

University of Wisconsin  
**SALARY REDUCTION AGREEMENT**  
**403(b) Tax-Sheltered Annuity (TSA) Program**  
Wis. Stats. § 36.11(15)

|  |  |  |   |  |   |
|--|--|--|---|--|---|
| <b>Please read information on reverse side before completing</b> |  |  | Effective Date: <input type="checkbox"/> As soon as possible<br><input type="checkbox"/> Later: _____<br><small>(Pay date) mm/dd/yyyy</small> |  |   |
| <b>PART I: Employee Information</b>                              | Name Last First Middle                     |  | Social Security Number  |  |   |
|  | University of Wisconsin Institution<br>UW- |  | Work phone number   | I want to defer the maximum this year.<br><input type="checkbox"/> Yes <input type="checkbox"/> No                                   | Number of Pay Periods per Year<br><input type="checkbox"/> 9* <input type="checkbox"/> 12 <input type="checkbox"/> 26** |
|  | E-mail Address                             |  | I am age 50 or older this year.<br><input type="checkbox"/> Yes <input type="checkbox"/> No   | This year I contributed to another employer's voluntary retirement plan.<br><input type="checkbox"/> Yes <input type="checkbox"/> No |   |

\*For those with 9-month appointments, contributions are taken only 9 times annually; no deductions are taken during the summer.

\*\*In 2008 there are 27 bi-weekly pay periods.

**I WANT TO:**

- BEGIN or RESUME TSA contributions – Complete Parts II and III below.**
- CHANGE future contribution AMOUNTS and/or COMPANY(IES) – Complete Parts II and III below.**
- TERMINATE participation as soon as possible – Complete Part III only.**

|                                     |  |  |                                 |                                |
|-------------------------------------|--|--|---------------------------------|--------------------------------|
| <b>PART II: Begin/Resume/Change</b> | <p>I authorize the University to reduce my salary to allow for the purchase of a 403(b) supplemental retirement benefit on my behalf and to remit the designated amounts each pay period to the investment company or companies indicated below. I authorize the University to withhold the annual fee (currently \$9.00) for administration of the TSA plan from my salary.</p> <p>I have read and will abide by the Participant Obligations stated on the reverse side of this agreement. I understand that this Salary Reduction Agreement is legally binding and irrevocable with respect to salary that becomes payable to me while this agreement is in effect. I understand that I may stop, start, or change my future contribution amount at any time during the year by submitting a new Salary Reduction Agreement.</p> <p><b>This Salary Reduction Agreement REPLACES AND CANCELS ALL PREVIOUS AGREEMENTS ON FILE. ONLY the contributions to the companies shown below will continue after the effective date of this agreement.</b></p> |  |                                 |                                |
|                                     | <p><b>IMPORTANT:</b> You must have an existing UW TSA account with each company listed, or file an account application with the company, <b>BEFORE</b> your first contribution is taken. Two weeks' lead-time for new accounts is strongly recommended to ensure that the company promptly credits your contribution. Some investment companies have online enrollment, which is effective immediately. See <a href="http://www.uwsa.edu/hr/benefits/retsav/tsaenroll.htm">www.uwsa.edu/hr/benefits/retsav/tsaenroll.htm</a></p>   |  |                                 |                                |
|                                     | Remit To   | I have a UW TSA Account with this provider.              | Amount Per Pay Period           | OFFICE USE ONLY                |
|                                     | Company  | <input type="checkbox"/> Yes <input type="checkbox"/> No | \$                              | Deduction Code      Entry Date |
|                                     | Company  | <input type="checkbox"/> Yes <input type="checkbox"/> No | \$                              |                                |
| Company                             | <input type="checkbox"/> Yes <input type="checkbox"/> No   | \$   |                                 |                                |
| <b>TOTAL PER PAY PERIOD</b>         |  | \$   | Admin Fee DED 531 <b>Y    N</b> |                                |

|                            |                    |                     |
|----------------------------|--------------------|---------------------|
| <b>PART III: Signature</b> | Employee Signature | Date (Mo/Day/Year): |
|                            | _____              | _____               |

| Agent/Broker Use Only |                  | To Be Completed By the Benefits Office |        |                    |
|-----------------------|------------------|--|--------|--------------------|
| Agent/Broker Name     | Telephone Number | Contribution Limit                     |        | Paycheck Date      |
|                       | (    )           | Year                                   | Amount | Processor Initials |

**SEND OR FAX ORIGINAL TO APPROPRIATE CAMPUS ADDRESS ON REVERSE SIDE.  
KEEP COPY FOR YOUR RECORDS.**

## University of Wisconsin TSA Participant Obligations

The following applies to all participants in the University of Wisconsin Tax-Sheltered Annuity (TSA) Program:

1. **Federal Contribution Limits:** TSA contributions are subject to annual limits determined under Internal Revenue Code (IRC) sec. 402(g) and 415 (c). In **2008**, your limit is **\$15,500** (or 100% of UW compensation, if less). If you are age 50 or older in 2008, you may contribute an additional **\$5,000**. The limits may be indexed annually in \$500 increments based on the Consumer Price Index. The IRS publishes the limits in the last quarter of the year for the following year.  
If you have 15 years of UW employment, you may be eligible to contribute a further \$3,000: ask your staff benefits office about this option. The website [www.uwsa.edu/hr/benefits/retsav/limits.htm](http://www.uwsa.edu/hr/benefits/retsav/limits.htm) also lists annual limits.  
Your TSA limit is **reduced** dollar for dollar by any voluntary contribution you make to another 403(b), 401(k), Federal Thrift Savings, salary reduction SEP, or SIMPLE plan. Contributions to a 457 (Deferred Compensation) plan or to a traditional or Roth IRA do **NOT** affect your TSA limit.  
**Over-contributions may result in tax penalties. You are solely responsible for the tax consequences of authorizing any salary reduction that exceeds the amounts allowed by law. It is your responsibility to monitor your annual salary reductions to ensure that they are in compliance with the IRC provisions and bring any over-contributions or changes in employment status to the attention of your UW staff benefits office.**
2. **Investment Responsibility:** You are responsible for your TSA investment decisions. This responsibility includes informing yourself of the nature and risk of the investments, monitoring your investments, and determining when a change in investments is appropriate. The University and the Board of Regents are in no way liable for gains or losses you may incur in your TSA account(s).
3. **Authorized Investment Companies (Vendors):** As long as the University of Wisconsin (UW) employs you, you may make contributions only to investment companies and products authorized under the TSA Program. You may change your future contributions to a different authorized option, or transfer all or a portion of your account balance to any other authorized investment option at any time, subject to contractual surrender charges or redemption fees. As long as the UW employs you, you may not transfer your TSA account balances to vendors or investment options not authorized by the TSA Program.
4. **Withdrawals and Loans:** Generally, you cannot withdraw or roll over your TSA account balances before you attain age 59 ½, terminate employment, die, or become disabled. Loans, in amounts limited by federal law, are available from some authorized UW TSA providers. Withdrawals may also be available in certain hardship situations or as ordered by a court under a Qualified Domestic Relations Order (QDRO). The vendor is responsible for determining your eligibility for a loan or other withdrawal. Tax penalties may apply to distributions before age 59 ½. You are entirely responsible for all loans and withdrawals and any resulting tax liabilities.
5. **Salary Reduction Agreement (SRA) Termination:** To stop your contributions, you must file a new copy of the SRA with your staff benefits office. If you terminate employment, your SRA terminates automatically after your last check is paid. If you later return to work, you must file a new SRA to resume contributing. The UW reserves the right to suspend or terminate a participant's SRA if it believes that the participant has overcontributed or is in violation of any applicable federal requirement or any term of this agreement.
6. **Required Distributions:** After you retire, you must take minimum distributions from your TSA account, generally beginning no later than age 70 ½.
7. **Effective Date:** Unless you specify a later effective date, this agreement takes effect on the first payday following the employer's receipt of this form. Forms received less than 10 business days before payday may not take effect until the following pay period.

### CAMPUS ADDRESSES

|   |   |   |
|---|---|---|
| UW Colleges (two-year campuses)<br>780 Regent St., Suite 130<br>Madison, WI 53715-2635<br>608-262-6169 FAX: 608-263-9784                            | UW Milwaukee Benefits Office<br>Engelmann 125, PO Box 413<br>Milwaukee, WI 53201-0413<br>414-229-4925 FAX: 414-229-4102           | UW Stevens Point, Staff Benefits Office<br>Room 133 Main Bldg., 2100 Main Street<br>Stevens Point, WI 54481-3897<br>715-346-4677 FAX: 715-346-4780                  |
| UW Eau Claire, Human Resources<br>105 Garfield S220<br>Eau Claire, WI 54701<br>715-836-3871 FAX: 715-836-3051                                       | UW Oshkosh, Human Resources<br>Dempsey 328, 800 Algoma Blvd.<br>Oshkosh, WI 54901-8601<br>920-424-1037 FAX: 920-424-2021          | UW Stout, Human Resources<br>203 Administration Bldg., PO Box 790<br>Menomonie, WI 54751-0790<br>715-232-2439 FAX: 715-232-1527                                     |
| UW Extension<br>432 N. Lake St., Room 105<br>Madison, WI 53706-1498<br>608-262-0531<br>FAX: 608-265-5247  | UW Parkside, Human Resources Office<br>Tallent Hall, Room 202<br>Kenosha, WI 53141-2000<br>262-595-2537<br>FAX: 262-595-2206      | UW Superior, Office of Payroll & Staff Benefits<br>Old Main, Room 201, Belknap & Catlin<br>PO Box 2000<br>Superior, WI 54880-4500<br>715-394-8366 FAX: 715-394-8171 |
| UW Green Bay, Office of Human Resources<br>2420 Nicolet Dr.<br>Green Bay, WI 54311-7001<br>920-465-2390 FAX: 920-465-5104                           | UW Platteville, Personnel Office<br>1 University Plaza<br>Platteville, WI 53818-3099<br>608-342-1178 FAX: 608-342-1232            | UW System, Human Resources<br>780 Regent St., Room 230<br>Madison, WI 53715<br>608-263-0105 FAX: 608-265-9834   |
| UW La Crosse, Human Resources<br>Room 144 Graff Main Hall, 1725 State St.<br>La Crosse, WI 54601-3788<br>608-785-8013 or 785-6497 FAX: 608-785-8525 | UW River Falls, Human Resources<br>218 North Hall, 410 S. 3rd St.<br>River Falls, WI 54022-5013<br>715-425-3382 FAX: 715-425-0630 | UW Whitewater, Human Resources & Diversity<br>Hyer Hall, Suite 330, 800 W. Main St.<br>Whitewater, WI 53190-1790<br>262-472-1024 FAX: 262-472-5668                  |
| UW Madison, Office of Human Resources<br>21 N. Park St., Suite 5101<br>Madison, WI 53715<br>608-262-5650<br>FAX: 608-262-8436                       |   |   |