

# Agreement for Salary Reduction Under Section 401(k)

By this agreement, made between \_\_\_\_\_ (the Employee) and the Archdiocese of Kansas City in Kansas, we agree as follows:

Effective for amounts paid on or after \_\_\_\_\_, \_\_\_\_\_, which date is subsequent to the execution of this Agreement, the Employee's salary will be reduced by the amount indicated below. As soon as administratively practicable, the Institution will contribute that amount to the Employee's custodial accounts, which the Employee will allocate among the funding vehicles approved by the Institution.

This Agreement shall be legally binding and irrevocable for both the Institution and the Employee while employment continues. However, either party may terminate or otherwise modify this Agreement as of the end of any month (or pay period, if applicable) by giving at least thirty days' written notice so that this Agreement will not apply to salary subsequently paid.

**You will be automatically enrolled and 1% will be deducted from your paycheck and contributed to your account.** Your employer will match 50% of your contributions up to a maximum of 4% of your salary.

**To increase or stop your contributions, complete the section below.**

The amount of the salary reduction shall be: (check one)

- \_\_\_\_\_% of gross annual salary, or
- The maximum amount allowed under law, or
- I elect not to contribute to the 401(k) Plan and I understand that no matching contributions will be made by my employer.**

Effective for Plan number 406426

This amount will produce a total contribution that does not exceed the Employee's statutory limitation under IRC Section 415 or Section 402(g), whichever is less.

For employees age 50 or older, an additional catch-up contribution shall be contributed as follows (check one):

- \$ \_\_\_\_\_ per year, or
- The maximum amount allowed under law

This amount must not exceed the statutory limitation under IRC §414(v).

The amount will be contributed by the Institution to TIAA-CREF as the authorized funding vehicles.



Financial Services

*Continued*

## Agreement for Salary Reduction Under Section 401(k)

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

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

\_\_\_\_\_  
Employee Name (please print)

\_\_\_\_\_  
Employing Institution

Received by: \_\_\_\_\_  
Employer Signature Title

### Section 401(k) Agreement for Salary Reduction

This is the form necessary to begin or change your contributions to your 401(k) annuity (or custodial accounts). This form allows you to indicate how much you would like to contribute to your 401(k) account annually by choosing one of the following two options:

#### **Percentage Per Pay Period**

This amount will be a percentage of your salary per pay period. Contributions will remain the same unless your salary is adjusted.

#### **Maximum Amount**

This option allows you to contribute the maximum salary deferral amount allowed by the Internal Revenue Service for the year.

#### **Catch-up Election for Associates Age 50 or Older**

If you will be age 50 or older this year, you may make an additional contribution. In order to elect this contribution, you must also elect to make the maximum salary deferral allowed.