Sam Houston State University offers all employees an opportunity to invest in supplemental retirement plans. Participation in a pre-tax 403(b) or after tax Roth 403(b) supplemental retirement plan is voluntary and enrollment is available anytime of the year. Investments are from employee contributions only. Annual contribution limits are defined by the Internal Revenue Service.

This notice provides important information regarding the 403(b) plans in which all employees are eligible to participate.

You may want to take this opportunity to either (1) begin making pre-tax or Roth 403(b) elective deferral contributions or (2) review your current elections and decide if you want to make changes. Before making any initial elections or changes, you should access the Human Resources website for detailed retirement planning information. Please click the Retirement button on the main HR webpage.

When can I enroll?
You are eligible to enroll immediately upon your date of hire. You may choose your initial elective deferral by completing the appropriate application and other necessary forms including a Salary Reduction Agreement during your initial enrollment. This contribution will continue unless it is modified or revoked in the future. Return all completed forms to Human Resources.

Can I change or stop my elective deferral contributions?
You may change or revoke your elective deferral contributions at any time during the plan year. Please contact Human Resources for further instructions.

When are my elective deferral contributions effective?
After completing the enrollment requirements, your elective deferral contributions will begin on the next pay period or as soon as administratively possible.

What is the maximum amount that I can contribute?
The Internal Revenue Service limits annual contributions you can make to a 403(b) plans (pretax and Roth), and the limits are adjusted each year. The 2017 limits are as follows:

- Elective Deferral Limit $18,000
- Age 50 catch-up $ 6,000
- Special 15 years of service catch-up $ 3,000

(Note: If both the special service catch-up and the age 50 catch-up apply, the special service catch-up applies first to its maximum extent, and then age 50 catch-up applies).

Whom do I contact for additional information?
To learn more about 403(b) plans, please visit http://www.irs.gov and search for Publication 571. If you have any questions about how the plan works or your rights and obligations under the plan, please contact Human Resources at 936-294-1070, option 1.