



## Retirement Plan Enrollment Form

EMPLOYEE INFORMATION			
<input type="checkbox"/> Biweekly	<input type="checkbox"/> Monthly	Name	
<b>**Full-time employees only**</b>			
Enrollment / Changes to be effective with paycheck dated			
Date			
VOLUNTARY CONTRIBUTION ELECTION ELIGIBILITY			
<p><i>Regular full-time employees, adjunct faculty who work at least 190 hours per month, and all other employees who work at least 1,000 hours per year are eligible for the employer, employee, and matching contribution plans, along with the supplemental retirement annuity plan.</i></p> <p><i>Adjunct faculty who work less than 190 hours per month and all other employees who work less than 1,000 hours per year are eligible for the employee contribution plan only.</i></p> <p><i>Lincoln University employees who are classified as students, who are enrolled and attending classes offered by the University, are ineligible to participate in Lincoln University's retirement plans.</i></p>			
I would like to contribute on a pre-tax basis as follows:			
% of Salary:		Or	\$ Amount:
ACKNOWLEDGEMENT AND AUTHORIZATION			
<p><i>Lincoln University shall contribute to the employee retirement plan at the rate of 5% of the employee's annual salary, regardless of the employee and matching contribution percentage.</i></p> <p><i>If the employee chooses to contribute a percentage of compensation, the University will also contribute a matching percentage of the employee deferral amount up to 5%.</i></p> <p><b>403(b) Plan:</b> I authorize Lincoln University to adjust my salary on a pre-tax basis, which shall be applied to my retirement benefit. I understand that by making this contribution, I am also authorizing Lincoln University to provide matching funds based on the aforementioned guideline.</p>			
Employee Signature		Date	
HR USE ONLY			
Processed by		Date	

