



Concordia Plan Services  
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## Concordia Retirement Savings Plan Salary Deferral Agreement

**PLEASE PRINT OR TYPE ALL INFORMATION IN BLUE OR BLACK INK**

<b>A</b>	<b>Member Information</b>				
<p>Name (Last, First, Middle Initial) _____</p> <p>Email Address _____ Phone Number _____</p>					
<b>B</b>	<b>Authorization for Deferrals</b>				
<p>For annual deferral limits and other information, please see the next page.</p>					
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<p><b>Allocation Direction of Maximum Contribution</b></p> <p>_____</p> <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>					
<b>C</b>	<b>Age 50 Catch-Up Election</b>				
<p style="text-align: center;">Check this box if the amount authorized in Section B includes Age 50 Catch-up amounts.</p> <p style="text-align: center;"><i>(Continued on next page)</i></p>					

**D Payroll Effective Date**

Note that it may take your employer some time to process this Salary Deferral Agreement. If you are newly eligible, you may not contribute to CRSP until after your CRSP entry date. Generally, your CRSP entry date occurs on the first day of the month following your date of eligible employment.

Please check one. Next available payroll  
Payroll Effective Date (MM/DD/YYYY): \_\_\_\_\_

**E Member Signature**

I hereby elect to contribute to the Concordia Retirement Savings Plan as indicated above. My election will remain effective until I modify or revoke this Salary Deferral Agreement. I understand that I have a duty to review my pay records (pay stubs, direct deposit receipts, etc...) to confirm that my election above has been properly implemented and to report any discrepancies to my employer. I acknowledge that my failure to report any withholding errors in a timely manner will be treated as my affirmative election to defer the amount withheld (including zero). I further acknowledge that I am responsible for determining that the amount of my salary deferrals does not exceed the Internal Revenue Code annual limit and I have informed my employer of any current year deferrals to another retirement program.

X  
Signature of Member \_\_\_\_\_ Date(MM/DD/YYYY) \_\_\_\_\_  
**Member: Forward this form to your Payroll Department or Congregational Treasurer.**

**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 2024 calendar year, the annual deferral maximum is \$23,000 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 2024 calendar year, the maximum Age 50 Catch-up amount is \$7,500.
- 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.
Any worker hired to work more than 20 hours per week AND more than five consecutive months is eligible to participate in the Concordia Retirement Savings Plan (CRSP) 403(b), if the employer has adopted the CRSP. Plan benefits normally begin the first day of the month coinciding with or following a worker's hire date unless a Probationary Period Certification is on file at CPS. A worker's part-time employment period counts toward satisfaction of any probationary period established and on file with CPS.
Retain this document for your records. Completion of this form will not implement the remittance of contributions. For assistance on remitting contributions, please contact Concordia Plan Services.

X  
Signature of Employer \_\_\_\_\_ Date (MM/DD/YYYY) \_\_\_\_\_

Employer Email Address \_\_\_\_\_