

BALTIMORE COUNTY PUBLIC SCHOOLS
403(b) Supplemental Retirement Account
2021 Employee Salary Reduction Agreement (SRA)

Section 1: Personal Information

First Name (print)	Last Name (print)	Date of Birth
ID Number	Email Address	Telephone

Section 2: 403(b) Provider Information

- Check the applicable 403(b) Account:

<input type="checkbox"/> AIG	<input type="checkbox"/> IFS	<input type="checkbox"/> Lincoln	<input type="checkbox"/> MetLife	<input type="checkbox"/> VOYA
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- I have an established a 403(b) account with the selected provider.

Section 3: Start or Change Bi-weekly Pre-Tax Contribution

- I work 10 months per fiscal year (July-June) OR 12 months per fiscal year (July-June).
- I elect to contribute _____ pre-tax per applicable bi-weekly pay period, including the age 50 catch up, if eligible effective on this payday: _____.
- I understand that if this form is not received by the Office of Benefits, Leaves, and Retirement (BLR) at least 2 weeks prior to the requested effective paycheck, the contribution will be completed for the next regularly applicable paycheck.

Section 4: Stop Bi-weekly Pre-Tax Contribution

- I elect to stop 403(b) contributions on this payday: _____
- I understand that if this form is not received by the Office of Benefits, Leaves, and Retirement (BLR) at least 2 weeks prior to the request effective paycheck, the contribution will be completed for the next regularly applicable paycheck.

Section 3: Certification Statement

I elect to contribute to the 403(b) tax-sheltered annuity/investment plan offered by Baltimore County Public Schools (BCPS). With respect to salary earned on a biweekly basis, I understand and agree that this SRA:

- Is legally binding, governed by IRS Code, and irrevocable for amounts earned with this SRA in effect;
- Shall remain in effect for the duration of **my employment with BCPS or until you give written authorization to change or cancel it. You may change the amount of your contribution of your 403(b) company by completing a new SRA and sending it to the Office of Benefits and by giving the company written notice of changes or cancellation at least 10 days in advance of the next regularly scheduled payroll deduction.** Any change in contributions will apply only to your unearned salary and not to amounts already earned.
- Contributions may not exceed the dollar limits on elective deferrals contained in IRS Code. The dollar limit on contributions applies to **ALL** annuity contracts or custodial accounts in which you elect to invest. An additional contribution can be made if you are age 50 or older by the end of the calendar year.
- This Agreement is subject to the terms and conditions of BCPS' 403(b) Retirement Plan.

Employee Signature	Date
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