

Tax Deferred Account Program (TDA) Election to Participate/Effective Date of Participation/Company Selection

Team members may elect to participate in the Tax Deferred Account Program effective the first day of any month by enrolling through the Texas Tech Retirement Manager system at <https://www.myretirementmanager.com/?ttu>. **It is the responsibility of each team member to have all company required forms completed and submitted to the company before a deposit reaches the company.**

Income Tax Deferral of Contributions

Multiple 403(b) Salary Reduction Agreements may be executed during a calendar year. For the purposes of this section, a change in a team member's salary reduction agreement means a change in the amount that a team member authorizes the institution to withhold from salary and remit to a tax deferred account program company. Texas Tech will continue the Salary Reduction Agreement from one tax year to the next tax year unless a change is received.

The tax year for Texas Tech is defined as the period reported on each team member's W-2 form for tax purposes. Since December earnings for monthly salaried team members are reported in the next tax year, the tax year for monthly salaried team members is December of one calendar year through November of the next calendar year.

Companies and Representatives

Only companies approved by Texas Tech may provide Tax Deferred Account products to Texas Tech team members. The list of approved companies may be found on the HR Benefits [webpage](#) or in the [Retirement Manager](#) system.

Only representatives authorized in writing by an officer of the company and approved by Texas Tech may conduct business for team members of Texas Tech. The company is responsible for the actions of its representatives and for ensuring that they are informed of and abide by all Texas Tech rules and regulations, federal laws, and Coordinating Board rules.

Team members are requested to notify the Human Resources Office of any violations of Texas Tech rules and regulations by companies or representatives.

Solicitation Regulations

Representatives of approved companies are not authorized to initiate contact with Texas Tech team members. Team members interested in a TDA should contact one of the approved representatives of the company of their choice to obtain information about investment opportunities and to secure forms to apply for the program of their choice.

Company representatives are not to initiate contact with Texas Tech team members under the guise of marketing a non TDA product and then make a TDA sales presentation to a team member.

Authorized representatives are permitted to make sales presentations to eligible team members on Texas Tech premises only at their request and may not solicit business with any team member unless contacted first by them.

Representatives of companies are permitted on Texas Tech facilities as guests of Texas Tech and are expected to comply with all applicable rules and regulations.

No campus mailings or telephone campaigns are permitted to campus offices. Team members may

receive correspondence to their email or office after a Freedom of Information request requesting such information is answered by Texas Tech.

The providing of gifts or monetary rewards in exchange for information on newly hired team members is strictly prohibited

Company forms are the responsibility of the company and the team member. A team member must enroll through the Retirement Manager system. Time of entry to Retirement Manager will determine the effective date of the participation.

Company representatives must be familiar with the benefits provided under the Teacher Retirement System and with applicable Texas laws, Coordinating Board rules and regulations, and Internal Revenue Service Codes.

Texas Tech reserves the right to limit or revoke the solicitation privileges of any representative or company at its discretion.