

# **Contra Costa Community College District**

## **Easy steps for Tax Sheltered Annuities - New Accounts and Rollovers**

**Instructions:** Follow the easy steps below.

1. Select a vendor from the District's vendor list found at the District website under Human Resources, Benefits, and Deferred Compensation.
2. Contact the vendor and request enrollment forms.
3. Complete the enrollment forms and establish an account.
4. When establishing the account, provide the vendor with the District code found on the vendor list in step 1.
5. Complete the Payroll Deduction Authorization form found at the District website under Human Resources, Benefits, and Deferred Compensation.
6. Submit the Payroll Deduction form to the District Office Payroll Department at 500 Court Street, Martinez, CA 94553.
7. Attach a copy of the confirmation number from the vendor to the Payroll Deduction form showing the account was established.