

# 403(b) Contribution Agreement

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## EMPLOYEE INFORMATION

Complete this form if you will be making salary deferral contributions to your 403(b) retirement account at Church Extension Plan. This agreement is between you and your employer. Keep a copy for your records and give the original to your employer.

Employee Name \_\_\_\_\_ Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Employee Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

- Original Contribution Agreement
- Amended Contribution Agreement

## SALARY DEFERRAL INFORMATION

I instruct my employer to defer my salary each pay period beginning \_\_\_\_\_ (must be after the date of execution stated on this agreement) as indicated below:

Flat Dollar Amount: \$ \_\_\_\_\_ **or**  Compensation Percentage: \_\_\_\_\_ %

This agreement shall remain in effect until it is either terminated or updated with a different stated amount in writing by the employee, or until the employee's relationship with the employer is discontinued. The employee is responsible for determining that his/her salary deferral does not exceed the limitations under Section 402(g) and 415 of the Internal Revenue Code. Please refer to the Participant Handbook for details.

## EMPLOYEE SIGNATURE

It is understood that the amount of salary deferral contribution will be sent directly to my 403(b) retirement account at Church Extension Plan.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

## EMPLOYER SIGNATURE

The Participating Employer understands that salary deferral contributions must be sent promptly after the day they are withheld from the employees' wages, but in no event can the payment be postmarked later than the 15th day of the following month.

Employer Signature \_\_\_\_\_ Employer Title \_\_\_\_\_ Date \_\_\_\_\_

*Make contribution checks payable to: Church Extension Plan*



Church Extension Plan

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