



Office of Human Resources

3307 Third Avenue West, Suite 302  
Seattle, Washington 98117-1957

206 281 2809 phone  
206 281 2846 fax

[www.HR@spu.edu](http://www.HR@spu.edu)

**Employee Savings Plan – 403(b): Money you contribute on a tax deferred basis.**

All employees, including Adjunct Faculty, are eligible and may choose to make voluntary contributions to the Employee Savings Plan - 403(b), up to the maximum exclusion allowed. There is no waiting period and vesting is always 100%. Accessibility to funds is governed according to the Internal Revenue Code for 403(b)(7) plans.

The approved Investment Company for the Employee Savings Plan – 403(b) is TRANSAMERICA Retirement Solutions. TRANSAMERICA specializes in administering retirement plans, has a proven performance record for over 50 years, and offers extensive, unbiased one-on-one services to plan participants, including customized reporting and on-line services. It is important to note that TRANSAMERICA will act as a neutral plan administrator providing state of the art tools to investors.

If you would like to participate in the plan, contact TRANSAMERICA at [spu.trsretire.com](http://spu.trsretire.com) or by phone at 1-800-755-5801. You will need to make several decisions including the amount of your deferral election (amount of money you want to contribute monthly to your retirement via a payroll deduction), your investment choices and selection of beneficiaries.

Please feel free to contact me with any question you may have regarding this program.

With best regards,

Matt Alvis  
Benefits Manager  
(206) 281-2676  
[malvis@spu.edu](mailto:malvis@spu.edu)