

St. Francis Area Schools

Human Resources/Benefits
4115 Ambassador Boulevard NW, St. Francis, MN 55070
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Participation in MetLife Retirement Plan

Part of being an employee of St. Francis Area Schools gives you the opportunity to participate in the 403b retirement plan.

INSTRUCTIONS

List amount you are currently contributing and what you are changing that amount to or are initiating.

403(b) Roth IRA

Old Amount Per Check	New Amount Per Check

EMPLOYEE INFORMATION

Name _____ Date _____

Signature _____

- The **employer does not** choose the annuity contract or custodial account in which your contributions are invested.
- **Employees** are responsible for setting up and signing the legal documents to establish annuity contract(s) or custodial account(s).
- **Employee** is responsible for determining that the salary reduction amount does not exceed the limits as set forth in applicable law.
- **Employee** acknowledges that **employer** has made no representation to **employee** regarding the advisability, appropriateness or tax consequences of the purchase of the annuity and/or custodial account described herein. **Employee** agrees **employer** shall have no liability whatsoever for any and all losses suffered by employee with regard to his/her selection and purchase of shares of regulated investment companies.
- This agreement supersedes all prior salary reduction agreements and shall automatically terminate if **employee's** employment is terminated.

HUMAN RESOURCES USE ONLY

Received in Payroll _____ Effective Pay Date _____