

**TAX-SHELTERED RETIREMENT PLAN
PAYROLL AUTHORIZATION**

All contracts of employment between Old Dominion University Research Foundation (hereafter referred to as employer), and _____ (hereafter referred to as employee), are hereby amended and the parties do agree to the following provisions:

1. The employee authorizes and directs the employer to reduce his/her salary each pay period by the sum of \$ _____ commencing on pay period beginning _____, 20 ____, and continuing until _____, 20 ____, or until altered or canceled by the employee, whichever comes first. This amount shall be applied each pay period to the Old Dominion University Research Foundation Tax-Sheltered Retirement Plan.
2. In consideration the employee further agrees that this agreement shall operate to divest him/her of any right to receive the sum which he/she has authorized the employer to reduce his/her salary by, pursuant to this agreement.
3. It is expressly agreed between the parties hereto that the terms and conditions of this agreement are to be a part of and included in each and every contract of employment between the parties as if specifically contained therein until altered or canceled.

SIGNATURE OF EMPLOYEE (SEAL) _____
UIN NUMBER _____
DATE

Revised January 22, 2009

| |
|-----------------------|
| ODURF USE ONLY |
| HR _____ |
| Data Entry _____ |
| PY Verify _____ |