



## NOTIFICATION OF ADOPTION OF A TAX-DEFERRED PAYROLL DEDUCTION PLAN

Employer \_\_\_\_\_ Employer no. \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ ZIP code \_\_\_\_\_

**This notification form and a copy of the board resolution and minutes  
must be received by STRS Ohio before the plan effective date.**

In accordance with IRS regulations governing employer pickup and STRS Ohio laws and rules, a tax-deferred deduction plan has been adopted. Attached is a copy of the resolution authorizing the plan and board minutes showing approval of the plan.

By adopting such a plan, we agree to administer the plan in accordance with IRS regulations and STRS Ohio laws and rules. It is understood that:

- Once an employee begins the purchase of credit by tax-deferred payroll deduction, it is irrevocable. An employee cannot stop or change payments until the purchase is complete or employment is terminated;
- Employees who begin the purchase of credit by tax-deferred payroll deduction cannot make payments directly to STRS Ohio for the same credit; and
- Overpayments on tax-deferred payroll deductions will be returned to the employer for proper tax accounting.

Employers offering only a tax-deferred plan should note that deductions for all employees participating in payroll deduction must be on a pretax basis as of the effective date of the plan.

The adopted plan is effective on \_\_\_\_\_

We will offer (*check one*):  Only a tax-deferred payroll deduction plan.  
 Both tax-deferred and after-tax plans.

Certified by \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

