

**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 \_\_\_\_\_