

**ROGER WILLIAMS UNIVERSITY & SCHOOL OF LAW**  
**RETIREMENT CONTRIBUTION SALARY REDUCTION AGREEMENT**

*\*Requested transaction(s) will be processed as soon as administratively possible upon receipt of this form.*

Employee Name: \_\_\_\_\_

Employee Number: \_\_\_\_\_

**Below you are able to start, change, or stop a 403b contribution. Please note the following:**

- Enrollment in the Match is dependent upon being eligible for a matched contribution in accordance with the applicable plan document.
- If you aren't making a change to a contribution, please leave that line blank.

**MATCHED CONTRIBUTION**

I ELECT to contribute Five Percent (5%) of my base salary per pay period, in order to receive the RWU 8% match.

I ELECT to **STOP** my existing Matched Contribution.

**UNMATCHED CONTRIBUTIONS**

**Pre-Tax Contributions**

I elect to contribute \$ \_\_\_\_\_ of my base salary per pay period on a **PRE-TAX** basis.

I elect to change my **Pre-Tax** unmatched contribution to \$ \_\_\_\_\_ of my base salary per pay period.

I elect to STOP my **Pre-Tax** unmatched contribution.

**ROTH Post- Tax Contributions**

I elect to contribute \$ \_\_\_\_\_ of my base salary per pay period on a **ROTH** basis.

I elect to change my **ROTH** unmatched contribution to \$ \_\_\_\_\_ of my base salary per pay period.

I elect to STOP my **ROTH** unmatched contribution.

I ELECT to participate in the Roger Williams University Retirement Plan. I authorize the University/School of Law to withhold the amount(s) elected in accordance with the election(s). The election(s) shall remain in effect until modified or revoked. I understand that the investment of my deduction and any applicable match will be deposited by the retirement investment company of record.

If you have a waiting period before receiving a matching contribution and you elect during that waiting period to contribute five or more percent of your base salary you will automatically begin receiving the employer matching contribution upon completion of your waiting period. You will, however, be required to complete a new carrier election form at such time.

THIS AGREEMENT shall supersede any prior Salary Reduction Agreement and Vendor Selection Form to the extent that it contradicts and/or changes such Agreement and Form. The Agreement shall be legally binding and irrevocable as to each of the parties hereto while employment continues; provided, however, that either party may terminate this Agreement as of the end of any month, so that it will not apply to salary subsequently paid, by giving at least thirty days written notice of the termination. The Employee agrees that the total contributions on his/her behalf do not exceed the applicable limitations of Sections 403(b), 402(g), 415 or other applicable sections of the Internal Revenue Code of 1986 as amended, and/or that the University/School of Law has no obligation or liability to calculate or verify such limitations. The Employee further agrees that the University/School of Law shall have no liability whatsoever for any loss suffered by the Employee with regard to his/her selection of a retirement invested insurance company contract or associated contract or investments. The Employee understands that the University/School of Law do not warrant any particular tax consequences to the Employee as a result of such participation.

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

Date: \_\_\_\_\_