

**403(b) SALARY REDUCTION AGREEMENT**

**EMPLOYEE NAME:**

**EMPLOYER NAME:**

\_\_\_\_\_

\_\_\_\_\_

This Agreement is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, in order to enable the undersigned to contribute to the Servant Solutions Retirement Plan (hereafter "SSRP") by way of pre-tax salary reduction contributions or Roth after-tax contributions.

**Pre-tax Contributions:** Effective as of the pay period beginning this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, please contribute \$ \_\_\_\_\_ OR \_\_\_\_\_% from each paycheck as a pre-tax contribution on my behalf to the SSRP, administered by Servant Solutions, Inc. of Anderson, IN.

**OR**

**Roth Contributions:** Effective as of the pay period beginning this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, please contribute \$ \_\_\_\_\_ OR \_\_\_\_\_% from each paycheck as a Roth contribution on my behalf to the SSRP, administered by Servant Solutions, Inc. of Anderson, IN.

Pre-tax and Roth contributions made to the SSRP will be credited to an account maintained in the undersigned employee's name, and all contributions credited to such account shall always be fully vested and non-forfeitable. Such contributions will be paid to me in accordance with the terms and conditions of the SSRP.

It is understood and agreed that this Agreement applies only to my compensation that becomes currently available after the effective date of this Agreement. I irrevocably release all rights, present or future, to receive payment of said contribution in the form of regular salary, while this Agreement is in effect.

It is further agreed that this Agreement shall remain in full force and effect during my continued employment unless it is amended or terminated by written agreement between us.

I understand that contributions made pursuant to this agreement are subject to certain limits and that exceeding these limits could require the return of all or a portion of such contributions to me and could cause amounts designated as pre-tax amounts (along with the allocable income earned thereon) to be taxable to me. I further understand that it is my responsibility to ensure that any applicable contribution limits are not exceeded.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

**EMPLOYER RESPONSE:**

We agree to provide the employee identified above with the ability to make pre-tax salary reduction contributions or Roth after-tax contributions under Internal Revenue Code section 403(b) to the SSRP. We hereby agree to forward contributions of \$ \_\_\_\_\_ OR \_\_\_\_\_% from each paycheck to Servant Solutions. **Note:** Contributions must be remitted to the plan within an administratively reasonable period. Remitting within 15 business days after the month of deferral is considered reasonable.

Accepted this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
Employer's Signature

\_\_\_\_\_  
Date

**Completed Agreement:**

- One copy for employee
- One copy for employer
- Do NOT provide a copy to Servant Solutions