Updated Salary Reduction Agreement
Frequently Ask Questions (FAQ)

1) Why did I receive this letter regarding my Tax-Deferred Annuity (TDA) 403(b)?

You received this letter because you are part of a group of about 700 employees whose plan contributions, as of the beginning of September, were based on agreements that were years old. It is a best practice for audit purposes for VCU to request updated agreements to justify your ongoing payroll contributions.

2) I recently completed the Salary Reduction Agreement Form and made changes to my TDA, why do I need to complete this again?

The list for this mailing was finalized before the end of September. If you have completed an SRA more recently than that, you may disregard the mailing.

3) Did everyone with a TDA 403(b) receive this letter? Does everyone need to complete and re-submit the SRA Form?

No. Participants with more recent agreements on file did not receive the letter.

4) If I do NOT take action and do not submit this SRA form, will the TDA be terminated?

We are asking for updated SRAs so that your contributions do not become interrupted or terminated. We have attempted to make the process as easy as possible by including a prepaid return envelope. Please complete the SRA as requested.

5) How can I verify what company my TDA contributions are going to?

You can verify your current contributions in the eServices/VCU Self Service in the myVCU portal found at [https://my.vcu.edu](https://my.vcu.edu).