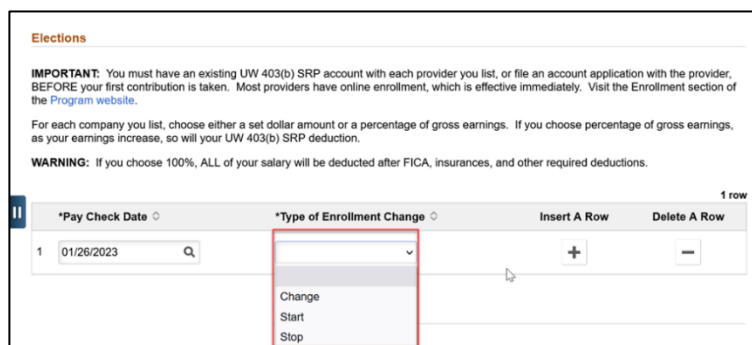


# Salary Reduction Agreement eForm

## Start/Stop/Change 403(b) Supplemental Retirement Plan Contribution

1. Access the [My.Wisconsin Portal](#) or ([MyUW Portal](#) - Madison).
2. Click on **Launch Full App** on the Benefit Information tile.
3. Scroll to the bottom of the page and click on **Update 403(b) Deductions**.
4. Click on the **Salary Reduction Agreement** link found on the left menu.
5. To begin a new 403(b) contribution, click on **Add a SRA eForm**.
6. Enter preferred contact information of email or phone number. When prompted, enter the email address or phone number.
7. If you contributed to another voluntary retirement plan under another employer or own 50% of a business with a retirement plan, choose yes from the drop-down menus and enter the information requested. If not, choose no from the drop-down menu.
8. Click on the magnifying glass for the **Pay Check Date** field and choose the paycheck you want the new contributions to begin. Choose the value of **Start**, **Stop**, or **Change** for the **Type of Enrollment Change**. Additional fields will begin to display as options are chosen.



**Elections**

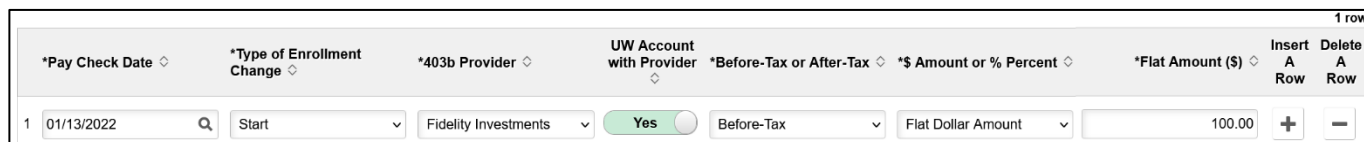
**IMPORTANT:** You must have an existing UW 403(b) SRP account with each provider you list, or file an account application with the provider, BEFORE your first contribution is taken. Most providers have online enrollment, which is effective immediately. Visit the Enrollment section of the Program website.

For each company you list, choose either a set dollar amount or a percentage of gross earnings. If you choose percentage of gross earnings, as your earnings increase, so will your UW 403(b) SRP deduction.

**WARNING:** If you choose 100%, ALL of your salary will be deducted after FICA, insurances, and other required deductions.

	*Pay Check Date	*Type of Enrollment Change	Insert A Row	Delete A Row
1	01/26/2023	Change	+	-

9. Choose a 403(b) provider from the drop-down menu. Indicate if you already have an account set up with the provider chosen.
10. Choose whether contributions should be taken **Before Tax or After Tax** (Roth).
11. Enter either a flat dollar amount as shown below or you can choose a percentage of salary – but not both.



	*Pay Check Date	*Type of Enrollment Change	*403b Provider	UW Account with Provider	*Before-Tax or After-Tax	*\$ Amount or % Percent	*Flat Amount (\$)	Insert A Row	Delete A Row
1	01/13/2022	Start	Fidelity Investments	Yes	Before-Tax	Flat Dollar Amount	100.00	+	-

12. Read the Acknowledgement page and switch the toggle from **No** to **Yes** indicating you agree to the terms.
13. Click the **Save** button at the bottom of the screen to save your progress.
14. Click the **Submit** button to finalize your enrollment.
15. You will receive a results page indicating that your enrollment has been submitted for approval.