

**LEHIGH UNIVERSITY**  
**2012 Salary Reduction Agreement**

This Agreement is legally binding and irrevocable while employment continues, unless you elect to stop it by contacting Human Resources and completing a new copy of this form changing or stopping your salary reduction. You can declare or change the reduction amount once each month. You can change your investment allocation at any time. **This agreement will be effective the first of the month following the date you sign it, providing (1) it is received in Human Resources within a reasonable time following that date, and (2) all documentation — including necessary VRSP company applications — is included.**

The terms of this agreement are made between \_\_\_\_\_ and Lehigh University.  
[Print Employee Name]

- \_\_\_\_ New enrollment      Effective with salary earned on or after the first day of \_\_\_\_\_, 20 \_\_\_\_, the University will reduce your monthly gross pay by the amount indicated below and forward the reduced amount to the investment company(ies) you have selected.
- \_\_\_\_ Contribution change      Effective with salary earned on or after the first day of \_\_\_\_\_, 20 \_\_\_\_, the University will reduce your monthly gross pay by the amount indicated below and forward the reduced amount to the investment company(ies) you have selected.
- \_\_\_\_ Allocation change      Effective with salary earned on or after the first day of \_\_\_\_\_, 20 \_\_\_\_, your investment allocation will be changed as indicated below.
- \_\_\_\_ Cessation      Effective with salary earned on or after the first day of \_\_\_\_\_, 20 \_\_\_\_, your salary reduction will cease.

**Establish or change contribution:**

**On the date specified above, please begin my monthly salary reduction in the amount of (choose either a dollar amount or percentage of salary):**

- \_\_\_\_ \$ \_\_\_\_\_ per month (the minimum monthly savings amount is \$15), or
- \_\_\_\_ % of gross pay (the minimum monthly savings amount is \$15).

I will be age 50 or older in 2012 and wish to tax defer \$ \_\_\_\_\_ of the \$5,500 age 50 catch-up amount.

The annual limit on contributions for 2012 is \$17,000 or 100% of pay, whichever is less. For employees age 50 and older the contribution amount may also include up to \$5,500 additional under the age 50 and older catch-up elective deferral. For employees with 15 or more years of service the contribution may also include up to \$3,000 additional under the 15-year special election, if a Tax Deferred Annuity Calculation determines such saving is available. Finally, both the age 50 catch-up and the 15-year special election are currently available to eligible individuals.

Have you contributed to a tax deferred savings plan with another employer during this calendar year?      \_\_\_\_ Yes      \_\_\_\_ No  
If yes, how much?      \$ \_\_\_\_\_

**Establish or change allocation:**

**Please send my monthly salary reduction amount to the following company(ies) based on the percentage or dollar allocation listed (total must equal 100% or monthly dollar amount indicated above):**

INVESTMENT CHOICE	PERCENTAGE ALLOCATION	DOLLAR ALLOCATION
____ American Century Investments	_____ %	\$ _____
____ Fidelity Investments	_____ %	\$ _____
____ TIAA/CREF Group Supplemental Retirement Annuity	_____ %	\$ _____
____ The Vanguard Group	_____ %	\$ _____

Employee Signature	LIN or Soc. Sec. Number	Date of Birth	Today's Date
Plan Representative Signature			Today's Date