



## Salary Reduction Agreement for Tax-Deferred Savings Plans (401k and 403b)

This authorization and payroll deduction agreement is made by the undersigned, as an employee of the Boulder Valley School District RE-2 ("School District").

Please review the reverse side of this document, as the notification is an integral part of this agreement.

Employee Name (Please Print) \_\_\_\_\_

Employee Number (or 9-digit Social Security #) \_\_\_\_\_

Company (check all that apply) **	Start	Change	New amount	Or	New percentage	Stop
Checking Start or Change requires an amount or percentage						
<input type="checkbox"/> PERA 401(k)	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____		_____ %	<input type="checkbox"/>
<input type="checkbox"/> AXA Equitable 403(b)	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____		_____ %	<input type="checkbox"/>
<input type="checkbox"/> Great-West 403(b)	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____		_____ %	<input type="checkbox"/>
<input type="checkbox"/> Metlife 403(b)	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____		_____ %	<input type="checkbox"/>
<input type="checkbox"/> Security Benefit 403(b)	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____		_____ %	<input type="checkbox"/>
<input type="checkbox"/> Valic 403(b)	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____		_____ %	<input type="checkbox"/>

**\*\* Changes will be made only to those companies checked above \*\***

*I hereby authorize the School District to make the change(s) and deduct from my compensation the amount(s) shown above for the purpose indicated on this agreement. This authorization shall be effective on the regular payday for the "Effective Month of Agreement" stated below and shall continue thereafter until the cessation of my employment with the School District or until modified or revoked by the delivery of a subsequent written notice from me to the School District Payroll Department. **Agreements received, on approved forms, in the Payroll Department by the 20<sup>th</sup> of the month (10<sup>th</sup> in December) will be effective for that current month.***

*In authorizing this payroll deduction for a tax-deferred savings plan, I represent to the School District that I have had sufficient opportunity to investigate and review the company and option selected with such independent assistance and counsel as I have deemed necessary, and have selected the option voluntarily, without relying upon any representation by the School District or its employees. In consideration of the School District's providing this payroll deduction service, I agree that I, my estate, and/or my heirs will hold harmless and indemnify the School District for the performance of the annuity/investment product I have chosen, for the computation of the amount of salary deduction, and for any federal or state income tax expenses or penalties for disqualified plans or contributions in excess of that permitted by the Internal Revenue Service.*

*I hereby acknowledge receipt of this agreement and agree to the stipulations contained herein.*

Effective Month of Agreement (MM/YY) \_\_\_\_\_

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

**NOTIFICATION TO EMPLOYEES, VENDORS AND REPRESENTATIVES  
WITH RESPECT TO TAX-DEFERRED SAVINGS PLANS  
AND BOULDER VALLEY SCHOOL DISTRICT RE-2**

TO WHOM IT MAY CONCERN:

In the District's administration of any tax-deferred savings plan through salary deduction, we will adhere to the wishes of our employees, without respect to any other conflicting rules or regulations of any firm offering the plan. Increases, decreases or changes to or from a plan will be handled in the same manner.

An employee's desire to change companies or to initiate a tax-deferred savings plan with a different firm and cease their contributions to the initial firm will require written documentation instructing the payroll department as to his or her intent regarding both the original tax-deferred savings plan and any change of firms or conditions.

The School District does not sponsor or recommend any particular tax-deferred savings plan provider's investment program. In addition, the School District has made no representation to the employee regarding the advisability, appropriateness or tax consequences of the purchase of this investment contract and makes no representations of any kind with respect to the financial condition or stability of any tax-deferred savings plan provider.

The School District will use good faith efforts to transmit contributions to the investment provider selected on the employee's most recent Salary Reduction Agreement in a reasonable period of time after such contributions are withheld; however the School District assumes no responsibility for the timely deposit of funds by the investment provider under any investment program.

The School District requires formal, written confirmation concerning the investment contribution, as indicated on the reverse side of this document and requires timely filing of such documents as so indicated.

The School District expects that any solicitation of our employees will be on a professional level, in the nature of a thorough and courteous presentation, and that such solicitation will be conducted in compliance with all School District solicitation policies. The use of "hard sale" tactics or techniques with any employee or employee group within the District will not be tolerated and appropriate remedies will be pursued.

We trust that the association between the firm offering an annuity/investment program and our employee(s) will be mutually beneficial.

Boulder Valley School District RE-2  
Business Services Division  
January 2009