

## 403(b) Tax Deferred Annuity Program

### Instructions for Bargaining Unit 7 University of Hawai'i Professional Assembly (UHPA) Members to Shelter Retroactive Pay Increase

#### Important Dates:

	Deadline to Submit Salary Reduction Agreement (SRA) to National Benefits Services (NBS) by 4:30 pm	Pay Date
Change Contribution	November 6, 2017	December 5, 2017
Reinstate Former Contribution	November 21, 2017	December 20, 2017

- I. **Eligibility.** Must have an active 403(b) account with a service provider authorized by the University of Hawai'i.

If assistance is needed to determine the year-to-date contribution amount, please contact your Investment Advisor or National Benefit Services (NBS) at (800) 274-0503 ext. 504 or via email to [uh403b@nbsbenefits.com](mailto:uh403b@nbsbenefits.com).

II. **Complete a Salary Reduction Agreement (SRA) to Effectuate the Deferral.**

A form-fillable version of the SRA is available at [www.nbsbenefits.com/uh403b](http://www.nbsbenefits.com/uh403b). Place the cursor on the "Forms" tab at the top of the webpage and click on "Salary Reduction Agreement" to download the form.

- 1) **"EMPLOYEE INFORMATION"** section – enter the eight-digit UH Number and contact information.
- 2) **"EFFECTIVE ON PAY DATE"** section – enter the "Payout Date" (12/5/17)
  - o Employee is responsible for entering the payout date.
- 3) **"CONTRIBUTION INFORMATION"** section – place a check mark next to the "Lump Sum Pay Deferral" option and indicate the dollar amount you choose to defer. New dollar amount will replace the current contribution amount. Enter a lump sum contribution amount that does not cause you to exceed your maximum contribution limit.
- 4) **"SERVICE PROVIDER(S)"** section – enter:
  - The "Monthly Contribution" – enter the deferral amount in dollars.
  - The "Service Provider" – enter the provider to receive the contribution.
  - "SP Code" for your service provider. The three digit provider number is available at [www.nbsbenefits.com/uh403b](http://www.nbsbenefits.com/uh403b) under the "Investment Providers" tab at top of the webpage.
- 5) "Employee Signature" section – read, sign and date form.
- 6) "Agent/Registered Representative Information" – complete the information. (NOTE: Agent's/Advisor's signature is not required)

III. **Timely submission of the SRA is critical.** SRAs may be submitted in advance, but must be received no later than the deadlines stated above. Submit the completed [SRA](#) to National Benefit Services:

- Fax Number: 1-800-597-8206

IV. **To continue contributing to your 403(b) after deferring the one-time lump sum payment, you *must* submit a second SRA to change or reinstate the contribution amount for the pay period following the lump sum payment deferral.** Both SRAs may be submitted at the same time and NBS will process each form at the appropriate time. If no SRA is submitted, the contributions will stop after the lump sum payment contribution has been processed.