

INSTRUCTIONS

The OSU 457(b) Salary Reduction Agreement may become effective no earlier than the first day of the month following execution of the form and delivery at Employee Services, 106 Whitehurst.

1. Type or print your name, employee ID, date of birth, and campus phone number. Check the box for bi-weekly or monthly pay as appropriate.
2. Enter the beginning date for the salary reduction. Enter the date the reductions are to stop or enter "Further Notice" if you want an indefinite stop date. You may want to complete a second salary reduction agreement if this is a mid-year election. The second agreement should start January 1 of the following year and reflect the appropriate monthly and annual contribution amounts.
3. (A) Enter the name(s) of the insurance or investment firm(s) you have selected to receive your annuity contributions. The vendor must be on the list of approved vendors on the back of the 457(b) Deferred Compensation Plan Benefits & You information sheet. **If you are canceling a vendor, you need to list the vendor and mark "0" on monthly and goal amount.**

(B) For each firm listed, enter the amount you want reduced from your paycheck each month. This monthly amount will be withheld from your paycheck until your annual deduction goal is reached or the end of the year whichever comes first. Although, contributions will be taken twice a month for employees on the biweekly payroll, the amount entered on the "monthly amount" line should reflect a true monthly contribution.

(C) Enter the annual contribution for each company.
4. If you are opening a new account with a vendor, write the date you submitted your application and your agent's name with that vendor. If you have an established account, write "done" on the date line.
5. Sign and date the form.
6. Leave this area blank as it is for Human Resources use only. Employee Services staff may acknowledge proper completion of form with the Maximum Tax Deferred Contribution Limits calculation attached, when applicable.