

Instructions for Completing 403(b) Paperwork

- ◆ Select a company from the TRS list of approved vendors located at www.trs.state.tx.us. Per Senate Bill 273, all new 403(b) plans entered into after June 1, 2002 must be with one of the TRS Certified Companies. (All companies that are certified with TRS are considered approved with Benefit Elect of Texas.)
- ◆ Once you have contacted a representative of your choice, please complete the following forms and send to:

Benefit Elect of Texas
PO Box 570728
Houston, TX 77257-0728
Phone: 713.705.8754
Fax: 713.960.1540
Website: www.beoftexas.com

1. Salary Reduction Agreement
2. 403(b) Disclosure Statement

- ◆ To **increase an existing deduction** you must only submit the following forms:

1. Salary Reduction Agreement
2. 403(b) Disclosure Statement

- ◆ To **decrease an existing deduction** you must only submit the following forms:

1. Salary Reduction Agreement

- ◆ **Processing Procedures:**

1. Benefit Elect of Texas will review all paperwork to verify that all required information is submitted.
2. If there is any missing information, the Sales Representative, if any, will be contacted. If there is no Sales Representative, the participant will be contacted directly.
3. All completed paperwork will be submitted to the payroll department so that deductions can be reflected in the next payroll cycle.
4. All paperwork must be received by the 1st day of the month in order to be included on that month's payroll.