

Salary Reduction Agreement for Wellesley College 403(b) Plan for Faculty and Administrative Staff

BY THIS AGREEMENT, made between _____ (the Employee) and Wellesley College (the Institution), we agree as follows:

Effective for amounts paid on or after _____, 20__, which date is subsequent to the execution of the Agreement, the Institution will reduce the Employee's salary by the amount indicated below. At the same time, the Institution will contribute a corresponding amount to the Employee's non-forfeitable annuity contracts (and/or custodial accounts), in accordance with the allocations among the Institution-approved funding vehicles made by the Employee below.

This Agreement shall be legally binding and irrevocable for both the Institution and the Employee, except that the Institution may reduce the Employee's salary reduction amounts as required to comply with the limitations of the Internal Revenue Code (IRC), as indicated below.

This Agreement shall continue in effect while employment continues. However, either party may terminate or otherwise modify the Agreement with respect to salary not yet paid by the Institution to the Employee by giving at least thirty days written notice to the other party.

Complete Sections A and C, or B (if eligible) and C and sign below.

A. The Institution will reduce the Employee's gross salary by _____%.

This Agreement does not permit a total Institution contribution that exceeds the Employee's statutory limitation under IRC Section 415 or Section 402(g), whichever is less.

B. Those employees age 50 or over by the end of the calendar year, who are electing the 402(g) maximum, may elect an additional annual catch-up contribution, as indicated below.

\$ _____ (if less than annual maximum catch-up) or (✓) _____ the annual maximum

This amount must not exceed the statutory limitation under IRC 414 (v).

The Institution will reduce the Employee's gross salary by _____%, which does not exceed the Employee's statutory limitation under IRC Section 415 or Section 402(g), whichever is less. This amount represents the annual 402(g) maximum plus the age 50 or over catch-up.

Note: The Employee is responsible for determining that the amount of salary reduction listed on this form does not exceed the IRC limitations described above. The Institution will provide, upon request, any available information that is necessary to enable the Employee to make those determinations.

C. The Institution will contribute the amount(s) elected above to the following authorized funding vehicles:

TIAA-CREF (Group) SRA	_____	%
Fidelity Investments	_____	%
Calvert Investments	_____	%
Total:	100	%

Each of the above funding vehicles offers several investment options. The Employee can choose to invest in any or all of those investment options on the supplemental retirement plan enrollment forms provided by TIAA-CREF, Fidelity, and Calvert. ***If you are enrolling in a funding vehicle for the first time, you must complete the supplemental enrollment form.***

Employee Signature _____ Department: _____

Soc. Sec. No. _____ - _____ - _____ Payroll: Monthly _____ Weekly _____ Date _____, 20 _____

Return entire form to Human Resources-Benefits for processing; do not email or fax. Agreements received, accepted, and executed by the 15th of the month will be effective for wages earned beginning the 1st of the following month.

Received by Human Resources:

By _____ Title: _____ Date: _____

Copy: File: Employee: _____ (Date) 01/09