

**UNIVERSITY OF ALASKA 403(b)  
VOLUNTARY TAX-DEFERRED ANNUITY  
PROGRAM  
UNIVERSAL AVAILABILITY NOTICE**

voluntary tax-deferred annuity (403(b)) program (the Plan) in which you are eligible to participate.

You may want to take this opportunity to either (1) begin making pre-tax contributions or (2) review your current elections and decide if you want to make changes. Before making any initial elections or changes, you should be sure to review the plan document at [www.alaska.edu/hr/benefits/documents-and-forms/tda/403-b-plan-document.pdf](http://www.alaska.edu/hr/benefits/documents-and-forms/tda/403-b-plan-document.pdf)

**WHEN DO I ENROLL?**

You can enroll in the Plan immediately upon your date of hire, or at any time afterwards.

You can start, change or stop your elective deferral at any time by completing the **University of Alaska Voluntary Tax-Deferred Annuity Salary Reduction Agreement**, found online at <https://www.alaska.edu/hr/benefits/retirement/tax-deferred.php>

Please complete all sections of the TDA Salary Reduction Agreement. Submit the original to your local human resource office and retain a copy for your records. You must also complete and submit the appropriate provider account application form(s) *directly* to the TDA Provider or its agent prior to arranging your payroll deduction.

**WHEN ARE MY ELECTIVE DEFERRAL CONTRIBUTIONS EFFECTIVE?**

After completing the enrollment requirements, your elective contributions will begin with the next available payroll and will continue until you modify or revoke it in the future with a revised Salary Reduction Agreement.

**Note:** You can start or change a 403(b) anytime, but to have your 2022 contributions effective the first paycheck of the year (January 14, 2022), **your deduction effective date must be December 19, 2021** (see enclosed form). **Forms must be received by HR for data entry no later than Tuesday, December 14.**

These limits apply to elective deferrals under the voluntary 403(b) program (not the Optional Retirement Plan, or ORP). If you are a participant in the ORP as well as the voluntary 403(b), your maximum contributions to the ORP accounts and the voluntary 403(b) in general are limited to the lesser of \$61,000 in 2022, or 100% of your compensation.

Contributions to the Plan are voluntary, made on a pre-tax basis and are not matched by the University of Alaska.

### **WHO DO I CONTACT FOR ADDITIONAL INFORMATION?**

To learn more about 403(b) plans, please visit <http://www.irs.gov> and search for Publication 571.

Information about approved 403(b) provisions  
found online at <https://www.alaska.edu/hr/benefits/retirement/tax-deferred.php>

If you have any questions about how the Plan works or your rights and obligations under the Plan, please contact UA Employee Transitions and Benefits at [ua-benefits@alaska.edu](mailto:ua-benefits@alaska.edu).