

Online Process to Start, Stop, or Change 403(b)/457 Contributions

As Third-Party Administrator for the 403(b)/457 plan, Tax Deferred Solutions (TDS) provides employees with an option to submit Salary Reduction Agreement (SRA) requests online. As an IRS requirement, the SRA process must be completed before making any changes to 403(b)/457 contributions. TDS online services are available 24 hours a day, 7 days a week.

To submit a new 403(b)/457 contribution election using the online SRA process, please follow the steps listed below:

1. Visit the TDS website at www.TDSplans.org
2. To navigate to the District page, select the State (CA)
3. Under the Employee Name section, begin to type the District name until options populate in the drop-down list. Using your mouse, highlight and select the District name. (**Warning:** hitting the enter button before highlighting and selecting the district name will take you back to the beginning)
3. Once the District name is selected, click on the blue “show details” button
4. If you are making changes to a 403(b), continue forward. If you are making changes to a 457, click on the “457 tab” before continuing.
5. Under Salary Reduction Agreement (SRA) select the Online SRA to start, stop, and/or change your contribution elections.
NOTE: TDS requires participants to confirm the employer selected is correct before proceeding to the online SRA form where changes can be entered.
6. After you have completed the required fields and submitted your request, you will be provided a tracking number. Please keep this tracking number for future reference. (*You may be asked for this number if you call the TDS Service Center for questions.*)
7. Be sure to monitor the email inbox or telephone number provided on the SRA page. If TDS has questions about your submission, they will reach out using the information provided. Once processed, the election choice(s) are reported to your payroll department to apply the adjustment.