

Bryn Mawr College Retirement Plan Eligibility Notification

I understand that Bryn Mawr sponsors a 403(b) defined contribution retirement plan called the Bryn Mawr College Retirement Plan. I understand that, as a regular (non-student) employee, I can elect to make voluntary contributions to the Bryn Mawr College Retirement Plan through salary reduction.

These elections may be started at any time by completing a *Salary Reduction Agreement* and by completing an application(s) from the fund sponsors, TIAA-CREF and/or Vanguard. Salary reduction contributions to the 403(b) account are tax-deferred for federal income tax purposes, but remain subject to FICA and Pennsylvania state taxes. There is an annual maximum for salary reduction that is determined by the Internal Revenue Service, which can be viewed on the Human Resources web site:

<http://www.brynmawr.edu/humanresources/SalaryReductionsLimits.html>

I understand that, if I work a minimum of 1,000 hours per year and have 8 completed months of service (the vesting period), I am eligible for a College contribution to my 403(b) account that is equal to 10% of my salary. If Human Resources advises that I am eligible to receive a College contribution, I understand that I need to complete a *Basic Retirement Election Form* indicating which fund sponsor(s) I am using, as well as an application from that fund sponsor.

The College contribution is in addition to regular salary, and no employee contribution is required in order to receive the College contribution. I further understand that the College contribution to my 403(b) account has no effect on my take-home pay.

Name (Please Print): _____

Signature _____

Date: _____