



Please read information on the reverse side before completing and submitting.

Employee ID		Effective Date: <input type="checkbox"/> As soon as possible <input type="checkbox"/> Later _____ See #7, p. 2 (Paycheck date) mm/dd/yyyy
Name (Last, First, Middle)		
University of Wisconsin Institution UW-	Work Phone Number	This year I contributed to another employer's voluntary retirement plan. <input type="checkbox"/> Yes <input type="checkbox"/> No
Work Email	Date of Birth	I am age 50 of older this year. <input type="checkbox"/> Yes <input type="checkbox"/> No
		I own more than 50% of a business and have a retirement plan with that business. <input type="checkbox"/> Yes <input type="checkbox"/> No

Enrollment Instructions:

- Set up your account with the provider(s) (TIAA or Fidelity) before submitting this form.
See the [Enrollment section](#) of the UW 403(b) SRP webpage (www.wisconsin.edu/ohrwd/benefits/ret/srp).
- For each provider you enroll with, choose **either** a set dollar amount or a percentage of pay.

***For questions, contact your UW Institution Benefits Contact**

Deduction Update Instructions:

To change or stop your current deduction, indicate "change" or "stop" and list the current deduction you want to update.

WARNING: if you choose 100%, after your FICA, insurance, and other required deductions are paid, ALL your salary will be deducted.

Current deferrals not expressly stopped or changed will continue. Remit to:		I have a UW SRP Account with this provider.	Choose EITHER \$ amount or % of pay per pay period			
			\$ Amount		% of Salary	
			Before-tax	After-tax	Before-tax	After-tax
<input type="checkbox"/> Begin <input type="checkbox"/> Change <input type="checkbox"/> Stop	Provider	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	\$	% of salary	% of salary
<input type="checkbox"/> Begin <input type="checkbox"/> Change <input type="checkbox"/> Stop	Provider	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	\$	% of salary	% of salary
<input type="checkbox"/> Begin <input type="checkbox"/> Change <input type="checkbox"/> Stop	Provider	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	\$	% of salary	% of salary
Total Per Pay Period			\$	\$	% of salary	% of salary

- I authorize the University to reduce my salary to allow for the purchase of a 403(b) supplemental retirement benefit on my behalf and to remit the designated amounts each pay period to the provider(s) indicated below.
- I have read and will abide by the Participant Obligations stated on the reverse side of this agreement.
- I understand that this SRA is legally binding and irrevocable with respect to salary that becomes payable to me while this agreement is in effect. I understand that I may stop, start, or change my future contribution amount at any time during the year by submitting a new SRA, provided I submit it at least 15 business days before the paycheck date.
- I understand that it is my responsibility to monitor my earnings statement each payday to ensure that my deductions are made for the correct amounts and are sent to the correct provider(s).
- This SRA replaces all previous agreements on file with respect to the changes made below.

I understand that current deferrals that I do not change or stop will continue.

Employee Signature	Date (mm/dd/yyyy)
EMAIL OR FAX ORIGINAL TO APPROPRIATE INSTITUTION ADDRESS ON REVERSE SIDE. KEEP A COPY FOR YOUR RECORDS. Check your earnings statements to verify that this Salary Reduction Agreement has been processed accurately.	

UW 403(b) SRP Participant Obligations

The following applies to all participants in the University of Wisconsin 403(b) Supplemental Retirement Program (SRP):

1. **Federal Contribution Limits:** SRP contributions are subject to annual limits determined under Internal Revenue Code (IRC) sec. 402(g) and 415(c). In **2024**, the limit is **\$23,000** (or 100% of UW compensation, if less). If you are age 50 or older in 2023, you may contribute an additional **\$7,500**. If you have 15 years of UW employment, you may be eligible to contribute a further \$3,000; ask your institution benefits contact about this option; not everyone with 15 years of service is eligible. Limit information is available on the UW 403(b) SRP [webpage](#). Your UW 403(b) SRP limit is **reduced** dollar for dollar by any contribution you make to another 403(b), 401(k), Federal Thrift Savings, salary reduction SEP, or SIMPLE plan. If you own more than 50% of a business, retirement contributions made on your behalf by that business must be aggregated with your UW SRP contributions toward the 415(c) limit – \$69,000 in 2024. Contact 403bsrp@uwsa.edu to be sure you have not exceeded IRS contribution limits. Contributions to the Wisconsin Retirement System (WRS), a 457 (Deferred Compensation) plan, the UW Medical Foundation 401(a) physician plan, or a traditional or Roth IRA do **NOT** affect your SRP limit.
Over-contributions may result in tax penalties. You are solely responsible for the tax consequences of authorizing any salary reduction that exceeds the amounts allowed by law. It is your responsibility to monitor your annual salary reductions to ensure that they are in compliance with the IRC provisions and bring any over-contributions or changes in employment status to the attention of your institution benefits contact.
2. **Investment Responsibility:** You are responsible for your UW 403(b) SRP investment decisions. This responsibility includes informing yourself of the nature and risk of the investments, monitoring your investments, and determining when a change in investments is appropriate. The University and the Board of Regents are in no way liable for gains or losses you may incur in your UW 403(b) SRP account(s).
3. **Authorized Providers:** As long as the UW employs you, you may make contributions only to providers and products authorized under the program. You may change your future contributions to a different authorized option or transfer all or a portion of your account balance to any other authorized investment option at any time, subject to contractual surrender charges or redemption fees. As long as the UW employs you, you may not “transfer” your SRP account balances to providers or options not authorized by the program.
4. **Withdrawals and Loans:** Generally, you cannot withdraw or roll over your SRP account balances before you attain age 59 ½, terminate employment, die, or become disabled. Withdrawals may also be available as ordered by a court under a Qualified Domestic Relations Order (QDRO). Loans, in amounts limited by federal law, are available from authorized UW 403(b) SRP providers. The SRP provider is responsible for approving loans according to IRS and UW 403(b) SRP Plan provisions. No more than two loans may be outstanding at any time. Loans may continue to be paid off after you separate from UWS service. The provider is responsible for determining your eligibility for hardship withdrawals and other withdrawals.
Tax penalties may apply to distributions before age 59 ½ – if you terminate employment before reaching age 55. You are entirely responsible for all loans and withdrawals and any resulting tax liabilities.
5. **Salary Reduction Agreement (SRA):** To start your contribution you must file an EZ Enrollment or an SRA. To stop your contributions, you must submit a new copy of the SRA to serviceoperations@support.wisconsin.edu for all campuses except Madison and Milwaukee, benefits@ohr.wisc.edu for UW-Madison and benefits@uwm.edu for UW-Milwaukee. If you terminate employment, your SRA terminates automatically after your last check is paid. If you later return to work, you must file a new SRA to resume contributing. The **UW reserves the right to suspend or terminate a participant's SRA** if it believes that the participant has **overcontributed** or is in violation of any applicable federal requirement or any term of this agreement.
6. **Required Distributions:** After you retire, you must take minimum distributions from your pre-tax SRP account, generally beginning no later than age 72 (70 ½ if you were born before July 1, 1949). **You do not need to take Required Minimum Distributions from your UW SRP accounts as long as you are still working for the UW, even part-time and even though you may be over age 72 (70 ½ if born before 7/1/1949).**
7. **Effective Date:** Unless you specify a later effective date, this agreement takes effect on the first paycheck date following the employer's receipt of this form. Forms received **less than 15 business days** before payday may not take effect until the following pay period.
8. **Corrections:** It is your responsibility to verify that this SRA has been accurately processed by comparing it to your earnings statement. Notify your benefits contact if you find a discrepancy. In volatile markets, the value of your contribution may decline over time. The UW will correct, at our cost, errors reported to us within two months. The participant must bear the cost due to any market decline to correct any portion of errors that are more than two months old.

*UW Institution Benefit Contacts

UW-Eau Claire Office of Human Resources 105 Garfield Ave Schofield Hall, Rm 226 Eau Claire, WI 54702-4004 Phone: (715) 836-2513 Fax: (715) 836-3051 humanresources@uwec.edu	UW-Green Bay Universities of Wisconsin Employee Benefits 660 W. Washington Ave, Ste 201 Madison, WI 53703 Phone: (888) 298-0141 Fax: (608) 890-2327 serviceoperations@support.wisconsin.edu	UW-La Crosse Human Resources 1725 State St Graff Main Hall, Rm 144 La Crosse, WI 54601-3742 Phone: (608) 785-8013 Fax: (608) 785-8525 benefits@uwlax.edu
UW-Madison Office of Human Resources 21 N Park St, Ste 5101 Madison, WI 53715-1218 Phone: (608) 265-2257 Fax: (608) 265-1456 benefits@ohr.wisc.edu	UW-Milwaukee Universities of Wisconsin Employee Benefits 2033 E Hartford Ave Engelmann Hall, Rm 125 PO Box 413 Milwaukee, WI 53201-0413 Phone: (414) 229-5353 Fax: (414) 229-4102 benefits@uwm.edu	UW Oshkosh Universities of Wisconsin Employee Benefits 660 W. Washington Ave, Ste 201 Madison, WI 53703 Phone: (888) 298-0141 Fax: (608) 890-2327 serviceoperations@support.wisconsin.edu
UW-Parkside Universities of Wisconsin Employee Benefits 660 W. Washington Ave, Ste 201 Madison, WI 53703 Phone: (888) 298-0141 Fax: (608) 890-2327 serviceoperations@support.wisconsin.edu	UW-Platteville Universities of Wisconsin Employee Benefits 660 W. Washington Ave, Ste 201 Madison, WI 53703 Phone: (888) 298-0141 Fax: (608) 890-2327 serviceoperations@support.wisconsin.edu	UW-River Falls Human Resources 410 S Third St. North Hall River Falls, WI 54022-5001 Phone: (715) 425-3621 Fax: (715) 425-0630 Jennifer.Friedman@uwrf.edu
UW-Stevens Point Universities of Wisconsin Employee Benefits 660 W. Washington Ave, Ste 201 Madison, WI 53703 Phone: (888) 298-0141 Fax: (608) 890-2327 serviceoperations@support.wisconsin.edu	UW-Stout Human Resources – Benefits 712 S Broadway St Administration Bldg, Rm 203 PO Box 790 Menomonie, WI 54751-0790 Phone: (715) 232-2149 Fax: (715) 232-1527 AskHR@uwstout.edu	UW-Superior Universities of Wisconsin Employee Benefits 660 W. Washington Ave, Ste 201 Madison, WI 53703 Phone: (888) 298-0141 Fax: (608) 890-2327 serviceoperations@support.wisconsin.edu
UW-Whitewater Universities of Wisconsin Employee Benefits 660 W. Washington Ave, Ste 201 Madison, WI 53703 Phone: (888) 298-0141 Fax: (608) 890-2327 serviceoperations@support.wisconsin.edu	Universities of Wisconsin Administration (includes UW Extended Campus) Universities of Wisconsin Employee Benefits 660 W. Washington Ave, Ste 201 Madison, WI 53703 Phone: (888) 298-0141 Fax: (608) 890-2327 serviceoperations@support.wisconsin.edu	