

**VALENCIA COMMUNITY COLLEGE
INSTRUCTIONS TO ENROLL IN RETIREMENT SAVINGS ACCOUNTS**

VOLUNTARY 457(b) through BENCOR

1. Contact the Human Resources Benefit Section at x8045 or x8116 to request a voluntary 457(b) packet. Complete the BENCOR 457(b) Retirement Plan Enrollment Form found inside the packet. Keep two copies of the completed company application—one for Payroll and one for yourself. Mail the original to the address listed on the form.
1. Complete the Valencia Community College Payroll Deduction Authorization form for 403(b), 457, Roth 403(b). (see link on the Human Resources Benefits website or found in ATLAS Valencia Forms)
3. Submit to Benefits, mailcode 3-33, the completed form in listed #2 and a copy of the company application.

ROTH Individual Retirement Account (IRA)

1. Contact the company of your choice to enroll in a ROTH IRA. Complete the necessary company paperwork and request confirmation from the company that your account is set-up. The company must be able to accept funds from your paycheck via automated clearing house (ACH) and should provide you with a transit routing number. *You may need to request this number from them.*
2. Complete the Valencia Community College DIRECT DEPOSIT form (found in ATLAS Valencia Forms). List your account number and the company transit routing number.
3. Submit to Benefits, mailcode 3-33, the completed form listed in #2 and a copy of the company confirmation.

VOLUNTARY 403(b) or 403(b)(7)

To enroll in this program, go to www.tsacg.com to Employee Sites and select Valencia Community College for a list of companies and the forms needed to enroll or make changes.

Also, separate enrollment instructions can be found in ATLAS under Employee Services as well as a link to TSA Consulting Group.