

Clemson University is a tax-exempt public education entity eligible to offer voluntary supplemental retirement programs as described under sections 401(k), 403(b) and 457(b) of the Internal Revenue Code (commonly referred to as a "401(k) Plan," a "403(b) Plan" or a "457(b) Plan"). Eligible employees can elect to defer a portion of their compensation to the 401 (k) Plan, the 403(b) Plan and/or the 457(b) Plan to supplement their retirement savings. These plans can supplement either the South Carolina Retirement System (SCRS) plan or the State Optional Retirement Program (State ORP).

This notice is to inform you of the above plans and provide you with enrollment information. Under each plan, employees can contribute on a pre-tax basis, by which any investment earnings grow tax-deferred until they are distributed. The employee is responsible for 1) investigating and selecting from the available investments and vendors and 2) understanding the tax and investment consequences of the various plans. Employees should seek investment, legal or tax advice if desired.

### **Eligibility**

All Clemson University employees (excluding student workers) are eligible to participate in the 401(k) Plan, the 403(b) Plan and the 457(b) Plan.

### **Plan Vendors**

401(k) Plan and 457(b) Plan: Available through the South Carolina Deferred Compensation Program (DCP). Clemson University's DCP representative contact information can be found [HERE](#).

403(b) Plan: Available through several vendors for Clemson University employees. Please see a list of the approved vendors and their contact information [HERE](#).

### **Annual Contribution Limits**

Annual contribution limits are set by the IRS. The IRS provides regular calendar-year limits as well as an additional catch-up contribution limit beginning in the year in which the employee turns age 50. The 2017 calendar-year limit under each plan is as follows:

#### **Regular Contributions**

- 401(k) Plan and 403(b) Plan Coordinated Limit: \$18,000
- 457(b) Non-Coordinated Limit: \$18,000

#### **Catch-Up Contributions**

- 401(k) Plan and 403(b) Plan Coordinated Limit: \$6,000
- 457(b) Non-Coordinated Limit: \$6,000

### **Enrollment**

Eligible employees can defer a portion of their compensation on a pre-tax basis by opening a 401(k), 403(b) and/or 457(b) account. Contact an approved vendor for account set up. Employees enrolled in a plan can request salary deferrals by completing a "Request for Salary Reduction Agreement" form, which can be obtained from the Office of Human Resources at (864) 656-2000 or online at [Ask-HR](#).

### **Modifying a Deferral Election**

Employees can increase, decrease or stop future contributions to the plans at any time by completing a "Request for Salary Reduction Agreement" form, which can be obtained from the Office of Human Resources at (864) 656-2000 or online at [Ask-HR](#).

### **Resources**

Questions regarding the 401(k) Plan, the 403(b) Plan or the 457(b) Plan can be answered by contacting the Office of Human Resources Benefits Counselor at (864) 656-2000 or online at [Ask-HR](#) or by contacting a plan vendor.