

Please read the following information carefully as missed steps will result in delay or inability to process your request.

Please fill in the form BEFORE you print and sign! Handwriting can be difficult to read, so this will help reduce errors in processing your request.

Deadline: Changes can be made to your supplemental retirement contribution amount any time of the year, but the deadline to submit requests each month is the 15th for changes to the end of the month payroll (example: deadline of March 15th is for March 31st payroll changes). For bi-weekly paid employees, the deadline is the 1st of the month for the mid-month payroll. (If the 15th or the 1st falls on a weekend or holiday, it becomes the business day before that date.)

Filling out the form:

Upper portion: Fill in the four blanks as labeled on the form. Some examples for the last blank labeled “company” are: TIAA-CREF, American Express, or AIG Valic.

Section I: Select one box. Choose “Begin” if you are beginning additional contributions for the first time. Please see paragraph below regarding beginning contributions for more information. Choose “Change” if you already have a current deduction in place and just want to change the amount. Choose “Terminate” if you wish to end your contributions permanently or temporarily. You do not need to fill in Section II.

Section II: Section A is where you elect your new amount or percentage. What you put here is what your contribution will be changed to, so put the total amount, *not* the amount of the increase or decrease. There is a minimum contribution limit of \$20 per month. Section B is for **maximum contributors** only. Please do NOT fill in both Section A & B! This will cause delays in processing your request. Please contact Colleen Schalinske in the Benefits office (see below) for specific instructions for Section B. Also see Maximum paragraph below.

Section III: You must choose between pretax elective deferrals and after tax **Roth Contributions**. You may choose either or both, but your elections must equal 100%. If you fail to elect to contribute to Roth or your election does not total 100% your entire contribution will be contributed on a pretax basis.

Section IV: Employees paid on an academic year cycle (**9-month employees**) will have their salary reduced by one half the election indicated during the months of May and August with no deductions occurring during the months of June and July. If you are paid on a nine month basis but you receive summer pay, and if you want your deduction to apply to your summer pay please check this box.

Maximum contributors: If you are interested in contributing the maximum allowable contribution, please contact Colleen Schalinske in the Benefits office (see below) to have your maximum calculated before you submit a form. Maximums change each year and regulations change frequently. Also, this form allows you to elect the maximum and then it will automatically update your deductions each January to keep you at your maximum, so you do not need to remember to increase it each year. You may always change your deduction amount by simply signing a new form if you no longer wish to contribute the maximum.

If you are beginning additional contributions: You must provide proof of application with the vendor before your payroll deduction will be set up. For TIAA-CREF, you may submit a paper form, which is available in the Benefits office, or you may request the online instructions from the Benefits office which include a code to enable you to access the electronic enrollment forms on the TIAA-CREF website. For other vendors, please provide a copy of the completed application that was submitted to the company. Only TIAA-CREF and AIG Valic are approved vendors for Roth 403(b).

Submit completed forms to: Employee Benefits Office
3770 Beardshear Hall
Ames, IA 50011-2033
FAX 515 294-4707

Questions call: Benefits office 515 294-7680

Click here for [Salary Reduction Agreement](#) form
Click here for [Approved Vendor List](#)