

BIC U.S. 403(b)(9)
Instructions for Completion of
Employee Enrollment Forms

BIC U. S. 403(b)(9) Plan Employee Salary Reduction Agreement

1. Please complete the Employee Information section
2. Part A: Deferral Election
 - a. Select option 1 if you do not want to make any employee deferral contributions to the plan. If you chose this option, you can skip the remainder of the form, and sign at the bottom.
 - i. If you are not eligible to receive Employer Nonelective and Employer Matching Contributions (if unsure, ask your employer) and you choose this option to not make Employee Elective Deferrals through Salary Reduction, you do **NOT** need to complete any other forms in this packet **except for this Employee Salary Reduction Agreement**.
 - b. Select option 2 if you would like to make employee deferral contributions to the plan. If you chose this option, please move on to Part B.
3. Part B: Elective Deferrals (Employee Salary Reduction Contributions)
 - a. For Pre-Tax Elective Deferrals, you can choose to defer a specific dollar amount or percentage of your compensation either every pay period, monthly, or annually, depending on what your Employer offers.
4. Part C: Additional Contribution Elections
 - a. This is only selected if you will be age 50 before the end of the current tax year (2019), and you would like to make additional employee contributions to the plan, up to a maximum amount of \$6,000 (limit as of 2018).
5. Part D: Agreement
 - a. This section verifies that you understand that your net salary will be lower, because you are electing to make employee contributions to the plan. It also goes through a few other items that you should be aware of. One noteworthy item is that you are responsible for determining that your salary reduction amount does not exceed the limits of the applicable law. For 2018, the employee deferral limit in total, across all 403(b)s, 401(k)s, SARSEPS and SIMPLE Plans, is \$18,500, plus another \$6,000 if you are doing the Age 50 or Over Catch-up (as mention in Part C). If you would like further information on this, there is a Deferral Worksheet available on the BIC Foundation website at bicfoundation.org/403b-retirement-plan.
6. Part E: Important Information
 - a. This section contains important information that you should be aware of, including responsibilities of both the employee and the employer.
7. Part F: Signatures
 - a. This section states that you authorize your employer to take the action specified in the agreement (whether or not to take Employee Pre-Tax Elective Deferrals).
 - b. It verifies again that you have determined that all your salary reductions do not exceed contribution limits, as determined by Applicable Law. This is discussed in this letter in part 5a above, as well as Part D of the form.
 - i. Owning more than 50% of another business can also affect the amount of contributions you can make. The total then becomes \$55,000 (2018 limit), but this threshold now includes all contributions that your employer makes to the plan on your behalf. You can find further information on the Deferral Worksheet, available on the BIC Foundation website at bicfoundation.org/403b-retirement-plan.

- c. Please sign and date here. Keep a copy for your records and return the original copy to your employer.

BIC U. S. 403(b)(9) Plan Enrollment Form

1. Please complete the requested Employee and Employer information in section A.
2. Section B states that you understand the provisions of the Plan and you authorize the BIC Foundation to enroll you in the 403(b)(9) Plan as of whatever date you list as the effective date.
3. Please sign, date, keep a copy for your records and return the original to your employer.

BIC U. S. 403(b)(9) Plan Beneficiary Designation or Change Form

1. Please complete the requested General Information section
2. The Beneficiary Designation section is where you list the people that you would like to be beneficiaries of your account, their percentage share (all primaries should total 100%, all contingents should total 100%), and whether they are the primary or contingent beneficiaries. Primary beneficiaries will receive their designated share of the funds upon your death, while contingent beneficiaries will only receive their designated share if all primary beneficiaries have died before your death.
3. Consent of Spouse section is only needed if anyone other than your spouse (only applicable if married) is listed as a primary beneficiary. If this is the case, then it needs to be signed by your spouse and notarized.
 - a. If you name a Trust as a beneficiary, you can either provide a copy of the Trust to the BIC Foundation, or complete the Trust Beneficiary Certification Form, which can be found on the BIC Foundation website at bicfoundation.org/403b-retirement-plan. If you list a Trust as a beneficiary, you must still complete the Consent of Spouse section.
4. Please sign, date, keep a copy for your records and return the original to your employer.

BIC U.S. 403(b)(9) Plan Employer and Employee Salary Reduction Investment Election Form

1. Please complete the Participant Information at the top
2. In the Investment Choice section, you can select any Fund (or multiple funds) that you would like to have your Employer and/or Employee Contributions invested in. Each column needs to total 100%.
 - a. The Vanguard Target Retirement Funds are geared toward the approximate year you plan to retire, and the investments are automatically updated as time progresses.
3. Please sign, date, keep a copy for your records and return the original to your employer.
4. If this form is not completed and returned to the BIC Foundation, the default investment will be the Vanguard Targeted Retirement Fund closest to your 65th birthdate.

Federal Form W-9

1. There are step by step instructions on how to fill out this W-9 Form on page 3 of the pdf document.