



Will you contribute to a different employer's voluntary retirement plan this year?	No	Yes	\$

Read the Participant Obligation section before completing.

Amount

BEGIN / RESUME / CHANGE	I authorize my employer to reduce my salary to allow for contributions to be made to a 457(b) account on my behalf and to remit the designated amounts each pay period to the investment provider(s) indicated below. I have confirmed the investment provider(s) are approved by my employer's plan. I have read and will abide by the Participant Obligations section. I understand that this Deferred Compensation Agreement is legally binding and irrevocable with respect to salary that becomes payable to me while this agreement is in effect. I understand that I may stop, start, or change my future contribution amount at any time during the year by submitting a new Deferred Compensation Agreement.					
	IMPORTANT: You must have an existing 457(b) account with each investment provider listed, or file an account application with the investment provider, BEFORE your first contribution is taken. Please allow two to four weeks for your investment provider to properly credit contributions to new accounts.					
	Participant Contributions. If more than 2 Investment Providers, attach separate sheet.					
	This Deferred Compensation Agreement REPLACES AND CANCELS ALL PREVIOUS AGREEMENTS ON FILE, UNLESS THE ONE-TIME ELECTION IS SELECTED. ONLY the contribution to the investment provider(s) shown below will continue after the effective date of this agreement, UNLESS THE ONE-TIME ELECTION IS SELECTED. Complete all sections and forward to PlanConnect using the instructions under the contact section of this form. Prior elections on file will resume for ONE-TIME ELECTIONS ONLY.					
	Effective Date of Agreement: ☐ Next Permissible Date ☐ Other: _____ ☐ One-Time Election Payout Date: _____ If the effective date specified does not align with a permissible plan entry date or pay cycle, the election will be effective as soon as administratively possible thereafter.					
BEGIN / RESUME / CHANGE	Remit Contributions To: Contributions must be listed as either all percentages or dollar amounts. Percentages and amounts are on a per pay basis.		I have an Account with this provider.	Percent	Amount	Contribution Source Check one:
	Begin/Continue Change Stop One Time	Investment Provider/Account Number	☐ Yes ☐ No	%	OR \$	Pre-Tax Roth
	Begin/Continue Change Stop One Time	Investment Provider/Account Number	☐ Yes ☐ No	%	OR \$	Pre-Tax Roth
	EMPLOYER CONTRIBUTIONS (if applicable), will be allocated proportionately in accordance with the investment provider elections you have specified above, unless specified differently by the employer.					
CONTACT	<u>EXPRESS MAIL:</u> PlanConnect 100 Madison Street Syracuse, NY 13202		<u>REGULAR MAIL:</u> PlanConnect PO Box 4940 Syracuse, NY 13221		<u>FAX:</u> (800) 657-2826	
	<u>PHONE:</u> (800) 923-6669 Monday-Friday, 9AM to 5PM ET www.planconnect.com					
SIGN	Incomplete forms will result in a processing delay or may not be accepted.					
	Employee Signature:				Date:	
	Advisor Signature:				Date:	
KEEP A COPY FOR YOUR RECORDS (Check your earnings statement to verify this Salary Reduction Agreement was processed accurately.)						

The following applies to all participants in the 457(b) Deferred Compensation Program:

1. Federal Contribution Limits: 457(b) deferred compensation contributions are subject to annual limits determined by the Internal Revenue Service (IRS). To learn more about this year's Federal Contribution Limits, go to <http://www.planconnect.com/limits>. The limits may be indexed annually based on the Consumer Price Index. The IRS publishes the limits in the last quarter of the year for the following year.

If you are within 3 years of retirement age as defined by your plan, you may be eligible to contribute an additional amount. Contact PlanConnect to determine if you are eligible. Contributions to a 403(b) plan, traditional or Roth IRA accounts do not affect your 457(b) limits. To learn more about the different types of contributions go to <https://www.irs.gov/Retirement-Plans/Plan-Participant,-Employee/Retirement-Topics-Contributions>.

2. Investment Responsibility: You are responsible for your 457(b) deferred compensation investment decisions. This responsibility includes informing yourself of the nature and risk of the investments, monitoring your investments, and determining when a change in investments is appropriate. Your employer and PlanConnect are in no way liable for gains or losses you may incur in your 457(b) deferred compensation account(s).

3. Authorized Investment Providers: As long as your current employer employs you, you may make contributions only to investment providers and products authorized under the 457(b) Deferred Compensation Program. You may change your future contributions to a different authorized investment provider, or exchange all or a portion of your account balance to any other approved investment provider, if permitted by your plan and subject to approval and any contractual surrender charges.

4. Withdrawals and Loans: Withdrawals are only permitted from your 457(b) deferred compensation account if; you have attained age 70 ½, your account value is \$5,000 or less and no contributions have been made to the account for at least two years prior to the withdrawal or you terminate employment, subject to the terms of your employer's plan. Your account balances may be assigned to your alternate payee as ordered by a court under a Qualified Domestic Relations Order (QDRO). Loans and unforeseen financial emergency withdrawals, as limited by IRS regulations, are subject to approval if permitted by your 457(b) Deferred Compensation Plan provisions. Other withdrawals, if permitted under the plan, may also be subject to approval. You are entirely responsible for all loans and withdrawals and any resulting tax liabilities.

5. 457(b) Deferred Compensation Contribution Agreement Termination: To stop your contributions, you must file a new copy of the 457(b) Deferred Compensation Contribution Agreement with your employer and PlanConnect. If you terminate employment, your 457(b) Deferred Compensation Contribution Agreement terminates automatically after your last check is paid. If you later return to work, you must file a new 457(b) Deferred Compensation Contribution Agreement to resume contributing. **Your employer reserves the right to suspend or terminate a participant's 457(b) Deferred Compensation Contribution Agreement** if it believes that the participant has **over contributed, terminated the account with the elected investment provider**, or is in violation of any applicable federal requirement or any term of this agreement.

6. Required Distributions: After you retire, you must take minimum distributions from your 457(b) Deferred Compensation account, generally beginning no later than age 70 ½. You do not need to take Required Minimum Distributions from your 457(b) Deferred Compensation accounts as long as you are still working for your current employer, even though you may be over age 70 ½.

7. Effective Date: The Code requires that the employer receive this Agreement before the first day of the month in which contributions will begin or change. If necessary to meet that requirement, the Employer reserves the right to change the effective of contributions.

8. Corrections: It is your responsibility to verify that comparing it to your earnings statement has accurately processed this 457(b) Deferred Compensation Contribution Agreement. Contact your Payroll Administration Department immediately if you find any discrepancy. In volatile markets, the value of your contribution may decline over time.

9. Fees: PlanConnect provides services to the Plan for a fee. The Plan Sponsor may elect to collect the fees from the Investment Providers or Plan Participants. If the Plan Sponsor elects to have the fees paid by the Plan Participants, or the Plan Sponsor elects to have the fees paid by the Investment Provider but the Investment Provider fails to pay the fee, it will be deducted from your contribution before the funds are forwarded to your Investment Provider.

10. Employer Contributions: You understand that you do not have the option to take employer contributions as cash or in any other form of payment and that you can only select investment providers for such contributions.