

Use this form to notify your Employer's payroll office of the amount, per pay period, which you wish to contribute to your retirement plan. This form can be replaced by the Employer's proprietary form, if applicable, and **does not need to be submitted to Pentegra Trust Company.**

Employer Name / Plan Name

STEP 1 Employee Information

Name (Last, First, MI)

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Social Security Number

STEP 2 Voluntary Salary Reduction Information

- Initiate new salary reduction
- Change salary reduction
- Discontinue salary reduction

Contribution per Pay Period:

_____ % OR \$ _____

(Select ONLY ONE)

Contribution made as a: Pre-Tax Deferral OR Roth Elective Deferral (if applicable)

STEP 3 Salary Reduction Agreement, Authorization & Signatures

- I. Employee agrees that commencing as of the payroll period ending _____, 20____ (must be a future payroll period), and for each subsequent payroll period during which this Agreement is in effect, Employer shall reduce Employee's salary by the amount recorded above.
- II. This Agreement shall apply only to salary earned by Employee after this Agreement becomes effective.
- III. Employer agrees to pay the amount of the salary reduction specified in Step 2 to Pentegra Trust Company, as Custodian of the retirement plan, for the purchase of Employee investments under the plan. Custodian acts as Employee's Agent for directing contributions to such investment assets as may be designated from time to time by Employee to Pentegra Trust Company.
- IV. This Agreement shall be legally binding upon and irrevocable as to both Employer and Employee only while employment continues. However, Employer or Employee may terminate this Agreement as of the end of any payroll period by giving sufficient written notice of termination, which notice specifies the date of termination. Sums earned by Employee during any period commencing on or after such specified date of termination shall not be subject to this Agreement.
- V. Employee may not enter into more than one simultaneous Salary Reduction Agreement with the Employer, except to the extent provided under the Internal Revenue Code or Treasury Regulations.
- VI. This Agreement is not intended to be, and does not constitute, a contract of employment.

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Date (month / day / year)

----- SPONSOR SECTION -----

Employer hereby agrees to this Salary Reduction Agreement:

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Date (month / day / year)