



Voluntary Retirement Contribution Enrollment Form – 403(b) or 457(b)

Instructions –

After you have contacted your Annuity Company, complete this form & return it to HR. Keep in mind payroll deadlines when making your election start dates.

Bi-weekly payroll deadlines can be found here: [https://www.westga.edu/assets-opentext/assetsDept/hrpay/Payroll Schedule Biweekly FY 2017 CAMPUS COPY\(1\).pdf](https://www.westga.edu/assets-opentext/assetsDept/hrpay/Payroll%20Schedule%20Biweekly%20FY%202017%20CAMPUS%20COPY(1).pdf)

Monthly payroll deadlines can be found here: [https://www.westga.edu/assets-opentext/assetsDept/hrpay/Payroll Schedule Monthly FY 2017 updated 11.13.15 CAMPUS COPY.pdf](https://www.westga.edu/assets-opentext/assetsDept/hrpay/Payroll%20Schedule%20Monthly%20FY%202017%20updated%2011.13.15%20CAMPUS%20COPY.pdf)

I am paid: Bi-weekly Monthly

I would like to enroll in a: 403(b) 457(b)

This is a “catch up” : Yes No

I choose my salary to be reduced by \$ _____ and I understand that this amount will be reduced *per paycheck* and paid to:

Fidelity TIAA CREF Valic

I would like my contribution to my voluntary 403(b) or 457(b) to start on: _____ .

Made this _____ day of _____, 20 ____ by and between the University of West Georgia and _____ (employee printed name).

Employee Signature

SSN

DOB

***** Human Resources approval *****

Benefits Representative

Date



Voluntary Retirement Contribution Options

403(b) and 457(b) Supplemental Retirement Plans: The 403(b) and 457(b) voluntary retirement savings plans are available to the University of West Georgia employees as a means to supplement your TRS or ORP plan. You can start and/or stop your contribution(s) at any time.

- 2016-2017 Maximum Annual Contribution Limit: \$18,000
- Age 50+ Catch Up: \$6,000 (additional annual contribution allowed for those aged 50+)
- You may invest up to the maximum *in one or both plans*
- Approved Companies: Fidelity, TIAA-CREF , VALIC

What are the advantages to investing in a 403(b) or 457(b) pre-tax plan?

- Reduces current income tax liability
- Contributions and earnings grow tax free

What are the differences between a 403(b) and 457(b) plan?

- 403(b) plan allows more withdrawal options if you need to get money out PRIOR TO separation of service. Penalties apply if you are under age 59 ½ except for loan withdrawals.
- 457(b) plan allows more withdrawal options AFTER separation from service. Penalties do not apply to withdrawals after separation of service.
- Investment options are similar in both plans.

For detailed information on which plan might be better for you, consult the appropriate representative.

Contact your Annuity Company (listed below) to open an account and select your investment(s). Complete a Salary Reduction Form and return to the UWG Human Resources Office

<i>Company</i>	<i>Representative</i>	<i>Phone Number</i>	<i>Website</i>
Fidelity (not available for 457(b))	Larry Logan	800-328-6608	Readytoenroll.fidelity.com
TIAA-CREF	Cathy Reinhardt	888-842-2252	www.tiaa-cref.org/usg
VALIC	Cliff England	678-231-7677	www.valic.com/usg