

*Member School Districts:  
Albany, Melrose,  
Paynesville and Sauk Centre*



*Program Oversight:  
Early Intervention,  
Beacon and ALC*

**403b Salary Reduction  
Change in Reduction Amount**

**Complete this form and submit to Sandy Meyer prior to September 1 for any change in salary reduction. This is the only form which needs to be submitted.**

Employee Name: \_\_\_\_\_ SS#: \_\_\_\_\_

Designated Vendor: \_\_\_\_\_ Account #: \_\_\_\_\_

Designated amount to be withheld per pay period: \_\_\_\_\_  
(Certified has 24 pay periods; Non-certified has 18 pay periods)

Amount of Employer match per year: \_\_\_\_\_

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Acknowledgement of receipt of Agreement on behalf of WCED: Date: \_\_\_\_\_

Start date of salary reduction: \_\_\_\_\_ Amount: \_\_\_\_\_

*Our mission is to maximize every student's educational experience by providing high quality services to students, families, and member districts.*

**9 Second Street SW, Melrose MN 56352 \* 320-256-6026 \* [wced6026.org](http://wced6026.org) \* 320-256-6028 (fax)**