

Dear Co-workers:

Please review the important information below concerning the 2024 403(b) retirement plan contribution limits from the IRS. If you are interested in changing your contribution, you may do so by completing the Salary Reduction

Agreement <https://www.wilkes.edu/about-wilkes/offices-and-administration/human-resources/assets/salary-reduction-agreement.pdf> If you wish to increase your contributions into your Wilkes retirement plan(s), please send the completed form to the attention of Kathy Malcolm, Human Resources Manager, Employee Benefits at [Katherine.Malcolm@wilkes.edu](mailto:Katherine.Malcolm@wilkes.edu).

**If you do not wish to change your current retirement contribution at this time, there is no action required on your part. Also, you may, at any time, change your retirement plan contribution.**

Additional information about our retirement plans may be viewed on the Wilkes Portal by clicking on the Administrative Tab and selecting Human Resources, Benefit Information.

*Keep in mind the double-tax benefit of 403(b) contributions. First, all of your contributions go into the plan on a pre-tax basis (federal and most*