



900 Viterbo Dr  
La Crosse, WI 54601

### Agreement for Salary Reduction

By THIS AGREEMENT, made between \_\_\_\_\_ and **Viterbo University** the parties hereto agree as follows:  
print name

Effective with respect to amounts paid on the \_\_\_\_\_ **20** \_\_\_\_\_ **pay date and thereafter**, the employee's basic semi-monthly salary will be reduced by the amounts indicated below, and at the same time the Viterbo contribution, if eligible, to the employee's annuity contract(s) will be increased by a corresponding amount, allocated between TIAA and CREF as designated by the employee.

This Agreement shall be legally binding and irrevocable as to each of the parties hereto while employment continues; provided, however, that either party may terminate this Agreement as of the end of any month, so that it will not apply to salary subsequently paid, by giving at least thirty days written notice of the date of termination; and provided, further, that no more than **two** agreements for such salary reduction may be made within any *taxable year* of the employee.

It is understood that the amount defined below will be paid to TIAA and CREF as premiums to the employee's:

Retirement annuity RA **The amount of the salary reduction shall be** \_\_\_\_\_% of gross annual salary, which will produce a total Viterbo contribution that does not exceed the employee's statutory limitation under the Internal Revenue Code (IRC) Section 415, or Section 402(g), whichever is less.

Group Supplemental Retirement Annuities GSRA \$ \_\_\_\_\_ per employee's semi-monthly salary

*The salary reduction amount shall be based on the option(s) indicated above (100% of compensation or \$18,000 for 2016), whichever is less. In addition to the maximum amount permitted under IRC Code 415 and 402(g) the total amount reduction amount noted above shall include the following catch-up provision(s):*

up to \$6,000.00 can be contributed if employee will be **at least 50 years of age** in the Calendar Year 2016 (414(v)).

up to \$3,000.00 can be contributed if employee has **at least 15 or more years of service** (15-Year Rule)<sup>1</sup> The amount you may contribute under the 15-Year Rule<sup>2</sup> must be verified with the Business Office.

<sup>1</sup>Contributions made under the 15-Year Rule have a lifetime maximum. The sum of those contributions in excess of the 402(g) limit (beginning in 1987) cannot exceed \$15,000. Therefore, the employee must keep track of their tax-deferred contributions above the 402(g) limit made to any 403(b) funding vehicles such as TIAA-CREF Supplemental Retirement Annuities or of funding vehicles offered by other carriers under the employer's plan.

<sup>2</sup>If you were eligible for both the age 50 catch-up and the 15-Year Rule in a prior year, and you contributed less than the maximum amount under both, then any amount that you contribute over the general 402(g) limit will be used to reduce your \$15,000 lifetime maximum first.

I understand that this salary reduction is voluntary, and I am responsible for the selection of and amounts contributed to the available investment vehicles.

Based on my per-pay deduction amount and number of pays received, I certify that my total annual deduction will not exceed the applicable limitations of Sections 415 and 402(g) or the catch-up contributions under the 15-Year Rule and 414(v), if applicable, of the Internal Revenue Code (IRC).

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Signature of Employee SS# \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

11/15 revised

Acknowledged by \_\_\_\_\_  
Viterbo Representative, Title