Enrollment Instructions – Vanguard

Employer Funded 403(b) Contributions

- Submit a completed Vendor Designation Form to Human Resources no later than the day before the first day of the payroll period for which it is effective. (One Bear Place #97053, Waco, TX 76798)

- You will be electronically enrolled into Vanguard on the effective payroll date that you indicated on the Vendor Designation Form. Your initial investment election will be defaulted into the age appropriate target retirement fund.

- You will call Vanguard at 1-800-523-1188 on the day following the effective payroll date that you indicated on the Vendor Designation Form to provide Vanguard with your beneficiary information and investment elections.

  - You may find the Vendor Designation Form in the Forms section within SmartBen™, or you may click here to obtain the Vendor Designation Form.

    Note: New Participants will check NO in section II.

Voluntary 403(b) Contributions

- Submit a completed Salary Reduction Agreement to Human Resources no later than the day before the first day of the payroll period for which it is effective. (One Bear Place #97053, Waco, TX 76798)

- You will be electronically enrolled into Vanguard on the effective payroll date that you indicated on the Salary Reduction Agreement. Your initial investment election will be defaulted into the age appropriate target retirement fund.

- You will call Vanguard at 1-800-523-1188 on the day following the effective payroll date that you indicated on the Salary Reduction Agreement to provide Vanguard with your beneficiary information and investment elections.

  - You may find the Salary Reduction Agreement in the Forms section within SmartBen™, or you may click here to obtain the Salary Reduction Agreement.

    Note: New Participants will check NO in section I.

Additional Information

- Click here to obtain a list of Vanguard investment options

- Click here to schedule a one-on-one appointment with a Vanguard Retirement Counselor.