

WM <input type="radio"/> VM <input type="radio"/>	Banner ID	Date	
	Last Name	First Name	Middle

- Start Deduction If this is a new account, must attach vendor application
- Change Deduction Use to make changes
- Stop Deduction Use to stop a deduction
- One-Time Deferral
 Deferral amount for the pay date following the effective date of the one-time deferral will revert to the amount being deferred prior to the one time change, if you continue to be an employee.
This overrides the normal pay period amount, if you want your regular deferral, state the full total on the form.

Tax Sheltered Annuity Deduction 403(b)

Please Check the deduction code to which authorization applies (one per form)

- FD Fidelity
- TC TIAA/CREF

2014 Annual Limits:

- 17,500.00 (under age 50)
- 23,000.00 (age 50 and over)
- MEA (must attach copy of calculation from vendor)

Pay Period Amount	<input style="width:90%;" type="text"/>	Payroll Start Date (10th or 25th of month)	Deduction End Date (9th or 24th of month)
	or		
Pay Period Percent	<input style="width:90%;" type="text"/>	<input style="width:90%;" type="text"/>	<input style="width:90%;" type="text"/>

HR USE ONLY - Cash Match (Applies to benefit eligible employees only)

Yes No

Employee paid over 18 pays period Employee paid over 24 pay periods

By this Agreement, made between the above named Employee and the College of William and Mary/VIMS, the parties agree as follows:

The employee's salary per pay period will be reduced by the amount shown above. The College will forward this amount to the employee's contract(s) or accounts(s). This Agreement is legally binding and irrevocable for both the Employee and the College with respect to amounts earned while the Agreement is in effect. However, either party may terminate this Agreement by written notice. The Agreement will not apply to salary earned after the Agreement is terminated. The Employee agrees that the amount of the salary reduction will produce a total contribution that does not exceed the Employee's statutory exclusion allowance under Section 403(b) and 457(e)(15) of the Internal Revenue Code, the limitations of Section 402(g), 415(c) or 414 (v) of the Code, whichever is least.*

*The College assumes no responsibility for determining whether the salary reduction is in compliance with applicable legal requirements. Any penalties assessed would be the responsibility of the employee and the company(ies) with whom contributions are deposited. The Employee may wish to consult with his or her tax advisor regarding this matter.

Employee's Signature	Date
Human Resources Signature	Date