



# SALARY REDUCTION / SUPPLEMENTARY RETIREMENT PLAN AGREEMENT

P.O. Box 7424, Winston-Salem, NC 27109  
Phone: 336-758-4700 Fax: 336-758-6127  
Web Site: [www.wfu.edu/hr](http://www.wfu.edu/hr)

## SECTION I – EMPLOYEE INFORMATION

Employee Name: \_\_\_\_\_ Paid:  Monthly  Biweekly  
(Please Print)

WFU ID Number: \_\_\_\_\_ Phone Ext: \_\_\_\_\_

I hereby request and authorize Wake Forest University to reduce my base salary by the amount indicated below effective with salary earned on or after \_\_\_\_/\_\_\_\_/\_\_\_\_ (1<sup>st</sup> day of the pay period) and continuing throughout the duration of my employment. This agreement is legally binding and irrevocable with respect to amounts earned while the agreement is in effect. I understand that I may change or terminate my voluntary contributions at any time by signing a new salary reduction agreement and returning it to Human Resources. For employees age 50 and over, the amount elected may include any additional catch-up contribution under IRC 414 (v), and/or the 15-year catch-up provision.

## SECTION II – EMPLOYEE ELECTION

Select One:

Maximum Amount

I would like to contribute the maximum amount permitted by law. I understand by making this election, my deduction will automatically be changed each January 1<sup>st</sup> to reflect the new limit permitted by law for the year.

HR Use Only Reference: Auto Max			
280 \$	281 %	282 RH%	283 GR%
275 \$	276 %	277 RH%	278 GR%
270 \$	271 %	272 RH%	273 GR%
285 \$	286 %	287 RH%	288 GR%

PLAN SPONSOR	ALLOCATION	% OF GROSS SALARY	<u>OR</u>	\$ AMOUNT PER PAY PERIOD
Fidelity Investments				
TIAA-CREF (RA)				
TIAA-CREF (SRA)				
Vanguard Group				
<b>Total</b>	<b>100%</b>			

Specific Amount

I would like to contribute: \$ \_\_\_\_\_ per pay period or \_\_\_\_\_ % of my base pay per pay period as designated below.

HR Use Only			
280 \$	281 %	282 RH%	283 GR%
275 \$	276 %	277 RH%	278 GR%
270 \$	271 %	272 RH%	273 GR%
285 \$	286 %	287 RH%	288 GR%

PLAN SPONSOR	ALLOCATION	% OF GROSS SALARY	<u>OR</u>	\$ AMOUNT PER PAY PERIOD
Fidelity Investments				
TIAA-CREF (RA)				
TIAA-CREF (SRA)				
Vanguard Group				
<b>Total</b>	<b>100%</b>			

- I have enrolled in a Supplemental Retirement Account directly with Fidelity, TIAA-CREF, or Vanguard (circle those that apply) and will not be submitting the enrollment form to Wake Forest University Human Resources.
- I elect to terminate my voluntary contributions effective \_\_\_\_\_ (last day of pay period).
- I do not wish to participate in the Supplemental Retirement Account plan at this time.

Prior YTD Reductions: \_\_\_\_\_

## SECTION III – EMPLOYEE SIGNATURE

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Benefits Representative \_\_\_\_\_

HR Use Only  
Date Application Received: \_\_\_\_\_  
Entered by: \_\_\_\_\_ Date: \_\_\_\_\_

MEA \_\_\_\_\_ For \_\_\_\_\_ (yr)