



RETIREMENT CONTRIBUTION AGREEMENT

First Name	MI	Last Name	Last Four of SSN
Email Address		Phone Number	

I _____ understand that:

- Participation in Morehouse College's Retirement Annuities (403b plans) is optional and contribution amounts are at my discretion
- TIAA-CREF is the sole retirement provider of Morehouse College's retirement plans
- All contributions are on a pre-taxed basis (not to exceed applicable legal limitations) and will reduce my monthly or bi-weekly income
- Contributions start on the first day of the month following my first day of employment, and contributions will end on the last day of the month of my last day of employment. The maximum contribution amount for calendar year _____ is \$ _____
- I am eligible to participate in the Matched Retirement Annuity:
 - Beginning the first of the month after the standard waiting period of one calendar year of continuous employment with Morehouse College **OR**
 - Within 30 days of my first date of employment, if I am leaving another higher educational institution with written documentation identifying eligibility, to waive the standard waiting period
- I am eligible to participate in the Group Supplemental Retirement Annuity on the first day of the month that I am eligible for benefits
- If I participate in the Supplemental Retirement Annuity, employee modifications may only be made twice within a calendar year (365 days) with a minimum of 60 days between changes
- This agreement shall be legally binding and irrevocable as to each of the parties hereto while employment. Either party may terminate or otherwise modify this agreement at the end any month, so it will not apply to subsequent salary deductions, by giving at least 30 days written notice to the Benefits Coordinator in the Human Resources department.

MATCH RETIREMENT ANNUITY

<input type="checkbox"/> New/Resume Contributions	<input type="checkbox"/> Change Contributions	<input type="checkbox"/> Stop Contributions
Employee Contribution	Morehouse Contribution	
<input type="checkbox"/>	0%	3%
<input type="checkbox"/>	2%	4%
<input type="checkbox"/>	5%	6%

SUPPLEMENTAL RETIREMENT ANNUITY

<input type="checkbox"/> New/Resume Contributions	<input type="checkbox"/> Change current Contributions	<input type="checkbox"/> Stop Contributions
Percentage of Salary	OR	Monthly Dollar Amount
%		\$

CATCH-UP CONTRIBUTION

Employees, who are age 50 years old or over, are eligible for an additional catch-up contribution from gross bi-weekly or monthly payments. This amount must not exceed the statutory limitations under Section 414(v). The maximum catch-up amount allowed for calendar year _____ is \$_____.

<input type="checkbox"/> New/Resume Contributions	<input type="checkbox"/> Change Contributions	<input type="checkbox"/> Stop Contributions
Monthly Dollar Amount		
\$		

I have read and understand the terms of this Agreement. My signature below confirms my understanding of this Agreement.

Employee Signature

Date

HR Signature

Date

For HR Use Only:

Effective Date