

Tax Sheltered Annuity (TSA) Plans

Universal Eligibility Notification -- Saving for Retirement

A Tax-Sheltered Annuity (TSA) Plan is a voluntary 403(b) retirement program that allows you to save additional income for retirement through pre-tax contributions. Contributions are made through payroll deductions and may be invested in mutual funds, fixed or variable annuities, with any one of the authorized vendors. There is not an employer contribution with the 403(b) Tax-Sheltered Annuity (TSA) Plan.

Eligibility

All employees, except student employees, are eligible to contribute to a TSA.

Contributions

You can get started for as little as \$20.00 a month and contribute up to the general limit (\$16,500 for 2009) or 100% of your salary, whichever is less. In addition, you can contribute more if you are over the age of 50 and may be able to contribute more if you have worked for UNT for 15 years or more. Contact Human Resources for more information regarding how much you can contribute.

Getting started

Contact a representative appointed by a company on the list of authorized vendors. Complete the account application and other documents the representative will have. The completed documents must come to Human Resources before the payroll deduction can begin. The effective date of your plan will always be the first day of the month following the date Human Resources receives the paperwork.

Making changes

You can start or stop your account or change the amount of your contributions at any time during the year. You can change the company your contributions are going to up to twice a year. Contact Human Resources if you want to make changes to an existing account. If you want to change how your funds are being invested, contact your provider directly.