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

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

To submit a 403(b)-contribution election through the TDS SRA process, please follow these steps:

1. Visit the TDS website at www.TDSplans.org
2. To navigate to the District's landing page, select the State (CA)
3. Under the Employer Name section, 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 will take you back to the beginning, please select with your mouse.
3. Once the District name is selected, click on the blue "show details" button
4. Under Salary Reduction Agreement (SRA) select "Online SRA" to begin your request to start, stop, and/or change your contribution elections. Read the instructions and follow the prompts. **Note:** Use today's date as the effective date unless you intend the contribution change to be applied on a future payroll instead of the next available payroll.
5. After you have completed the required fields and confirmed your entries by typing your SSN twice, you will be provided with a TDS tracking number. The tracking number is confirmation that your request was submitted successfully and may be referenced anytime you are communicating with TDS.
6. Be sure to monitor the email and telephone number you've provided on the SRA. If TDS has questions or requires additional information, we will use the contact information provided on the SRA. Once the SRA is approved by TDS, your election choice(s) are reported to your payroll department.

Optional Manual SRA: If you prefer to print and complete your SRA manually, we offer a downloadable copy of the form on our website located under the online option. Fully completed and signed SRA forms should be submitted directly to TDS.

If you have any questions or require further assistance, please contact the TDS Service Center at (866) 446-1072 or customerservice@tdsplans.org. Regular business hours are 8:00am to 5:00pm (PST), Monday through Friday.