

**The California State University
Certification of Establishment
403(b) Tax Shelter Annuity Account**

The California State University's policy prohibits acceptance of a Salary Reduction Agreement (SRA) for payroll processing until certification of an established 403(b) account is submitted to the Benefits Office.

To Be Completed by TSA Company Representative or Employee:

I certify that a 403(b) account has been established for _____
(Name of Employee)

with _____ for the purpose of 403(b) TSA account salary reduction contributions.
(Name of Company)

I understand that if funds for this employee's account are returned by the Company because the 403(b) account has not been established, the following will occur:

1. Returned funds will be refunded to the employee via the payroll system as taxable income.
2. The Salary Reduction Agreement (SRA) will be administratively cancelled.
3. The refund of returned contributions may adversely impact the employee's tax situation.
4. I may be personally liable to the employee for any loss occasioned by this certification.

Account Number: _____

Agent/Representative's Name: _____ Telephone Number: _____

Agent/Representative's Signature: _____ Date: _____

Witness (Campus Personnel): _____

Please indicate the following: New Account Existing Account

Employee Acknowledgement: I understand that if my qualified 403(b) account is not established prior to my contributions being sent to the TSA Company, the funds will be returned to the State Controller's Office and refunded to me through the payroll system. I further understand that this could adversely affect my tax situation.

Employee Name: _____ Signature: _____ Date: _____