

125 Plan Compensation Reduction Agreement

Muskingum University offers a 125 Flexible Benefit Plan (“125 Plan”). Details about the 125 Plan are available in the 125 Flexible Benefit Plan Policy. Select one of the following options.

Enrollment in 125 Plan

- I am electing to enroll in the University’s 125 Plan, thereby reducing my taxable compensation by the amount of the contributions I pay to my selected benefits plans.
- Should the contributions I pay to my selected benefits plans change, I understand that the Plan Administrator will adjust my 125 Plan reduction accordingly.
- I understand that this reduction is in addition to any other deductions under other agreements or benefit plans.
- I understand that I must enroll in each selected benefit plan using separate enrollment forms, and that my enrollment in the 125 Plan does not begin coverage under my selected benefits plans.

Waiver of 125 Plan

- I do not wish to enroll in the 125 Plan. I understand that the contributions I pay to my selected benefits plans will not be tax exempt.

General Terms

My choice on this 125 Plan Compensation Reduction Agreement shall be binding until I complete and submit a new 125 Plan Compensation Reduction Agreement, which may be done only under one of the following circumstances:

- I experience a **qualifying event**, such as marriage, divorce, termination of spouse’s employment, and other events as determined by the Plan Administrator. If this form has been completed due to a qualifying event, it will be effective beginning at the start of my next payroll period; or
- during **open enrollment**, which occurs each December. If I do not complete a new 125 Plan Compensation Reduction Agreement, this agreement will be renewed automatically. If this form has been completed during open enrollment, it will be effective beginning January 1 of the following year.

The Plan Administrator may reduce or cancel the amount of my pay reduction or otherwise modify this 125 Plan Compensation Reduction Agreement in accordance with the Plan and in their discretion to satisfy relevant provisions of the Internal Revenue Code.

I have reviewed the 125 Flexible Benefit Plan and have had a chance to ask questions about it. Any previous 125 Plan Compensation Reduction Agreement that I have signed is revoked and superseded by this agreement. The terms of this agreement may not be applied retroactively and will not apply to any pay period that began before today’s date.

Employee’s Print Name

Employee’s Signature

Date