Pension Plan Mandatory Election Form

Employees of Auxiliary Services Corporation may contribute to a retirement investment account with TIAA CREF on a pretax basis.

Circle yes or no for each statement below:

Yes	No	I am 21 or older
Yes	No	I am a full time employee
Yes	No	I have completed 1 year of full time service
Yes	No	I understand I must agree to a 2% Mandatory Contribution from my paycheck in order to receive the ASC Contribution
Yes	No	I understand that I may only change my election at the beginning of each calendar quarter, and that it is effective the first pay date of that month
Yes	No	I understand that completed forms must be submitted to the Payroll office no later than the Friday before the corresponding pay date

Did you answer "No" to any of the statements above?
STOP! Do not complete this form. Check with Human Resources for assistance.

Did you answer "Yes" to all of the statements above?
Complete the GREEN section.

Mandatory 2% Contribution Election

____ I elect to make a mandatory contribution of my gross wages to be placed in a retirement investment account with TIAA CREF. Effective on pay date _____. ___2%

Optional: If you completed the GREEN section and you want to make an additional Voluntary Contribution.
Complete the BLUE section.

Additional Voluntary Contribution Election

____ I elect to make an additional voluntary contribution of my gross wages to be placed in a retirement investment account with TIAA CREF. Effective on pay date _____. ____%

____ I understand the total percentage to be taken from my gross wages will be: ____%

____ I do not want to have any money deducted from my paycheck. I understand that I will not receive the ASC contribution if I do not contribute the Mandatory 2%.

Employee's Signature: _____ **Date:** _____

Print Name: _____