

# MISSISSIPPI STATE UNIVERSITY

## Salary Reduction Agreement for Tax-Deferred Annuities

This agreement supersedes all prior agreements.

### PART I.

PLEASE TYPE OR PRINT

EMPLOYEE'S FULL NAME	SOCIAL SECURITY NUMBER
EMAIL ADDRESS	WORK PHONE NUMBER

Deferral Authorization and Company Designation(s): Employee authorizes salary by the amount indicated and authorizes Mississippi State University (MSU) to transmit funds to the company(ies) designated. Employee understands that maximum contributions are limited by IRC 403(b), and that limits apply to contributions made through MSU and all other employers. Employee selects the following annual salary deferral option(s) at MSU.

Please check **one** box:

- New** deduction set up.
- Stop current TDA** deduction to: \_\_\_\_\_ **and start** deductions to newly designated TDA  

*Investment Company (to discontinue)*

 Investment Company as shown below.
- Change** deduction amount.
- Stop** deductions. Enter investment company, and \$0.00 (zero) in box marked "amount per check" below.

	I am contributing under the following maximum permissible deferrals:			
	General Limit	*Elective Deferral Cap Expansion	Age 50 Catch-up	
NAME OF INVESTMENT COMPANY (must be approved TDA vendor)	Amt. ( Per Check)	Amt. ( Per Check)	Amt. (Per Check)	TOTALS
<b>TOTAL AMT. PER PAY CHECK</b>				

\*Part II must be completed before form will be processed.

**General Limit** - Maximum deferral is \$15,500 in 2008;  
**Elective Deferral Cap Expansion** (Must have 15 years full-time service) - Company representative or financial advisor must determine the salary catch-up contribution (IRC 402(g)(8), and  
**Age 50 Catch-up** - Maximum deferral is \$20,500 in 2008 (\$5,000 plus the General Limitation (\$15,500)).

**Acknowledgment of Responsibilities:** Both MSU and employee acknowledge and understand that employee has total responsibility for deciding whether to defer income and for instructing to whom MSU is to provide the deferred income for investment purposes. Employee assumes full responsibility for the results of his or her investment choices including the contribution limitations under the U.S. Internal Revenue Code. Pursuant to state law, MSU's only responsibility is to offer employee a mechanism to defer income and to forward amounts deferred to certain insurance and investment companies specified by Employee for the benefit of employee. The instructions on the reverse side of this form are an integral part of this agreement and provide essential information for understanding MSU's Tax Deferred Investment Program and for completing the Salary Reduction Agreement.

EMPLOYEE SIGNATURE	DATE SIGNED
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**Forms will not be processed without employee's signature.**

### PART II.

MAXIMUM DEFERRAL AMOUNT (MDA) CERTIFICATION ( <b>required for elective deferral cap expansion only</b> ) to be completed by authorized agent whose signature is required below.		
MAXIMUM DEFERRAL AMOUNT \$	NAME OF INVESTMENT COMPANY (must be same as noted above)	BEGINNING DATE: ENDING DATE:

Agent signature. <b>Required for New Accounts or Elective Deferral Cap Expansion MDA.</b> Agent must be on the Mississippi State University approved TDA list or SRA will be voided.		
AGENT'S PRINTED NAME	PHONE NUMBER	SIGNATURE

MISSISSIPPI STATE UNIVERSITY  
**Salary Reduction Agreement Instructions (Revised 1/2008)**

**General:** These instructions have been established to expedite the processing of the Salary Reduction Agreement (SRA). All tax-deferred investment new enrollments, restarts, changes, and stops require completion of the SRA. **The completed SRA should be returned to the Department of Human Resources Management, Box 9603, Mississippi State, MS, 39762** or be delivered to 150 McArthur Hall. The SRA is an agreement between the employee and Mississippi State University (MSU). The income deferral is in the form of a voluntary salary reduction from gross pay. The salary reduction amount is invested with a financial institution (company) in an account in the employee's name. MSU contracts with companies that offer plans qualifying under provisions of IRC 403(b). State and federal income taxes are withheld only on salary after the reduction. Other withholdings, deductions, and contributions including Social Security taxes apply to gross pay before any salary reduction. Court ordered deductions for pay (e.g., garnishments) are based on gross pay; they are not affected by income deferral. The SRA is applicable to all MSU compensation earned in any one or more departments. For assistance in completing this form, employees should consult their investment company or financial advisor to determine the correct deferral amount, including special elections.

- Maximum permissible deferrals, subject to the IRC 402(g) General Limit, the 15-Year Service Elective Deferral Cap Expansion (IRC 402(g)(8)), and the Age 50 Catch-Up Election (IRC414(v)), are shown in the table below. Special Elections B and C are optional. Contact the IRS for publications explaining applicable rules. Election B permits a participant with 15 years of MSU service to defer up to \$3,000 annually with a lifetime maximum of \$15,000; eligibility based on years of service, type of employer and prior contribution history. Contact your investment company representative to determine the correct deferral amount under Service Election B. Election C permits a participant 50 years or older to defer additional amounts: in 2008 the maximum additional deferral is \$5,000.
- The employee is fully responsible for all computations with the salary reduction. IRS Publications provide information on the maximum amounts that may be contributed to the plan in any given year. Consult an investment company representative, a financial adviser, or the IRS for advice. **The salary reduction(s), except for the Elective Deferral Cap Expansion, specified on this form will continue until participation is revoked by execution of a new salary reduction agreement.**
- Salary reduction amounts may be allocated to one or more MSU-approved companies.

Maximum Annual Amounts	Less Than 15 Years of Service	15 Years of Service or More	Less Than 15 Years of Service
	Under 50 – (General Limit) 6A - IRC 402(g)	6B - (IRC 402(g) (7))	Age 50-Plus (IRC414(v)) 6A + 6C
2008	\$15,500	\$3,000 annually with a lifetime maximum of \$15,000; contact your investment company representative for assistance.	\$20,500

- The employee assumes full responsibility for the tax, processing, and investment consequences of the SRA, and releases the state of Mississippi, Institution of Higher Learning (IHL) and MSU employees from any liability for financial loss resulting from any calculations or from selection of a company or its investment vehicles, from incorrect evaluation of tax-deferred status, from processing delays or errors, from discontinuance of present legislation affecting such benefits, and from incorrect advice received from the company or its employees or representatives.
- The employee and the agent authorize the action requested on the SRA by signing and dating the form.