

All employees participating in the 403(b) program must complete a new Salary Reduction Agreement.

Previous forms will be in effect through the November 28 payroll. To ensure continuous contributions, the new form must be submitted by November 14.

As of the December 15 payroll, only contributions elected on the new form will be remitted.

The new Salary Reduction Agreement is submitted on the Staff Intranet and can be reached at:

Staff Intranet>Payroll>403(b)/457 Forms

[http://staff.wayzata.k12.mn.us/index.php?option=com\\_content&task=view&id=18&Itemid=65](http://staff.wayzata.k12.mn.us/index.php?option=com_content&task=view&id=18&Itemid=65)

**Please note the following change. Only one form is required per provider. Separate forms for different matches are no longer needed. District match amounts are listed on the Memorandum of Understanding sent to employees by HR. Any employee regardless of District match may contribute to a 403(b).**