

Salary reduction contributions

An important option in your retirement plan

This notice is required in order to provide important information about how you can contribute to your Goshen College Retirement Plan (the "Plan"). The Plan allows all eligible employees to make salary reduction contributions to their retirement accounts.

You may want to take this opportunity to either begin making pre-tax salary reduction contributions or review your current contribution amount and decide if you want to make changes to how much you are contributing to the Plan.

Am I eligible to make salary reduction contributions to my retirement account? All regular employees who are .5 FTE and above, excluding non-resident aliens and student employees, are eligible to make contributions.

How do I enroll?

You can enroll in the Plan immediately on your date of hire or at any time during your employment.

When are my salary reduction contributions effective?

After completing retirement plan enrollment forms, your contributions will begin on the next pay period or as soon as administratively possible.

Can I change or stop my salary reduction contributions later?

Yes. Your contributions continue unless you modify or revoke your election of this option. You can change or end the contributions anytime during the year. Any change will be effective for the next pay period following the receipt of the necessary forms or as soon as administratively possible.

What is the maximum amount that I can contribute?

The Internal Revenue Service limits your annual retirement plan contribution. The limit applies to this Plan and any other retirement plan to which you are making salary reduction contributions and/or Roth 403(b) contributions, if applicable. The limits may be adjusted each year. The 2016 limits are:

- Elective deferral limit: \$18,000
- If you are age 50 or older, you may contribute an additional \$6,000 each year.

Who do I contact for additional information?

If you have questions or wish to enroll in the Plan's salary reduction contribution option, please contact Norman Bakhit at 535-7507. To change/revoke your existing salary reduction contributions, please stop by the HR Office in Westlawn 103 to complete an amended salary reduction form.

This notice is provided as a source of information and does not constitute legal, tax or other professional advice. If legal advice, tax advice, or other professional assistance is required, the services of a professional advisor should be sought.