

**SCHOOL DISTRICT OF NEW LONDON**

**ADMINISTRATIVE GUIDELINE  
671.3 - TAX-SHELTERED ANNUITIES**

Employees shall use the District-endorsed Salary Reduction Agreement form when initiating or amending tax-shelter requests.

Any decisions to change the Salary Reduction Agreement form with vendor stipulations will be at the discretion of the Director of Business Services and District Bookkeeper.

All conditions in the Salary Reduction Agreement form regarding commencement date of salary reduction must be acceptable to the District.

Changes in vendors and amounts will be established by contracts.

All fees incidental to enrolling in a tax-sheltered annuity program that may be imposed by the vendor will be borne by the employee.

Tax-shelter vendors are encouraged to submit monthly bills to the Business Office identifying the employees enrolled and the amount of money due from each.

ADOPTION DATE: May 8, 2000

REVISION DATE(S):

REVIEW DATE(S):

CROSS-REFERENCE: Policy 671.3 Tax-Sheltered Annuities

LEGAL REFERENCE: