

# Authorization for Retirement Annuity / 403(b)



**NOTICE!!** There are several limitations imposed by the Internal Revenue Code on the amount of the salary reduction in any given year. It is the sole responsibility of the employee to monitor these limitations. Advice of a tax specialist is advised.

Use this form to enroll, increase, decrease, or cancel retirement annuity(s)/403(b) contributions. All changes turned in by the **tenth of the month** will be processed in that month. Complete all areas of this form and return the original to the payroll office.

\_\_\_\_\_  
Employee Name Social Security Number Spokane Public Schools ID#

Spokane Public Schools agrees to reduce the employee's salary by the sum of \$ \_\_\_\_\_ \*per month. The amount of such reduction in salary shall be applied by the Spokane Public Schools toward the purchase of nonforfeitable retirement annuities as contemplated by Section 403(b) of the Internal Revenue Code of 1954. All such annuity benefits shall be purchased from the authorized company(s) as the parties hereto shall agree in writing.

## Annuity Distribution

List all companies, check appropriate box and indicate monthly amount.

No Change	Add	Cancel	Change	Company Name	New Monthly Amount	Payroll Use Only
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	

Total Monthly Reduction \$ \_\_\_\_\_ \* Total must match with above amount.

**Special Instructions:** \_\_\_\_\_

## Warranties And Representations

We hereby severally and jointly warrant and represent to Spokane Public Schools that:

- The annualized sum of the premiums designated to be deducted each month will not exceed the limit on elective deferrals permitted under Section 403(b) of the Internal Revenue Code.
- The total amounts applied by the district toward the purchase of annuity benefits in accordance with the above requested are fully excludable from gross income.
- The district shall be absolved of any liability for the failure of the annuity policy to fully qualify under Section 403(b) of the Internal Revenue Code and that the settlement of any dispute arising therefrom shall be a matter of concern strictly between the annuitant and the Internal Revenue Service.
- That in the event of any dispute arising between the employee and/or the insurance carrier and/or the Internal Revenue Service, Spokane Public Schools and the Board of Directors shall be absolved of all liability with respect to the payments made pursuant to this authorization form.

This authorization shall be continuous until cancelled by the employee, replaced by a subsequent authorization, or until the company is removed from the district 403(b) program.

\_\_\_\_\_  
Representative Name Address Phone Number

\_\_\_\_\_  
Representative/Agent Signature Date

(Not necessary for cancellation)

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

**Mailing Address:** Spokane Public Schools  
200 North Bernard Street  
Spokane, WA 99201-0282  
ATTN: Payroll Department