

## Instructions for Completing the 2024 “Agreement For Salary Reduction” Form

1. Before completing, please read the “Agreement for Salary Reduction” form.
2. Indicate the amount of your salary reduction:
  - a. Check box #1 if you would like to contribute only the required 2% of your base annual salary.
  - b. Check box #2 if you would like to contribute the required 2% of your annual salary, **plus any additional elective deferral amount**. You may indicate the additional elective deferral amount as either a percentage or flat dollar amount. If you specify a percentage for elective deferrals, your elective contributions will be calculated on all W-2 wages, which includes overtime and stipends. There are limits on the amount of money that an employee can put into an elective plan. For the year 2024, the elective deferral maximum limit is \$23,000.
  - c. Additionally, for the year 2024, if you are over the age of 50 you may contribute up to a maximum of \$30,500. ***Note: The amount that you indicate in the spaces provided should not include the 2% required contribution. Please indicate only the amount you would like to contribute in addition to the required 2%.***
  - d. \* Designated Roth 403(b) Contributions- You must choose between pre-tax elective deferrals and after-tax Roth contributions. You may choose either or both, but your election must equal the amount in #2 below. If you fail to elect to contribute to Roth or your election does not total the amount in #2, your entire contribution will be contributed on a pre-tax basis.
3. Indicate where you would like your contributions to go:

The amount of your 2% required contribution, as well as the 10% Juniata College contribution, will be paid to a regular annuity contract (RA) which is non-cashable. For employees making elective contributions for the first time, elective contributions must be paid into the SRA (Supplemental Retirement Annuity) (cashable) and/or Roth 403(b). You must indicate which type of contract(s) you would like to have your elective contributions sent to by putting a dollar amount or percentage in the space next to the annuity.

4. Please make sure to sign and date the form when it is complete and return it to the Human Resources Office.

Please contact Paige Hower at ext. 3187, or via email at [howerp@juniata.edu](mailto:howerp@juniata.edu) if you have any questions.

**JUNIATA COLLEGE**  
1700 MOORE STREET  
HUNTINGDON, PA 16652

**2024**  
**AGREEMENT FOR SALARY REDUCTION**

BY THIS AGREEMENT, made between \_\_\_\_\_ (employee) and **Juniata College** (employing institution), the parties hereto agree as follows.

Effective with respect to amounts earned on or after the first day of \_\_\_\_\_, 2024, which date is subsequent to the execution of the Agreement, the Employee's per pay period salary will be reduced by the amount indicated below. At the same time, the College will contribute a corresponding amount to the Employee's annuity contracts (or custodian accounts) which the Employee will allocate among the funding vehicles approved by the institution.

This Agreement shall be legally binding and irrevocable as to each of the parties hereto while employment continues; provided, however, that either party may terminate this Agreement as of the end of any month, so that it will not apply to salary subsequently earned, by giving at least thirty days written notice of the date of termination. The amount indicated below will produce a contribution that does not exceed the Employee's statutory exclusion allowance under IRC Section 403(b) or the limitations under IRC Section 415 or Section 402(g), whichever is less.

The amount of the salary **reduction** shall be:

\_\_\_\_\_ (1) The amount (2%) that would otherwise be deducted from the employee's per pay period salary as the employee annuity contribution in accordance with the College's TIAA-CREF retirement plan;

**OR**

\_\_\_\_\_ (2) The amount of (1) above plus \_\_\_\_\_ which will produce a total College contribution to the employee's annuity contract(s) that is equal to or less than the employee's statutory exclusion allowance under Section 403(b) of the Internal Revenue Code.

It is understood that the amount defined in (1) above will be paid to the employee's regular, non-cashable annuity contract(s) used under the College's retirement plan. It is further understood that if (2) above is checked, the difference between (1) and (2) will be paid to TIAA-CREF as premiums on:

\_\_\_\_\_ Pre tax elective deferrals

\_\_\_\_\_ Roth Elective deferrals\*

[ ] Check here if the above amount includes an additional catch up contribution for employee age 50 or over

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_:

\_\_\_\_\_  
(EMPLOYEE)

**JUNIATA COLLEGE**  
**(Employing Institution)**