Glendale Community College District

6326

Administrative Regulation

TAX SHELTERED ANNUITIES

- A. Each eligible employee of the Glendale Community College District shall be given the opportunity of enrolling in an employee funded, voluntary salary reduction agreement for an Internal Revenue Service, Section 403(b), tax shelter annuity.
- B. For each employee who voluntarily elects to accept such reduction in the salary paid, the Glendale Community College District will, as directed by such employee:
 - Establish a tax shelter annuity deduction from the employee's pay check on the LA County HRS system. The tax shelter annuity company selected by the employee must be on an approved list of either the LA County or the District's 403(b) third party administrator, currently Tax Deferred Services. It will be the employee or his/her agent's responsibility to establish the tax shelter annuity account at the desired company.
 - 2. The District through the LA County Payroll System will remit all tax shelter annuity deductions to the appropriate companies on a monthly basis.
- C. The Vice President for Administrative Services or the District's 403 B
 Administrator is authorized to administer these Annuity Contracts. The Vice
 President for Administrative Services may designate a District finance officer to
 sign annuity contracts for the District.
- D. Each insurance company, broker and/or agent that wants to participate in the District's 403(b) program must submit an agreement to either LA County or the District's 403(b) third party administrator to hold harmless the Board of Trustees, the College District, their officers and employees, from every claim and demand which may be made by reason of the purchase of Tax Sheltered Annuities from the company by the Board of Trustees.
- E. Approved tax shelter annuity companies will not be provided telephone numbers or addresses or personal contact of employees of the College. In addition, they will not be allowed on any other premises under the jurisdiction of the Glendale Community College District to solicit their product without prior approval of the District.

Reference:

- PL 87370; U.S. Internal Rev. Code 403 (b);
- Calif. Revenue & Taxation Code 17512;
- Government Code 20022.

Revised: 4/21/81; 3/31/83; 01/18/2008; 3/10/09