

**403(b) Retirement Plan  
University Contribution Eligibility Acknowledgement**

The Pace University 403(b) Retirement Plan is a voluntarily *elected* benefit option. The eligibility criteria *to receive the University contribution* apply to all full-time employees who meet the following age and service requirements and contribute the required percentage of base salary to the Plan:

<u>Age</u>	<u>Service</u>
21-25 years	2 years
26 + years	1 year

**Note:** The service requirement may be waived or credited upon establishing related service, and meeting the age requirement, at another institution of higher education.

Employee Acknowledgement

I acknowledge that I have been informed of the eligibility criteria to begin receiving the University's contribution to my 403(b) Retirement Plan and understand that it is my responsibility to initiate the enrollment process when I meet the plan eligibility requirements and wish to access this benefit. I understand that I must continue to contribute my required percentage in order to continue to receive the University contribution.

I understand that contributions will not commence until a completed Salary Reduction Agreement form and confirmation of online enrollment with the carrier have been received by the University Benefits office. I also understand that contributions will not be made retroactively.

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

