



Tax Shelter Annuity 403(b) SALARY REDUCTION AGREEMENT

I authorize District of Columbia Public Schools to reduce my salary in the amount specified below for the purchase of the specified annuity or custodian account in accordance with the provisions of Section 403(b) of the Internal Revenue Code and with respect to amounts earned subsequent to the date of this agreement.

A. EMPLOYEE INFORMATION (Please print-all information is required)

Name (last, first, middle initial): _____ Social Security Number: _____ - _____ - _____
Empl ID: _____ Phone Number: _____ E-mail address: _____

B. SALARY REDUCTION AGREEMENT (Check one of the following, as appropriate):

Original Agreement Modified Agreement Restart Agreement Cancellation
 Switching from one TSA 403(b) investment to another
Current Plan _____

**Is this Cancellation due to a 403(b) Hardship Withdrawal?
 Yes No

New Plan

Name of TSA 403(b) Company: _____ TSA Processing Code: _____
Reduction Amount per Pay Period (\$): _____ Or % (Percentage per Pay Period): _____
TSA Vendor Representative Name: _____
TSA Vendor Representative Phone Number: _____

Processing time is 3-4 pay periods

C. TSA 403 (b) Salary Reduction Agreement: To be completed between the Employee and the 403 (b) Investment Provider

This agreement made and entered into this _____ day of _____, 20_____, by and between the District of Columbia Public Schools (hereinafter called DCPS) and _____ (hereinafter called the EMPLOYEE). WHEREAS, DCPS has adopted a plan to purchase certain annuity benefits for its employees pursuant to Section 403(b) of the Internal Revenue Code, wherein it is provided that DCPS employee's salaries may be reduced for the purpose of utilizing the exclusion allowance and other provisions set forth in that section. AND THAT, the aforementioned employee wishes to avail himself/herself of these benefits. NOW, THEREFORE, the parties hereby mutually agree to amend the aforementioned employee's employment contract as follows:

That this amendment is made a part of the employment and shall remain a part hereof for the duration of employment. That DCPS shall reduce the present salary of the aforementioned employee from \$ _____ to \$ _____ per annum. That DCPS shall purchase a nonforfeitable, nontransferable annuity contract with _____ to provide retirement benefits for the employee and that the aforementioned employee shall be the owner of the said contract. The amount which DCPS shall contribute toward the purchase price of the annuity contract shall be \$ _____ per annum. That the aforesaid sum of \$ _____ payable toward the purchase price of the annuity contract as specified above will apply only to salary earned after the agreement is in effect. Also, no more than one (1) agreement for salary reduction may be made within any taxable year. That no provision of this amendment shall obligate DCPS to contribute any sums whatsoever to the purchase price of said annuity contract for the employee that is in excess of the aforementioned amount agreed upon in this amendment. That except as herein set forth in this amendment, the employment contract of the undersigned employee is not otherwise amended and shall remain in full force and effect in each and every particular; and that if any provision of the employment contract is in conflict with this amendment, then the provision of said employment contract shall control and govern the actions of the parties thereto.

D. EMPLOYEE'S AUTHORIZATION

Employee Signature: _____ Date: _____

E. EMPLOYER AUTHORIZATION: DCPS-Office of Human Resources Official Use

DCPS Authorization Signature: _____ Date: _____

Date Processed: _____ Pay Period Begin Date: _____ Paycheck Date: _____