

Employees must establish an account with an authorized 403(b) investment provider PRIOR to completing this form**Employee Instructions:**

1. Complete the Employee sections regarding "Name," "Email Address," "Mailing Address" and "Work Location." Select the number of payrolls* that you, the employee, receive during a calendar year. **Deductions not withheld for 10/11 month employees during summer.*
2. Enter your "I.D. Number" and/or "Social Security Number" in the boxes provided.
3. Mark the box that corresponds with the type of SRA you are submitting: "Original Agreement" or "Amendment to a Previous Agreement."
4. (a) Enter the info for ALL your new and/or existing accounts (you may have only one account or multiple accounts).
NOTICE: Any SRA accounts not listed will be automatically terminated.
(b) In addition to entering the company name, the employee and/or agent MUST fill in the correct corresponding Assigned Payroll Slot Code on the SRA (list available with this SRA or online at https://www.tsacg.com/employee_site/districts/maryland/prince_georges.htm).
(c) Enter the salary reduction amount (dollar amount) you wish to be withheld from your payroll.
(d) Enter the month or payroll date that you wish your elections (new account or amendment) to be effective.
(i) If effective payroll date is blank, changes will take effect the next processing period after date of receipt of this form by TSACG.
(e) If this SRA is being submitted to terminate a current salary reduction, please list the company name to be terminated and indicate "Terminate Reduction" in the space provided (check box).
(f) Total the dollar amount for all contributions, and enter the total in the box provided.
5. Complete this section for Unused Annual/Sick Leave payout only. Sections 1, 2 and 3 MUST also be completed for Unused Annual/ Sick Leave Payout.
6. Provide agent name and telephone number, if applicable.
7. Sign and date the agreement. Please provide a telephone number where you can be reached during business hours.
8. Mail the completed original signed agreement to TSA Administration Services, Attn: SRA Processing Dept., P.O. Box 4037, Fort Walton Beach, FL 32549 or fax the completed form to 1-866-908-7582.

The employer, Prince George's County Public Schools, will apply and remit the salary reduction documented on page 1 of this SRA form to TSA Consulting Group, Inc. The administrator is providing remittance and administration services for voluntary retirement plans for PGCPs.

PRIVACY - The administrator shall take all reasonable precautions to prevent disclosure or use of the information for a purpose unrelated to administration of the plan.

The administrator shall disclose information described only:

- (a) in response to a court order;
- (b) for an examination conducted by the commissioner of insurance;
- (c) for an IRS audit or investigation;
- (d) to or at the request of the insurer or plan sponsor; or
- (e) with the written consent of the identified individual or his or her legal representative.

Salary Reduction Agreement (SRA) Processing—Upcoming Deadlines for 2010 and 2011

2010/2011 SRA Submittal DEADLINE Date	2010/2011 Effective Payroll Date
October 1, 2010	October 15, 2010
October 15, 2010	October 29, 2010
October 29, 2010	November 12, 2010
November 12, 2010	November 26, 2010
November 26, 2010	December 10, 2010
December 10, 2010	December 22, 2010
December 22, 2010	January 7, 2011
January 7, 2011	January 21, 2011
January 21, 2011	February 4, 2011
February 4, 2011	February 18, 2011
February 18, 2011	March 4, 2011
March 4, 2011	March 18, 2011
March 18, 2011	April 1, 2011

2010/2011 SRA Submittal DEADLINE Date	2010/2011 Effective Payroll Date
April 1, 2011	April 15, 2011
April 15, 2011	April 29, 2011
April 29, 2011	May 13, 2011
May 13, 2011	May 27, 2011
May 27, 2011	June 10, 2011
June 10, 2011	June 24, 2011

Prince Georges County Public Schools Vendor Payroll Slot Codes

403(b) Investment Providers	Payroll Slot Number
ASpire Financial Services	B7104
American Century Investments	B7103
AXA Equitable Life Insurance Company	B1107
Fidelity Investment	B7112
First Investors Corporation	B7114
Franklin Templeton Funds	B7115
Great American Financial Resources	B1116
Horace Mann Insurance Company	B1117
Life Insurance Company of the Southwest	B1120
Lincoln Financial Group	B1122
Lincoln Investment Planning	B7121
MetLife Resources	B7126
Midland National	B1129
Oppenheimer Funds	B7134
PFS Investments (Primerica)	B7141
PlanMemeber Services	B7140
Reliastar Life Insurance Company	B1145
Security Benefit Group	B1146
TIAA-CREF	B1158
VALIC	B1165
Waddell & Reed, Inc.	B7168