

## 403(B) MAXIMUM ANNUAL CONTRIBUTION WORKSHEET

GLP Strategic Administrative Group, LLC or your district may require a MAC with every salary reduction agreement.

Employee Name: \_\_\_\_\_ Date of Birth : \_\_\_\_\_

Date of Hire: \_\_\_\_\_ Full Time: \_\_\_\_\_ Part Time: \_\_\_\_\_

The maximum amount you may contribute by salary reduction to your 403(b) is determined by calculations described in the Internal Revenue Code. The MAC summarizes the IRS Code Section 415 and 402(g) for computing your "annual additions" and "elective deferrals." This worksheet is designed to assist you to determine your maximum salary reduction contribution in a simple manner; however, it is the responsibility of each employee to make the determination of his/her own limitations and should review the same with his/her own tax advisor.

**Your contribution limitation should be calculated each year to ensure that you do not exceed the maximum allowable amount.**

### Section I – Basic Formula to calculate your maximum salary reduction contribution.

- A. \_\_\_\_\_ Enter your Gross Compensation from your employer for the current calendar year (before elective salary reduction.)
- B. \_\_\_\_\_ Enter amount deferred from your Gross Compensation as mandatory contributions to another retirement plan of \_\_\_\_\_ the employee or the state.
- C. \_\_\_\_\_ Enter the total of all elective salary reduction contributions made by you for THIS tax (calendar) year to ALL OTHER TSA, 401(k), SEP or Simple IRA accounts with this or another employer.
- D. \_\_\_\_\_ Subtract Line B from Line A.
- E. \_\_\_\_\_ Enter the lesser of Line D or \$72,000. This is your Annual Additions Limitation.
- F. \_\_\_\_\_ Subtract Line C from current 402(g) limit (\$24,500 for 2026).
- G. \_\_\_\_\_ Maximum Salary Reduction Contribution without catch-up provision (smallest of line E or F).
- H. \_\_\_\_\_ Add Section II Line D and Section III Line A to Section I-line G.
- I. \_\_\_\_\_ Maximum Salary Reduction Contribution with catch-up provisions (smallest of line E or H).

### Section II. Catch-up for Employees with 15 Years of Service

You may use this catch-up if you are an employee of an educational institution and you have at least 15 years of service (including this year) with your current employer. The limit on elective deferrals to your 403(b) account is increased by the least of:

- A. \$3,000
- B. \_\_\_\_\_ Subtract (amounts already excluded for prior taxable years under this catch-up provision from \$15,000.
- C. \_\_\_\_\_ Multiply \$5,000 times your years of service with your present employer, then subtract all prior elective deferrals to TSA, 401(k), and SEP and Simple IRA plans made on your behalf by present employer.
- D. \_\_\_\_\_ Smallest of Lines A, B or C.

### Section III. Over Age 50 Catch-Up

If you have attained age 50 or will attain age 50 this year, you may use this catch-up in any year desired.

- A. \_\_\_\_\_ Enter \$8,000 for 2026

**Section IV. Age 60-63 Catch-Up**

If you have attained the ages of 60-63 or will attain the age of 60 this year, you may use this catch up in any year desired. Employees ages 60 to 63 make higher catch-up contributions the greater of an additional 150% (\$11,250) of the regular age 50 catch-up amount for that year.

A. \_\_\_\_\_ Enter \$11,250 for 2026

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**Section V. New Roth Catch-Up Rule**

If you earned \$150,000 or more in the prior year (2025) and are age 50+, you catch up provisions (the \$8,000) *must* be made to a Roth Account starting 2026.

A. \_\_\_\_\_

**Section VI. Signatures**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Representative Signature**