



403(b) Election Form

First Name

Last Name

Plan Election:

Subject to the terms of the Plan, I elect to contribute the following amounts each pay period from my eligible compensation to my retirement plan account under the Plan:

Pre-tax \$ _____ or _____% (gross base salary)

I request that my 403(b) elections be made effective as the first day of the payroll period beginning _____. *(Form must be submitted by the monthly payroll deadline.)*

After one year of service, all full-time employees and part-time employees working a minimum of 1020 hours or more per year are eligible for the College contribution match of 2.5%. Employee must contribute at least 2.5% to receive the College match.

Catch-up Contribution for participants age 50 or older:

You may make “catch up” contributions over and above the IRS annual dollar limit if you are age 50 or older as of the last day of the calendar year. I elect to contribute the following amounts each pay period from my eligible compensation to my retirement plan account under the Plan.

Pre-tax \$ _____ or _____% (gross base salary)

I request that my 403(b) elections be made effective as the first day of the payroll period beginning _____. *(Form must be submitted by the monthly payroll deadline.)*

Decline:

I am aware that I can elect to have a salary deduction beginning with day one of employment, however I do not wish to do so at this time.

Participant Authorization and Signature:

I affirm that all information I have provided is true and correct. I acknowledge that:

1. Until cancelled or superseded by me, my elections shall remain in effect.
2. It is my responsibility to comply with the IRS annual dollar limit and I may be responsible for any costs, including taxes and penalties that I may incur as a result of excess contributions.
3. Chestnut Hill College, as the Plan Administrator, may take action as they deem necessary to make sure that my participation in the Plan continues to comply with the terms of the Plan and the applicable requirements of federal, state and local law.

Employee Signature

Date