VCU Tax-Deferred Annuity (TDA) Auto-Enrollment Program
New Hire TDA Opt-out form
(for new-hire start date of January 1, 2008 or later)

Instructions: Must be completed within 60 days of hire date. Complete and return to VCU Payroll Services, Attention: Payroll Services, Box 842044 Richmond, VA 23284-2511. Questions? Contact VCU Payroll Services at payroll@vcu.edu or (804) 828-0740.

PARTICIPANT INFORMATION

V-ID # (contact your department's Personnel Administrator for your V-ID #)   Birth Date: MM / DD / YYYY

Last Name   First Name   M.I

Street Address (and Apartment #, if applicable) or P. O. Box #

City   State   Zip Code + 4

OPT-OUT ELECTION

[ ] I have received information about the Tax-Deferred Annuity (TDA) Program and, by checking here, I do not wish to make any contributions to the TDA at this time, but reserve the right to contribute at a later time according to TDA plan provisions.

SIGNATURE

I have read and understand the materials describing the TDA program. I understand that my election to opt out of participating in the TDA auto-enrollment program will remain in effect until I elect to contribute to a TDA by completing a Salary Reduction Agreement (SRA) and vendor enrollment form(s), as applicable. I further understand it is my responsibility to ensure that my election is properly implemented (by reviewing my payroll statements on eServices/VCU Self Service) and to notify VCU Payroll Services at (804) 828-0740 if I believe there has been an error.

Moreover, I understand that if I fail to notify VCU Human Resources of an error, I will be deemed to have accepted participation in the TDA auto-enrollment program at a contribution level of $20 each pay period.

Signature: _____ **Date:** _____

Name (print): _____