

Voluntary 403(b) Retirement Contribution Election

1. Employee Information:

Name (Last, First)	Employee ID #
Virginia Tech Email Address	Daytime Phone Number

2. Choose a contribution action (check one): Start Change Stop

3. Select your 403(b) vendor and the total amount to be deducted per paycheck*:

4. Select your cash match[‡] company

Select	Vendor	Per Paycheck Contribution* (Total)		Deduction Codes HR Use
		Current Amount	New Amount	
<input type="checkbox"/>	Fidelity (Pre-Tax)	\$	\$	224
<input type="checkbox"/>	Fidelity (Post-Tax)	\$	\$	990
<input type="checkbox"/>	TIAA (Pre-Tax)	\$	\$	206
<input type="checkbox"/>	TIAA (Post-Tax)	\$	\$	992

Select One	Vendor	Dollar Amount	Deduction Codes HR Use
<input type="checkbox"/>	Fidelity	\$	268
<input type="checkbox"/>	TIAA	\$	265

* There are 24 pay periods in a calendar year.
[‡] If you qualify, your contribution will be matched at 50 percent up to a maximum of \$20 per pay period.

A. Effective Date: This is effective the pay cycle after the form is received by the Division of Human Resources, unless otherwise noted:

B. Termination Date: List a termination date for this agreement: _____ (Leave blank if continuous)

C. Cash Match Agreement Information: The cash match will not be set up until a retirement selection is made. If enrolled in the VRS Hybrid plan, the cash match will not be set up until the voluntary defined contribution portion of the Hybrid plan is maximized at the 4 percent.

D. Contribution Limits: Contribution Limits: The 2024 limit on contributions to a 403(b) plan is as follows: for employees under the age of 50 the limit is \$23,000; the limit for employees who are age 50 or over at the end of the calendar year is \$30,500. Plan participants should note that contributions to each retirement plan type are cumulative. Contributions to 403(b) plan with any another employer(s) should be taken into consideration when determining contributions to the plan with VT.

E. Online Enrollment: You must set up an online account with the vendor you selected above. If you fail to set up the online account, there may be a delay in your funds being deposited into your vendor of choice, and your contributions will be invested in the age appropriate date fund.

F. Changes: Participants may make changes at any time throughout the year by completing a new form.

G. By this agreement, made between me and Virginia Tech, I agree as follows: Effective for amounts paid on or after the date signed, which is subsequent to the execution of this agreement, my salary will be reduced by the amount indicated, and does not exceed contribution limits as determined by applicable law. I certify that I have read the complete agreement including information on the reverse side of this form. I understand my responsibilities as an employee under this program, and I request that Virginia Tech take the action specified in this agreement. I understand that all rights under the annuity or custodial account established by me under the program are enforceable solely by my beneficiary, my authorized representative, or myself.

Employee Signature	Date
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Submit completed form to the Division of Human Resources by fax (540-231-3830) or HR Drop Box at www.hr.vt.edu.

For Office Use Only	Effective Date	Sent to EA	Contribution Limit	HR Rep