

**WEST VIRGINIA HIGHER EDUCATION POLICY COMMISSION
COMPENSATION DEFERRAL ELECTION
UNDER SECTION 403(b) PLAN**

Employee's Name: _____
SS No.: _____ Date of Birth: _____
Employer: _____

This Election is to contribute a portion of your compensation to the Section 403(b) Plan sponsored by the West Virginia Higher Education Policy Commission ("Commission"). The amount that you choose to defer pursuant to Parts I and II below shall not exceed the applicable limitations of Internal Revenue Code. Amounts contributed to the Section 403(b) plan will be invested among the investment options approved from time to time by the Commission and selected by you in a separate investment election form.

Subject to any advance notice period to process this Election for payroll purposes, this Election shall become effective on the later of the following: (i) the first day of the month following the date of your signature below and return to your Employer; or (ii) on the first of the month so indicated on the effective date section of this form following the return of this Election to your Employer. This Election replaces any previously submitted election form for this plan, and shall remain in effect unless revoked or modified in writing as permitted by the terms of the Section 403(b) Plan and in accordance with such form(s) as the Commission may from time to time provide.

If you have any questions about the amount that can be deferred under Parts I or II below or any of the categories in these parts, please contact the payroll or human resources office of your Employer. Please be advised that any election you make below applies only to salary deferrals from the 403(b) Plan sponsored by the Commission. If you participate in another 403(b) plan or another qualified retirement plan, you should consult your tax advisor regarding the overall limits that apply in your situation.

PART I - GENERAL COMPENSATION DEFERRAL ELECTION

Under this Part I, you may select an amount to be deducted and contributed per payroll based on a fixed dollar amount or a percentage of your compensation for the pay period. Alternatively, you may select an amount to be deducted and contributed each payroll period based on the maximum annual amount permitted by federal law, without taking into consideration any permissible catch-up contributions permitted by federal law.

The amount of the compensation reduction shall be as follows: (Complete dollar (\$) or percentage (%) or check "maximum"). Select only one (1) choice under Part I.

\$ _____ Annual Dollar Amount (_____ per Pay Period); or

% _____ Percentage Amount of Gross Salary; or

_____ Maximum amount allowed by law (without catch-up contributions).

***Note:** If you select the maximum amount allowed by law, the amount deferred will be based solely on your participation in the Section 403(b) Plan sponsored by the Commission, and you will be required to notify your employer's Human Resource / Payroll Department each year of any desired changes. For instance, if the maximum contribution amount is increased by law, this election will not automatically authorize an increase in your deferral election. Rather, contributions will remain at the maximum amount permitted at the effective date of this election unless a new election is completed.*

PART II - CATCH-UP CONTRIBUTION ELECTION

The compensation deferral amount selected under Part I above shall be **increased** by the additional deferral amount selected below. Select only one (1) choice under Part II:

\$_____ **Additional** annual amount for individuals age 50 or over (\$_____ per pay period);
or
_____ Maximum amount permitted by law for individuals age 50 or over.

Note: Certain federal law limitations apply in determining whether you are eligible to select an option under Part II. Please consult with your employer's Human Resource representative if you have questions. In addition, if you select the maximum amount allowed by law, the amount deferred will be based solely on your participation in the Section 403(b) Plan sponsored by the Commission, and you will be required to notify your employers Human Resource / Payroll Department each year of any desired changes. For instance, if the maximum contribution amount is increased by law, this election will not automatically authorize an increase in your deferral election. Rather, contributions will remain at the maximum amount permitted at the effective date of this election unless a new election is completed.

PART III – VENDOR SELECTION [Select only one]

After a review of the materials provided by the vendors, I elect to participate in the 403(b)-program provided by:
_____Great West/Educator Money _____TIAA-CREF

Note: A separate enrollment and investment allocation form for the selected vendor must be completed and forwarded to the vendor prior to any payroll deduction.

PART IV – SIGNATURE VERIFICATION & EFFECTIVE DATE

Upon completion and signature of this Election form, please return it to the payroll or human resources office of your Employer. The submission of this deferral election form will replace any prior elections made by the participant for this plan.

Effective date of payroll change*: _____

Employee Signature: _____ Date: _____

*The effective date shall be the first day of the month following the submission of this form or at the beginning of the month indicated above.

Internal Use Only

Accepted on behalf of Employer by: _____

Title: _____

Date: _____

For Payroll Purposes:

Total deferral amount per pay period _____ or Percentage of Salary Deferral _____

403(b) Vendor Code: ___ TIAA-CREF (339) _____ Great West / Educator Money (377)