



Administrative & Retirement Solutions, Inc.
 211 East Main Street, Suite 100, Lakeland, FL 33801
 863.688.4500 / (FAX) 863.688.4200 / 866.873.4240
 www.midamerica.biz

403(b) Retirement Savings Plan



Questions? Call our Service Center at 1-866-873-4240

Salary Reduction Agreement

Use this form to set up or change contributions to your account from your paycheck. Please check with your employer to verify that this agreement meets your employer's requirements. Please type or print.

Employee Data	
Employer Name:	
Name:	Social Security #:
Address:	
City:	Daytime Phone #: ()
State/Zip:	Evening Phone #: ()
Date Last Employed:	Date of Birth:

Set Up Salary Reduction – 403(b)

Complete this section to set up or change contributions to your 403(b) Account. Please note that the maximum amount of salary that can be reduced may not exceed the limits of the Internal Revenue Code. Verify with your Employer availability of Roth 403(b) contributions. If you will be age 50 or older by the end of the year, you may be eligible to make catch-up contributions. Please indicate below if you would like to make the catch-up contributions, when you reach the maximum amount. (For 2009, the maximum qualified amount is \$16,500 and the maximum catch-up amount is \$5,500)

Deduct from my Salary (Select all that apply):

Pre-Tax Qualified Contribution \$ _____ or % _____ per pay period.

After-Tax Roth Contribution \$ _____ or % _____ per pay period.

Catch-up Amount

Pre-Tax Qualified Contribution – Age 50

After-Tax Roth Contribution – Age 50

Total \$ _____ or % _____ per pay period.

Please stop my contributions to _____
Current Provider

Investment Provider

Complete this section with the amount per Investment Provider and account type. You are responsible for establishing any annuity contract or custodial account with the Investment Provider(s) as indicated below.

Investment Provider	Product Name	403(b) Pre-Tax		403(b) After-Tax Roth	
		Salary Reduction	Catch-Up	Salary Reduction	Catch-Up
1.					
2.					
3.					

Provide Signatures

This Salary Reduction Agreement is irrevocable with respect to amounts earned while it is in effect and applies only to amounts earned after the agreement becomes effective.

403(b) deferrals can start no earlier than the first pay period following the date this agreement is signed. Deferrals start on _____

By executing this Agreement, I represent that:

- This Salary Reduction Agreement will continue until amended or terminated. This agreement supersedes all prior salary reduction agreements and shall automatically terminate with severance from employment.
- I enter into this Agreement freely and understand all the limitations of this Agreement and the Plan.
- Moraine Park Technical College has no duty to provide investment of tax advice and does not do so. I will seek professional advice on such matters if I deem necessary.
- Moraine Park Technical College generally does not inform me of whether any particular Plan investment is appropriate for me. I should obtain any needed investment advice from an investment professional.
- My deferral level may be adjusted if required by law.
- The Employee agrees that the Employer shall have no liability whatsoever for any loss suffered by the Employee with regard to his/her selection of a provider, or the solvency of the operation of, or benefits provided by, said provider.

IN WITNESS THEREOF, this agreement has been executed by the parties hereto this ____ day of _____, 20____.

X _____
Signature of Employee Date (mm/dd/yyyy)

X _____
Signature of Representative Date (mm/dd/yyyy) Print Name of Representative

Mail to: MidAmerica Administrative & Retirement Solutions, Inc.
 211 E Main Street, Suite 100 • Lakeland, FL 33801