

**Houston Community College, Texas
Payroll Reduction Authorization for 403(b)
Annuity Contract or 403(b)(7) Custodial Account**

Authorized 403(b) Provider

No Load Account (No Agent Signature Required)

Employee's Name	Social Security Number
Work Location	Position

Original Agreement (TSA voluntary plan)

With respect to services rendered by the Employee hereafter, the Employer and the Employee hereby agree the Employee's compensation for such services shall be reduced by:

Equal amounts of \$ _____ per pay period beginning on the 1st or the 16th (circle one) of _____, 20 ____.

The amount elected above shall result in a total ANNUAL REDUCTION not to exceed the maximum allowable contribution calculation. The Employer agrees that it will remit the amount of such reduction for the 403(b) Tax Sheltered Annuity or 403(b)(7) custodial account offered by the Company listed above.

Amendment Agreement - Type of Change Desired (TSA voluntary plan)

Increase from \$ _____ per pay period to \$ _____ per pay period beginning on the 1st or the 16th (circle one) of _____, 20 ____ pay period

Decrease from \$ _____ per pay period to \$ _____ per pay period beginning on the 1st or the 16th (circle one) of _____, 20 ____ pay period.

Suspend—Name of Company _____ **Effective Date of Company Suspension** _____, 20 ____

I have read the above and understand the proposed change. I hereby request that such change be effected. I realize that if the change results in decrease or elimination of reduction under the 403(b) T.S.A. program, that this reduction or elimination cannot be "made up" in the future unless it falls within the allowable limits for that year.

Optional Retirement Program

1. Check this box if this is a change in provider
2. Reduce my gross monthly salary at the rate of 6.65% per month, beginning on the 1st or the 16th (circle one) _____, 20____, and each month thereafter for so long as I am employed by Houston Community College and am participating in the Optional Retirement Program, or until revoked by either party.
3. Apply contributions to the payment of a nonforfeitable retirement annuity contract or custodial account (mutual funds) selected by me and provided by _____ (the said carrier must be approved by Houston Community College).

Terminal Pay at Retirement or Termination

One-time reduction from Terminal Pay \$ _____
Total from Terminal Pay

The Employee expressly understands and agrees that if the amount requested above is more than the amount due to the Employee (less applicable taxes), no reduction will be made and the entire amount will be paid to the Employee.

This Agreement shall be legally binding and irrevocable with respect to amounts earned while the Agreement is in effect, and any termination of this Agreement shall be effective only with respect to amounts not yet earned at the time of said termination. It is provided that this reduction does not exceed the Employee's statutory limits under Section 402(g) or the limitation of Section 415 of the Internal Revenue Code. This limits the total allowable salary reduction to all Companies to which salary reduction contributions can be made. It is understood that the amount specified will be forwarded to the Company listed above, provided that the Employee has sufficient earnings during the immediately preceding pay period to accommodate the requested reduction. In the event that the calculations provided by the District are lower than the calculations provided by the company / representative, the District's calculation shall prevail.

I hereby authorize my Employer to reduce or suspend any contributions established by this agreement, if in its opinion, the total annual contributions would exceed my Maximum Allowable Contribution in any calendar year.

The Employee is responsible for the accuracy of the excludable amounts stated in this Agreement. Any overstatement of the amounts excludable as a salary reduction in this agreement, or any other violation of the requirement of Section 403(b) could result in additional taxes, interests, and penalties to the Employee.

It is the intent of the parties that the non-forfeitable retirement deferred annuity or custodial contract pursuant to this Agreement shall qualify for the Federal Income Tax benefits provided for in Section 403(b) of the Internal Revenue Code of 1954, as amended. **Any change to this Agreement must be in writing to the Employer and becomes effective upon the execution of this Agreement by Employee and Employer.**

This Agreement may be terminated by either the Employer or Employee upon thirty (30) days notice to the Company and to the Employer or Employee as applicable.

AGENT / REPRESENTATIVE

Houston Community College, Texas

EMPLOYEE

EMPLOYER

Dated _____, 20 ____

Dated _____, 20 ____