



FAQs

Frequently Asked Questions

Regarding Salary Reduction Agreements

1. Who processes salary reduction agreements?

Melonie Metz Sammons

2. What's the best way to contact her?

Email – melonie@dkyoung.com

3. What if this is the first time I, as an agent, am setting up an SRA for an EE this employer?

Please email melonie@dkyoung.com and request a new solicitor's agreement. Fill out the form and return along with a copy of your license for our records.

4. What if I need to process a transaction, such as a distribution, loan, hardship request, plan to plan transfer or contract exchange?

Please contact – Melonie Metz Sammons– Melonie@dkyoung.com

5. Where can I obtain salary reduction agreement forms?

<https://www.dkyoung.com/403bforms>

6. Which forms do I need to complete for a NEW SRA?

3 forms:

The SRA form

The Disclosure Statement AND

The Uniform Disclosure Notice

7. Which forms do I need to complete for an increase, decrease or mutual fund?

The SRA form and

The Disclosure Statement

8. Which forms do I need to complete for a STOP on an SRA?

The SRA form only

9. When are SRAs due?

The first Friday of the month in which you want the SRA to begin

10. How do I send DKYC an SRA?

You may fax the documents to 210-641-7771 OR

Request an encrypted email from melonie@dkyoung.com OR

Upload the file to this link (or the link below Melonie's signature in an email from her):

<https://dkyoung.sharefile.com/r-r869c3372c60e4e9bb66d5b3accbcb6bb>

11. When will the SRA be processed and funds show up in the EE's account?

The employer deducts the contribution from the EE's paycheck during the month in which the SRA begins. Those funds are sent at the END of the month to DKYC. DKYC then mails checks to the vendors within a few days. The funds will always enter the EE's account the month after the SRA began. Ex. July SRA funds will be deposited into the account in early to mid-August.

12. What is the best way to check the status of an SRA?

Email melonie@dkyoung.com and include: The employer, the EE's name, the month you sent the SRA, the month you wanted the SRA to be processed and your question.