



**Concordia Retirement Savings Plan
 Salary Deferral Agreement**

PLEASE PRINT OR TYPE ALL INFORMATION IN BLUE OR BLACK INK

A	Participant Information
<p>_____ Name (Last, First, Middle Initial)</p> <p>_____ Email Address Phone Number</p>	
B	Authorization for Deferrals
<p>For annual deferral limits and other information, please see reverse.</p>	
<p>Pre-Tax Deferrals</p> <p>I hereby authorize my employer to:</p> <p><input type="checkbox"/> Deduct Pre-Tax Deferrals from my includible compensation:</p> <p style="margin-left: 20px;"> <input type="checkbox"/> 10% <input type="checkbox"/> 8% <input type="checkbox"/> 6% <input type="checkbox"/> Other _____% <input type="checkbox"/> \$200 <input type="checkbox"/> \$150 <input type="checkbox"/> \$100 <input type="checkbox"/> Other \$ _____ <input type="checkbox"/> The annual maximum (Complete Allocation Direction below.) </p> <p><input type="checkbox"/> Stop Pre-Tax deferrals</p>	<p>After-Tax Roth Deferrals</p> <p>I hereby authorize my employer to:</p> <p><input type="checkbox"/> Deduct After-Tax Roth Deferrals from my includible compensation:</p> <p style="margin-left: 20px;"> <input type="checkbox"/> 10% <input type="checkbox"/> 8% <input type="checkbox"/> 6% <input type="checkbox"/> Other _____% <input type="checkbox"/> \$200 <input type="checkbox"/> \$150 <input type="checkbox"/> \$100 <input type="checkbox"/> Other \$ _____ <input type="checkbox"/> The annual maximum (Complete Allocation Direction below.) </p> <p><input type="checkbox"/> Stop After-Tax Roth deferrals</p>
Allocation Direction of Maximum Contribution	
<p>If you would like to contribute the annual maximum amount allowed under IRS regulations as a combination of Pre-Tax and After-Tax Roth deferrals, indicate the applicable percentage of each below (total must equal 100%).</p> <p>Percentage of contributions as Pre-Tax Deferrals: _____ %</p> <p>Percentage of contributions as After-Tax Roth Deferrals: _____ %</p>	
C	Age 50 Catch-Up Election
<p><input type="checkbox"/> Check this box if the amount authorized in Section B includes Age 50 Catch-up amounts.</p>	
D	Payroll Effective Date
<p style="text-align: center;"><i>Please check one.</i></p> <p><input type="checkbox"/> Next available payroll</p> <p><input type="checkbox"/> Payroll Effective Date (MM/DD/YYYY): _____</p>	
E	Participant Signature
<p>I have communicated my deferral eligibility to my employer, including any current year contributions to any other 401(k), 403(b) and SEP providers. I have also notified my payroll administrator of any grandfathered CRSP loan payments that need to be deducted from my paycheck.</p> <p>I understand that I may change the percentage of wages or the dollar amount contributed to the Concordia Retirement Savings Plan at any time as allowed under the terms of the Plan. I also understand that it is my responsibility to comply with the Internal Revenue Code deferral limits.</p>	
<p>X _____ Signature of Participant Date</p>	
<p>Participant: Forward this form to your Payroll Department or Congregational Treasurer.</p>	

F **Types of Contributions and Contribution Limits**

- You may elect to contribute to the CRSP on a pre-tax basis or after-tax Roth basis (or combination of pre-tax and Roth) up to the annual maximum allowed under the Internal Revenue Code. For the 2019 calendar year, the annual deferral maximum is \$19,000 or 100% of your base salary, whichever is less.
 - If you will be age 50 or older during the calendar year, you may elect an additional Catch-up contribution amount. For the 2019 calendar year, the maximum Age 50 Catch-up amount is \$6,000.
 - If you have 15 or more years of service with entities associated with The Lutheran Church—Missouri Synod and elected to contribute Service Catch-up amounts prior to 2016, you may be eligible to contribute an additional Service Catch-up amount. For the 2019 calendar year, the maximum Service Catch-up amount is \$3,000.
 - For more information on Catch-up contributions, visit our website at ConcordiaPlans.org/CRSP.
- This Salary Deferral Agreement is a written agreement between you and your employer whereby you direct your employer to reduce your pay by a specific percentage or dollar amount. Your employer then remits your contributions for allocation to your CRSP account. You may change or cancel the amount of your salary deferral contributions at any time as allowed under the terms of the CRSP. Your current Salary Deferral Agreement will remain in effect until you notify your employer otherwise.
- How much should you contribute? The answer depends on your current financial situation, and you may want to speak with a Fidelity Financial Guidance Counselor or other trusted financial professional to take into consideration your entire profile. As a general guideline, it is recommended to have a combined (your contributions plus any employer contributions) retirement savings rate of 15% of pay. But keep in mind, even small amounts add up over time.
- Salary deferral contributions to the CRSP are limited to your taxable income, which does not include housing allowance. Electing to contribute a percentage of your salary (rather than a certain dollar amount per pay period) is an easy way to make sure your savings rate for retirement stays in step with your salary.

G **Information for Employer Representatives**

- As an employer, it is important to review this Salary Deferral Agreement carefully and take the necessary action for IRS and Plan Compliance, and to also understand the payroll deduction requirements of offering a retirement savings plan with pre-tax and after-tax Roth salary deferral contributions.
- Retain this document for your records. Concordia Plan Services does not need a copy of this Salary Deferral Agreement unless your worker has elected Service Catch-Up contributions.
- Completion of this form will not implement the remittance of contributions. For assistance on remitting contributions, please contact Concordia Plan Services.

DATE RECEIVED _____

EMPLOYER INITIALS _____