

HUMBOLDT STATE UNIVERSITY – SPONSORED PROGRAMS FOUNDATION

Voluntary Tax-Sheltered Annuity 403(b) Plans – Guidelines

Employees of Humboldt State University Sponsored Programs Foundation (HSUSPF) are eligible to contribute to a voluntary tax-sheltered annuity plan. The voluntary tax sheltered annuity 403(b)) program allows HSUSPF employees to save toward retirement by investing pre-tax contributions in tax-deferred investments in either annuities or mutual funds, under Internal Revenue Code (IRC) Section 403(b).

Employees may deposit a designated amount, through payroll deduction, to a qualified tax-sheltered account, through TIAA-CREF. The tax-sheltered portion of gross income is not included as part of the gross earnings for State and Federal tax purposes. Income taxes are paid in the future at the time funds are withdrawn.

In order to participate in the voluntary tax-sheltered plan, you must contact a representative from TIAA-CREF. TIAA-CREF has a broad range of investment approaches to tax-sheltered annuities investment strategies. After enrolling with TIAA-CREF, an HSUSPF SALARY REDUCTION AGREEMENT, available online and at Human Resources, will need to be completed and submitted to Human Resources. The salary reduction agreement is an agreement between the employee and Humboldt State University Sponsored Programs Foundation. The salary reduction agreement binds the employee to voluntary salary reduction, and the gross amount of **each check** must be large enough so that all deductions including the voluntary 403(b) contributions are met. There are government-set limits on the amount that can be contributed to a 403(b) plan which are excluded from gross income. Salary reduction agreements must be submitted to Human Resources no later than 30 days prior to the commencement of the salary reduction.

The current HSUSPF rules concerning solicitation of employees are as follows:

- a. No agent, broker or other representative of the company may contact an employee, either in person or by phone, at the employee's work site unless requested to do so by the employee, after the employee has supervisor permission. With permission, meetings can occur during the employee's free time and must not interfere with the work of others. The employee's supervisor shall make a final determination as to whether this condition is met since meeting at the work site is a privilege and not a right.
- b. Humboldt State University Sponsored Programs Foundation will not provide to TIAA-CREF a mail system in which to distribute solicitation materials to employees. Employees will need to contact TIAA-CREF directly and have information mailed to their home address.
- c. It is the responsibility of the selling agent, broker or other company representative of TIAA-CREF to complete or ensure completeness of all forms required by their Company. They must also provide the employee and Humboldt State University Sponsored Programs Foundation management with the information required for HSUSPF to complete and initiate the salary reduction agreement.

The program requires that the HSUSPF administer tax-sheltered withholdings, remit the contribution to TIAA-CREF, and report withholdings on year-end W-2 reports.

HUMBOLDT STATE UNIVERSITY SPONSORED PROGRAMS FOUNDATION
AUTHORIZED COMPANY- VOLUNTARY 403(b) PLAN

TIAA/CREF-Teachers Insurance and Annuity Association/College Retirement Equities Fund

<https://www.tiaa-cref.org>

800-842-2252