Central Washington University
Voluntary Investment Plan (VIP)
Enrollment/Change Form (Salary Reduction Agreement)

Effective: _____, I authorize CWU to reduce my gross salary each pay period by:
Pay Date

	Flat Amount	Percentage
Fidelity	$_____	or _____%
TIAA-CREF	$_____	or _____%
Vanguard	$_____	or _____%
TOTAL PER CHECK	$_____	or _____%

If you do not already have an account with the fund sponsor, you will need to complete an enrollment form.

Contribution amounts must comply with IRC Section 415 and 402(g).

Investment fund selection is specified on fund sponsor's enrollment form.

Deductions will continue until a new form is submitted to change or stop deductions. To change deduction amount, indicate on the applicable fund sponsor lines [above] the amount you want deducted from each paycheck and include the total amount deducted per paycheck on the "Total" line. To stop deductions, indicate "0" on applicable fund sponsor and "Total" lines [above].

CWU or I may terminate this agreement at any time with respect to salary not yet payable. CWU reserves the right to stop or recover contributions to comply with IRC limits. Subject to the foregoing, the agreement is legally binding and irrevocable with respect to amounts payable while the agreement is in effect.

I agree that CWU shall have no liability whatsoever for any loss suffered by me or by my beneficiary(ies) with regard to my allocation of these contributions among the various specific fund account options.

Administrative Procedures

The Department of Human Resources (HR) administers the VIP, including enrollment, transmittal of contributions, and distribution of plan and administrative information. While employees have flexibility in matters of investment decisions, the administration of the plan is subject to the following:

Contribution Amounts: Employees may start, stop or change the amount being contributed, by submitting the VIP Enrollment/Change Form to HR. The contribution amount must not exceed the IRC Sections 415 and 402(g) limits. *Minimum investment is $15 per paycheck per fund, except for Fidelity, which requires $25 per paycheck per fund.*

Investment Options: Employees may change the allocation of future contributions among the fund sponsors at any time by completing the required form(s) with HR. Employees may change the future allocation of contributions within the funds of the same fund sponsor at any time by contacting the fund sponsor directly. Employees may transfer accumulated contributions among VIP funding vehicles in accordance with each fund sponsor's rules. Employees may not transfer funds outside of the VIP-member fund sponsors unless all CWU employment has been terminated.

Loans and Withdrawals: Loans are provided only under the terms and conditions of TIAA's Group Supplemental Retirement Annuity. The Internal Revenue Code restricts withdrawal access to contributions before age 59½ except after separation form service or disability. All withdrawn contributions are subject to federal income taxation in the year in which they are received. Before age 59½, a 10% penalty and restrictions may apply. Employees should refer to the fund sponsors' Annuity Contracts and Custodial Agreements and the Department of Human Resources VIP Guide for details.

This agreement supersedes and replaces any previously submitted agreement. By my signature, I verify that I have read and understood these provisions.

Print Name	Department	Mail Stop
Signature	Date	Employee ID or Social Security Number

Plan Type: 46 Benefit Plan: ☐ VIP1 ☐ VIP2 Coverage/Deduction Begins: _____ ☐ Start/Change ☐ Terminate

Data Entry by: _____ Date: _____ Checked by: _____ Date: _____