Syracuse University
Human Resources

hrservice@syr.edu

Syracuse University Voluntary Retirement Plan
Salary Reduction Authorization Form

I, _____ (please print), authorize Syracuse University to reduce my "Eligible Earnings," as defined in the Syracuse University Voluntary Retirement Plan (the "Plan"), by the amounts indicated below and remit such amounts to TIAA on my behalf pursuant to the Plan.

Enter either a dollar amount or a percentage of Eligible Earnings for each option.*

Voluntary Group Supplemental Retirement Annuity

Before-Tax Election: $ _____ per pay period OR _____ % of Eligible Earnings

Roth 403(b) After-Tax Election: $ _____ per pay period OR _____ % of Eligible Earnings

Voluntary Supplemental Retirement Annuity (only available to employees with an existing Voluntary Retirement Account)

Before-Tax Election: $ _____ per pay period OR _____ % of Eligible Earnings

Roth 403(b) After-Tax Election: $ _____ per pay period OR _____ % of Eligible Earnings

I understand that my total annual contributions to the Plan cannot exceed the annual limit on such contributions, as imposed by the Internal Revenue Code, and that the Office of Human Resources will suspend the salary reductions when this limit has been met.

I understand that this election supersedes all prior elections and shall be effective as indicated below provided all other requirements of the Plan are fulfilled.

☐ I would like the election to be effective as soon as administratively feasible.

☐ I would like to delay the election to be effective on the pay cycle beginning on _____ (mm/dd/yy).

I understand that this Agreement is legally binding and irrevocable with respect to amounts paid while the Agreement is in effect and that I may amend the elections at any time with respect to future amounts.

Employee's Signature: _____ Date: _____

Employee's SUID: _____

Return this form to:
HR Shared Services
hrservice@syr.edu
Phone: 315.443.4042 Fax: 315.443.1063
621 Skytop Road, Suite 1001, Syracuse, New York 13244

Accepted and Agreed to:
Syracuse University

By: _____
Date: _____
Employment Status: ☐ Permanent ☐ Temporary

* You can view your account and contribution amounts via MySlice, including past elections. From the Employee Home page select the HR/Benefits Tile for a complete listing of all benefits. For additional information, contact TIAA directly at 1.800.842.2776.