



## Voluntary 403(b) Retirement Plan

### Board of Regents for the Oklahoma Agricultural & Mechanical Colleges

Supplemental tax-deferred annuities (TDAs) offer OSU/A&M employees an opportunity to set aside additional retirement savings on a voluntary basis. You decide how much money to contribute within the guidelines set by the Internal Revenue Service. These contributions will be deducted from your regular paycheck on a pre-tax basis (federal and state withholdings but not FICA), or you may contribute on an after-tax basis via a Roth 403(b). You may contribute to both the traditional plan or the Roth 403(b) or any combination of the two up to the annual limits listed below. Contributions are remitted to the elected approved provider. 100% vesting occurs with your first contribution.

**Eligibility:** All employees paid through the OSU/A&M payroll system, including student and temporary employees, are eligible to participate regardless of classification, percent of time employed, or length of appointment.

**Minimum Contribution:** \$15 per month.

**Maximum Contribution:** The maximum tax-deferred contribution limit is established by Internal Revenue Service regulations and is \$16,500 for 2011 and \$17,000 for 2012. Employees who are at least age 50 may contribute at the age 50+ limit, an additional \$5,500 for 2011 and \$5,500 for 2012. An employee must have enough includable pay.

**Salary Reduction Agreement:** To begin contributions, change the amount of contributions or plan provider(s) or cancel participation, you will need to complete a Board of Regents for the Oklahoma Agricultural & Mechanical Colleges Voluntary 403(b) Retirement Plan *OSU/A&M Voluntary 403(b) Retirement Plan (With Roth 403(b) Option)*. This form can be obtained from your local human resources office, on the web at <http://hr.okstate.edu/benefits/vrp.php> or from OSU Employee Services, 106 Whitehurst, (405) 744-5449. The form authorizes your employer to reduce your pay by the amount specified each month and to forward the contributions to the appropriate plan provider. Contributions will cease when you reach the specified annual amount. If you receive fewer paychecks than originally anticipated, the annual goal amount may not be reached. If your pay for any given payroll is insufficient to take the full contribution, no contributions will be made for that payroll. You may complete more than one agreement per year.

**Other Retirement Plan Contributions:** If you contribute to another employer's 401(k), 403(b), Federal Thrift Savings program plan, physicians private practice plan, and/or other non-OSU/A&M retirement plans within the same calendar year in which you contribute to your TDA, be sure to inform your human resources office of the amount contributed and declare it on your *403(b) Salary Reduction Agreement* form. Failure to coordinate all your pre-tax savings plans with Internal Revenue Code annual maximum limits may result in refund of excess contributions and tax penalties.

If you contribute to a 403(b) and a 457(b) Plan, your voluntary contributions to one of the two plans does not affect your contribution limits on the other plan.

**Effective Date:** The *403(b) Salary Reduction Agreement* may become effective no earlier than the first day of the month following receipt of the form by your local payroll or human resources office. If you are employed by Oklahoma State University, the form must be received by Employee Services, 106 Whitehurst. You may want to copy your executed form for your files.

**403(b) Plan Providers:** The companies listed below are available for new enrollments and to receive contributions.

American Century: [www.americancentury.com/enroll](http://www.americancentury.com/enroll); 800-345-3533

ASpire Financial Services: [www.403bplan.info](http://www.403bplan.info)

AXA Equitable: [www.axa-equitable.com](http://www.axa-equitable.com); 800-628-6673

Life of the Southwest: [www.annuitybenefitscounselors.com](http://www.annuitybenefitscounselors.com); [www.lsw.net](http://www.lsw.net); 903-818-3137

MetLife: [www.metlife.com](http://www.metlife.com)

Modern Woodmen: [www.modern-woodmen.org](http://www.modern-woodmen.org); 405-513-7642

OTRS/ING: [www.otrs403b.com](http://www.otrs403b.com); 866-795-4746

Security Benefit Life: [www.securitybenefit.com](http://www.securitybenefit.com); 800-888-2461 x3070

TIAA-CREF: [www.tiaa-cref.org](http://www.tiaa-cref.org); 800-842-2776

VALIC: [www.my.valicretirement.com/enroll](http://www.my.valicretirement.com/enroll) (code 05801); 800-892-5558 x89501

Your employer does not make plan provider recommendations. If you still need assistance in choosing a plan provider, you may wish to contact an investment counselor. OSU/A&M offers no assurances and assumes no responsibility as to the financial stability of plan provider or the performance of its investment programs.

**Enrollment with Plan Provider:** You must open an account directly with the provider, or the funds sent by OSU/A&M payroll offices will be returned. You may be able to complete this form on-line at your provider's website. You also choose investment options, designate beneficiaries and change allocations through your provider (or agent for the provider) rather than through your payroll office.

**Transfers:** While still employed at OSU/A&M, you may transfer 403(b) balances from your current OSU/A&M provider to a different OSU/A&M approved 403(b) plan provider. Such action is not considered a distribution or a rollover because you have received no funds (distribution) and you are keeping all of your accumulations within the OSU/A&M plan.

**Distributions and Rollovers:** You may withdraw contributions or rollover to another retirement plan prior to separation from employment provided you have an eligible triggering event, such as attaining age 59 ½, without penalty.

You may receive a distribution of your account upon separation from employment, but you may incur a 10% tax penalty if distributions are made directly to you and you separated employment prior to reaching age 55 (10% penalty on earnings if a Roth 403(b)). If you separate prior to reaching age 55, you may avoid the 10% penalty by waiting until age 59 ½ to receive a distribution. The 10% penalty may also be avoided if you rollover the withdrawal to a similar qualified retirement plan or an Individual Retirement Account within the Internal Revenue Code guidelines. If not rolled over to another tax qualified plan, a Traditional 403(b) distribution is also subject to 20% withholding for federal taxes. You will want to check with your tax advisor to ensure you have full understanding of withdrawal or rollover tax consequences from your Traditional or Roth 403(b) account. Additional information regarding Traditional 403(b) and Roth 403(b) Plan features and voluntary 457(b) Plan features is located at <http://hr.okstate.edu/benefits/vrp.php>.

Because of the IRS Code that governs retirement programs; you should begin receiving minimum distributions by April 1 following the calendar year that you turn age 70½ or separate employment, whichever is later. You may incur tax penalties if you do not begin receiving minimum distributions timely.

*OSU/A&M developed this information for the convenience of employees. It is a brief interpretation of more detailed and complex materials. If further clarification is needed, the actual law, plan document, policy, and contract should be consulted as the authoritative source. OSU/A&M continually monitor benefits, policy, and procedures and reserve the right to change, modify, amend, or terminate benefit programs at any time.*