



Human Resources

1300 Seibert Administration Building, Mail Stop 5217
Phone (269) 387-3620 Fax (269) 387-3441

Salary Reduction Agreement

Form with fields: Last Name, First Name, MI, Employee ID Number, Address (Number, Street), City, State, Zip Code, Email Address, New Enrollment Yes No, Phone Number, Pay periods per year (26, 24, 22, 18), Biweekly Semimonthly.

Salary Deferral Elections: Indicate plan election(s) and either a dollar amount or a percentage contribution per pay period.

TIAA table with columns for 403(b) and 457(b) elections, including checkboxes for Pre-tax and Post-tax (Roth), and fields for dollar amount and percentage.

This election will be effective as soon as administratively possible. Please note special effective date instructions for delayed payroll deduction:

Important notice if first time election at WMU: You need to open an account at TIAA (tiaa.org/wmich). By signing this agreement, you are confirming that you have completed the online enrollment process.

Note: This agreement supersedes all prior voluntary salary reduction agreements. The total salary reduction amount cannot exceed 75% of compensation, subject to prior payroll deductions.

I understand that this agreement affects contributions from my paychecks on dates after it is received by Western Michigan University and that contributions will not be retroactive.

Signature of Participant _____ Date Signed _____

Upon completion of this form, please make a copy for your records and fax, email, deliver or mail your SRA to: Western Michigan University Human Resources

For HR Internal Use Only: 403(b) Limit, 457(b) Limit, Biweekly Semimonthly, Record No., Pay period begin date, Entered by, Date.