**Auxiliary Services logo 
 Pension Plan Election Form**

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

* 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.
* A completed form must be submitted to the Payroll office no later than the Friday before the corresponding pay date.
* I understand I must agree to a 2% contribution from my paycheck to receive the ASC Contribution of 10% after attaining the following: age 21, 1000 hours, and 1 year of full-time service.

\_\_\_\_ I elect to make a contribution of **\_\_\_\_** % of my gross wages to be placed in a retirement investment account with TIAA. Effective on pay date **\_\_\_\_\_\_\_\_\_\_\_\_**.

I have received a copy of the following documents:

\_\_\_\_ Summary Plan Description and Summary Material Modifications

\_\_\_\_ Pension Default Investment Notice

\_\_\_\_ Plan and Investment Notice

\_\_\_\_ I understand that I will not receive the ASC contribution if I do not contribute 2%.

\_\_\_\_ I do not want to have any money deducted from my paycheck to be placed in a retirement investment account.

I consent to receive, at the email address provided to ASC, electronic delivery of participant disclosure materials, as required by Federal and State law, for the ASC of SUNY Cortland Pension Plan, Health and Welfare plans and any other benefit plans. This consent can be withdrawn, and I can change my email address, at any time. I understand I have a right to obtain a paper version of any electronically delivered documents.

**Employee’s Signature:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Print Name:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Please Print Legibly