

University of the Incarnate Word
Salary Deduction Agreement
Voluntary Contributions to the Retirement Health Account

By this Agreement, made between _____ (employee) and The University of the Incarnate Word (the institution), the parties hereto agree as follows:

Effective with respect to amounts earned on or after _____ (date), a deduction from the employee's salary will occur each pay period in the amount indicated below. The deductions will be remitted to the employee's Retirement Health Account.

- ☐ bi-weekly
☐ monthly

This Agreement shall be legally binding on both parties (named above) while employment continues, or until such time as the employee provides written notice of a change in his/her contribution amount or termination of his/her contributions to the Retirement Health Account. An employee may make changes to his/her salary deduction agreement at any time, in accordance with the advanced notice procedures and other processes established by the Institution.

The employee elects the following options for voluntary contributions to the Retirement Health Account by means of salary deduction:

Institution's Retirement Health Plan

This plan allows voluntary employee contributions starting at age 21.

- ☐ The flat dollar amount: \$ _____ (please enter whole dollars) .

The amount of this election will be remitted as a contribution to the employee's Retirement Health Account.

Employee voluntary contributions to the Retirement Health Account are made on an after-tax basis and are subject to rules established under the Institution's Retirement Health Plan described in your Summary Plan Description.

Employee name (please print full name)

PIDM – Employee ID Number

Employee signature

Date

Human Resources Representative

Date

Institution _____