

**Hampshire College 403(b) Retirement  
Voluntary Pre-Tax 403(b) Deferral Election Form**

Name of Employee \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
Print Name

Under the Hampshire College 403(b) Retirement Plan (the “Plan”) all employees are eligible to elect a voluntary pre-tax 403(b) contribution.

I understand that after One Year of Eligibility Service (including service with another institution of higher education where I worked immediately prior to Hampshire College) I am eligible to receive an Employer matching contribution, if I elect to defer at least 3% of my wages.

Effective as soon as administratively feasible from the date entered above, I hereby elect to have Hampshire College, my Employer and the Plan sponsor, to have the following percentage or dollar amount withheld from my wages as my voluntary pre-tax 403(b) contribution:

**Voluntary Pre-Tax 403(b) Deferral: \$\_\_\_\_\_ (RSFD) OR \_\_\_\_\_% (RSPD)**

The amounts entered above may not exceed, on a calendar year basis, more than \$19,000 for 2019, or \$25,000 if I am over age 50.

***These amounts are in addition to any mandatory employee pre-tax contributions, as described below, required as a condition of my employment, to be deducted from my wages.***

The Employer will deposit this amount (along with any Employer matching contributions) to the Employee’s annuity contracts at TIAA. TIAA will allocate my voluntary 403(b) contributions, mandatory employee pre-tax contributions and any related employer contributions among the various investments as I selected. I acknowledge I have received a copy of the Summary Plan Description.

I understand I may discontinue my Voluntary Pre-Tax 403(b) contribution at any time, effective as soon as administratively feasible.

I may change the amount or percentage of my Voluntary 403(b) contribution, effective as soon as administratively feasible, by completing a new Voluntary 403(b) Election.

In addition, after One Year of Eligibility Service (including any service with another institution of higher education where you worked prior to Hampshire College) and attainment of age 30, I am required, as a condition of employment, to have a mandatory employee pre-tax contribution of 3% of pay withheld from my wages. After 3 Years of Service and age 30, the mandatory employee contribution is increased to 5% of pay.

\_\_\_\_\_  
 Participant Signature

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Entered in payroll system

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**Additional 15-Year 403(b) Catch-up:**

For employees with a total of 15 years of full time service with Hampshire College, I may be eligible for up to an additional \$3,000 of annual pre-tax 403(b) contributions. There is a lifetime additional 15-Year catch up contribution of \$15,000. The 15-Year catch-up is subject to complex calculations requiring historical pre-tax contribution information.

I am interested in contributing additional 15-Year catch-up contributions. I understand I am responsible for applying the limitations.

Date: \_\_\_\_\_

\_\_\_\_\_  
Participant Signature