

**Community Action Of Orleans & Genesee**

**Principal Financial Group**

**Tax Sheltered Annuity**

**Summary** – Community Action administers a 403(b) tax-sheltered annuity plan that allows eligible employees to save towards their retirement. Several investment options are available.

**Eligibility** – Full-time and part-time employees are eligible to participate in the plan.

Changes to an employee’s contribution level can be made on the first of each calendar quarter.

The Agency may match a portion of the employee’s contribution to the plan, depending on the Agency’s financial capabilities and when the employee has completed the 9 month eligibility period.

Complete details of the plan may be found in the Summary Plan Description; copies and additional information may be obtained from the Fiscal Department.

This agreement applies to amounts earned until changed by me in writing. I understand my plan sponsor may reduce my deferral only when required to meet certain plan limits.

**Select Your Deferral Percentage**

\_\_\_\_\_ I understand that my current and future salary will be deducted per pay period as follows:  
\_\_\_\_\_ % (1 to 100) before tax deferral. I understand I will not receive the employer’s match unless I have been employed for nine months.

Marital Status:

\_\_\_\_\_ Single

\_\_\_\_\_ Married – Spouse’s

Spouse Name \_\_\_\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

Date \_\_\_\_\_