Washington State University
Voluntary Investment Program
UNIVERSAL AVAILABILITY NOTICE

Washington State University (WSU) provides the opportunity to save for retirement through the Voluntary Investment Program (the "VIP"). All WSU employees who receive compensation reportable on an IRS Form W-2 are eligible to participate in the plan, as long as the employee contributes a minimum of $15.00 per pay period with a minimum of $200 per year.

Please take a moment to review information about this retirement investment opportunity, by visiting HRS's Voluntary Investment Plans website. Through this site you will also be provided a link to TIAA, the current 403(b) vendor, where you can open a VIP account and choose your investment options. Additionally, you will need to fill out a salary reduction agreement form reflecting the amount you would like to contribute. Information is also available in hardcopy at the WSU HRS office. Once you are enrolled, you can review and change the amount of your contributions and your investment allocations.

Also please be aware that the law limits the amount you can defer under this and other plans in each tax year. Please review HRS's Voluntary Investment Plans main page for current limits. If you participate in more than one 403(b) plan, you are responsible for tracking and reporting the amount of all of your contributions to each of the plans so that the total amount of all your contributions to all plans in which you participate do not exceed the limit.

Whether you want to enroll in the plan as a new member, or you are already enrolled but wish to change the amount of your deferral, you can accomplish your goal by completing and returning the salary reduction agreement form to the HRS Pullman offices. As a new member you will also need to visit the website referenced in the second paragraph to activate an account to receive your retirement contributions.

Questions can be directed to the benefits staff at Human Resource Services at (509)335-4521 or hrs@wsu.edu.

Revised July 2019