



## *Anoka-Hennepin School District 11*

# 403(b) Instructions

To set up or change your 403(b) voluntary or district match amounts, you need to fill out and return the attached Salary Reduction Agreement. You are able to make changes at any time throughout the year; you do NOT have to wait for Open Enrollment.

Please fill out the Salary Reduction Form completely. Include the following information:

1. **403(b) SERVICE PROVIDER:** Chose one or more of the four district approved service providers. Be sure to set up your account with the company prior to sending your forms to the payroll department. A financial advisor or vendor representative can help you set up your account. **Please note: For all new accounts, the service provider signature is required.**
2. **Employee Contribution:** Enter the dollar amount you want contributions to be per payday. If you work less than 12 months, your deductions are taken over 20 pay periods. If you are a 12 month employee, your deductions are taken over 26 pay periods.

**Example:** \$1500 over 20 pay periods is \$75 per pay period.

3. **District Match:** If you meet the eligibility requirements to participate in the 403(b) matching program, enter the **total fiscal amount** that you are eligible for, in the column. (note: your employee fiscal deduction amount needs to be equal or be greater than the match amount) This field should be left blank by employees that aren't eligible for the 403(b) matching program.

The Salary Reduction Agreement needs:

1. Your printed name
2. Your signature and date of signature
3. The last 4 digits of your Social Security Number. (for identification purposes)

**For any future changes in your contributions, match, or companies, a new Salary Reduction Agreement needs to be signed, dated, and on file in the payroll department.**

Please send all completed forms to:  
ESC - PAYROLL DEPT

If you have any questions, please contact the Labor Relations & Benefits Dept. at 763-506-1108.