

403(b)/403(b)Roth Retirement Savings Plans

Return completed form to:
Fax: 636-939-8574
benefits@fhdschools.org

Salary Reduction Agreement

Use this form to set up or change contributions to your 403(b) Account. Please type or print your information and submit to your employer.

Employee Data – ALL FIELDS REQUIRED

Employer Name: FRANCIS HOWELL SCHOOL DISTRICT	
Name:	Social Security #:
Address:	City/State/Zip:
Daytime Phone #:	Date of Birth:
Evening Phone #:	Date of Hire:
Email Address:	# of Salary Reductions:

Contribution Specifications

Complete this section to set up or change contributions to your 403(b) Account. Please note that the contribution amount may not exceed the maximum allowable contribution limits as adjusted annually by the Internal Revenue Service. Review your Plan Highlights for the availability of Age 50 Catch-up Contributions.

Tax Year	Basic Salary Deferral Limit for all employees.	Annual limit If you qualify for the Age 50+ Catch-Up.
2024	\$23,000	\$30,500

Tax Year	Roth Base Salary Deduction Limit for all employees.	Roth Annual Limit if you qualify for the Age 50+ Catch-Up.
2024	\$23,000	\$30,500

- ☐ Start new payroll deductions (Account must be established prior to submitting SRA, fill in Account Number below).
- ☐ Increase existing payroll deductions. ☐ Decrease existing payroll deductions.
- ☐ One-time payroll deduction then stop deductions. ☐ One-time payroll deduction then revert to existing deductions.
- ☐ Change investment providers. Stop contribution to _____ and start contributions to _____.
- ☐ Please stop my contributions to _____.

Make changes effective with payroll date _____.

You are responsible for establishing any annuity contract or custodial account with the Investment Provider(s) indicated below prior to submitting your Salary Reduction Agreement. Please provide your account # to avoid delay in processing your changes.

Investment Provider(s)	Account #	Pre Tax	Roth Post Tax	Annual Salary Reduction	Salary Reduction Per Pay Period

Total deduction each pay period \$ _____

Approval Signature

- Any changes to 403(b) deferrals can occur no earlier than the first pay period following the date the agreement is received.
- This Salary Reduction Agreement is irrevocable with respect to amounts earned while it is in effect and applies only to amounts earned after the agreement becomes effective.
- This Salary Reduction Agreement will continue until amended or terminated. This agreement shall automatically terminate with severance from employment.
- The Employee agrees that the Employer shall have no liability whatsoever for any loss suffered by the Employee with regard to his/her selection of an investment provider, or the solvency of the operation of, or benefits provided by, said investment provider.

Signature of Employee

Date (Please Note: Above date must be within last 90 days to be valid)

Approved By

Date

Date Sent by Francis Howell School District