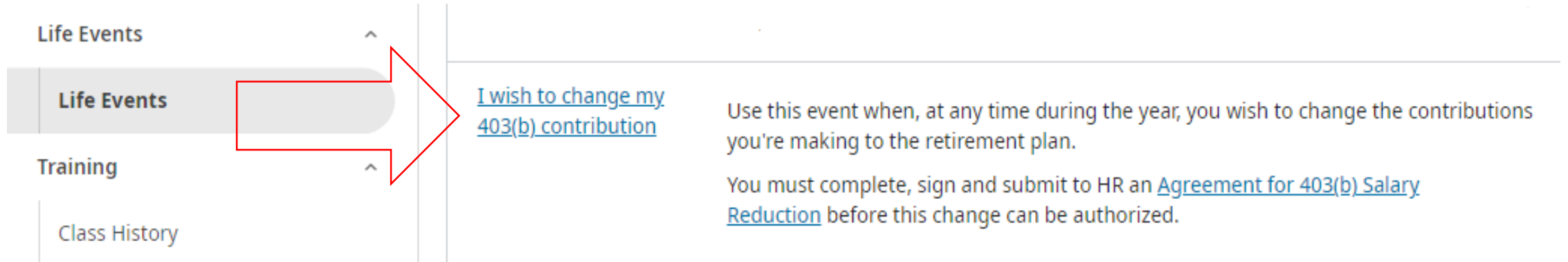


Go to Life Events on the Employee Portal and select “I wish to change my 403(b) contribution”



The screenshot shows a sidebar menu on the left with the following items: "Life Events", "Training", and "Class History". The "Life Events" item is highlighted with a grey background. A red arrow points from the "Life Events" menu item to a link in the main content area that reads "[I wish to change my 403\(b\) contribution](#)".

[I wish to change my 403\(b\) contribution](#)

Use this event when, at any time during the year, you wish to change the contributions you're making to the retirement plan.

You must complete, sign and submit to HR an [Agreement for 403\(b\) Salary Reduction](#) before this change can be authorized.

There is some action required if you are newly eligible to contribute. Visit www.TIAA.org and follow the instructions below.

About This Life Event



Life Event Effective Date 08/08/2022

What was the reason? •

If you are electing to contribute to a retirement plan through Hood College for the first time, you also will need to open your account(s) with TIAA-CREF. This will enable you to choose your allocations and determine your beneficiaries. To do this, please go to www.TIAA.org. You will need the following information to set up your account:

- Access code: 150268 (for Defined Contribution Plan) or 150271 (for GSRA)
- Your SSN
- Beneficiary Info: Name, DoB, SSN and address
- Your account number, if you already participate with TIAA
- First time user, Click "New User? Register Online" and follow instructions
- Returning user, enter your established TIAA username and PW and log in, then follow on-screen instructions

Be sure to print the confirmation page before exiting the TIAA.org site.

You must complete, sign and return to HR an [Agreement for 403\(b\) Salary Reduction](#) before this change can be authorized.

Make your plan elections

About This Life Event

Verify Beneficiary And Dependent Information

Deferred Comp-RA & GSRA

Pre-tax deduction A) 403b RA EMPLOYEE CONTRIBUTION

After-tax deduction B) 403b RA ROTH EMPLOYEE CONTRIBUTION

Pre-tax deduction C) 403b GSRA EMPLOYEE CONTRIBUTION

After-tax deduction D) 403b GSRA ROTH EMPLOYEE CONTRIBUTION

Qualifies for Hood contribution

Does not qualify for Hood contribution

Confirm Your Elections Or Changes



AGREEMENT FOR 403(b) SALARY REDUCTION

Participant Information:

Employee Name: _____ Employee Signature: _____
 Social Security #: _____ on file _____ Date: _____
 Date of Birth: _____ Initial Election Change

By the Agreement, made between the Employee and Hood College (the "Institution"), we agree as follows:

Effective, as soon as administratively feasible, for amounts earned on or after the date this agreement is signed or the payroll period commencing _____, 20____, the Employee's salary will be reduced by the amount shown below. At the same time, the Institution will contribute a corresponding amount to the Employee's annuity contract(s) (or custodial accounts), which the Employee will allocate among the funding vehicles approved by the Institution.

The Agreement is legally binding and irrevocable for both the Institution and the Employee with respect to amounts earned while the Agreement is in effect. I understand that this form supersedes any previously executed Agreement and will remain in effect until and unless a new Agreement is executed and submitted. The Agreement will not apply to salary earned after the Agreement is terminated.

Salary Reduction Election:

- RA Contract** Complete Sections A and B
 You may elect to contribute a higher percentage than indicated in the chart below. If you choose to do this, the maximum contribution from the College is 5%, inclusive of the non-elective and matching contributions.

Indicate your election(s) in A below

(A) Please circle, or write in, one percentage under Employee Contribution

(B) Indicate how the Employee contribution percentage should be deducted from your salary. Either pre-tax, Roth or a combination of the two.

Employee Contribution	Hood College Non-elective Contribution	Hood College Matching Contribution	Traditional pre-tax %	Roth 403(b) after-tax %
0%	1.50%	0.00%	____%	____%
1%	1.50%	0.00%	____%	____%
2%	1.50%	0.50%	____%	____%
3%	1.50%	1.50%	____%	____%
4%	1.50%	2.50%	____%	____%
5%	1.50%	3.50%	____%	____%
____	1.50%	3.50%	____%	____%

The sum of the percentages above must equal the circled, or written in, Employee contribution amount.

Complete the Salary Reduction Form, making sure your elections match your portal elections.

Email form to
aharris@hood.edu