/2018	11/18/2018
11	12/6/2018	12/2/2018
12	12/20/2018	12/6/2018
13	1/3/2019	12/30/2018
14	1/17/2019	1/13/2019
15	2/14/2019	2/10/2019
16	2/28/2019	2/24/2019
17	3/14/2019	3/10/2019
18	3/28/2019	3/24/2019
19	4/11/2019	4/7/2019
20	4/25/2019	4/12/2019
21	5/9/2019	5/5/2019
22	5/23/2019	5/19/2019
23	6/6/2019	6/2/2019
24	6/20/2019	6/16/2019