



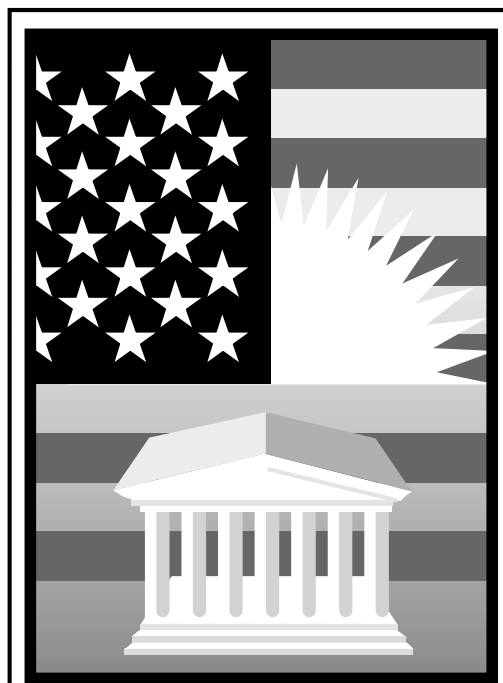
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Tax-Sheltered Annuity Programs for Employees of Public Schools and Certain Tax-Exempt Organizations

For use in preparing
1999 Returns



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Important Change for 1999

Photographs of missing children. The Internal Revenue Service is a proud partner with the National Center for Missing and Exploited Children. Photographs of missing children selected by the Center may appear in this publication on pages that would otherwise be blank. You can help bring these children home by looking at the photographs and calling **1-800-THE-LOST (1-800-843-5678)** if you recognize a child.

Important Reminders

Includible compensation. Your includible compensation for purposes of figuring your exclusion allowance includes:

- 1) Elective deferrals (your employer's contributions made on your behalf under a salary reduction agreement),
- 2) Amounts contributed or deferred by your employer under a section 125 cafeteria plan, and
- 3) Amounts contributed or deferred under a section 457 plan (state or local government or tax-exempt organization plan).

Your exclusion allowance is the amount of employer contributions (including elective deferrals) to your tax-sheltered annuity contract or account that you can exclude from

income. For more information on includible compensation, see *Includible Compensation*, later.

Contributions—employed ministers. If you are a minister and if in the exercise of your ministry you are employed by an organization with which you share common religious bonds, but which is not a certain type of tax-exempt organization, you may not have to include contributions made on your behalf to a tax-sheltered annuity plan. You do not have to include contributions to a church plan if you would have been able to exclude them had you been an employee of a church.

For more information, see *Special Rules* under *Includible Compensation*.

Introduction

This publication explains the federal tax provisions that apply to tax-sheltered annuity (TSA) plans offered to employees of public schools and certain tax-exempt organizations. The discussions primarily cover employer contributions (elective deferrals) made under a salary reduction agreement. The publication is for employees who participate in TSA plans. It is not for custodians or plan administrators because it does not cover many of the operating requirements of these plans.

A tax-sheltered annuity plan, often referred to as a “403(b) plan,” “tax-deferred annuity plan,” or simply “TSA plan” (which is used in this publication), is a retirement plan that, if operated properly by a qualified employer, is tax-exempt.

A qualified employer can purchase TSA contracts or accounts for eligible employees. Three types of employers qualify: public schools, certain tax-exempt organizations, and certain employers of ministers. Your employer may be able to help you determine whether you are an eligible employee.

The most common way to contribute to TSA plans is through a salary reduction agreement. This is an agreement under which an employee agrees to take a reduction in salary or to forego a salary increase and the employer contributes that amount to a TSA plan for that employee. These employer contributions made on your behalf are called “elective deferrals.” A TSA plan can also be funded through nonelective employer contributions, after-tax employee contributions, or a combination of these contributions.

There is an annual limit on elective deferrals. Generally, you cannot defer more than \$10,000 for 1999 for all plans covering you, including TSA plans. If elective deferral contributions on your behalf are more than the allowable amount, you must include the excess in your gross income.

Limits are placed on the contributions that can be made by an employer to TSA plans. Special rules may apply in determining the limit on employer contributions for you to a TSA plan if you also are covered by a qualified plan.

The exclusion allowance is the amount of employer contributions (including elective deferrals) to your TSA contract or account that you can exclude from income. You pay tax on these excluded amounts when you receive a distribution from the TSA.

Employees of public schools and public school systems, hospitals, home health service agencies, health and welfare service agencies, churches, and certain church-

related organizations can make a “catch-up” election to increase the limit on employer contributions for the exclusion allowance.

The *Other Rules* section includes a discussion of the cost of insurance under a TSA plan and a discussion of social security and Medicare taxes on employer contributions.

In most cases, the payments you receive, or that are made available to you, under your TSA contract or account are taxable in full as ordinary income. In general, the same tax rules apply to distributions from TSA plans that apply to distributions from other retirement plans. These rules are explained in Publication 575, *Pension and Annuity Income*. If you transfer all or part of your interest from a TSA contract or account to another TSA contract or account, the transfer may be tax free. You can generally roll over tax free all or any part of a distribution from a TSA plan to a traditional IRA or another TSA plan.

You can use the worksheets at the end of this publication to figure many of the limits that apply to your TSA plan.

Useful Items

You may want to see:

Publication

- ☐ **15A** Employer's Supplemental Tax Guide
- ☐ **575** Pension and Annuity Income
- ☐ **590** Individual Retirement Arrangements (IRAs) (Including Roth IRAs and Education IRAs)

Form (and Instructions)

- ☐ **W-2** Wage and Tax Statement
- ☐ **1099-R** Distributions From Pensions, Annuities, Retirement or Profit-Sharing Plans, IRAs, Insurance Contracts, etc.
- ☐ **5330** Return of Excise Taxes Related to Employee Benefit Plans

See *How To Get More Information*, near the end of this publication for information about getting these publications and forms.

What Is a Tax-Sheltered Annuity (TSA) Plan?

A tax-sheltered annuity plan, often referred to as a “403(b) plan,” “tax-deferred annuity plan,” or simply “TSA plan” (which is used in this publication), is a retirement plan that, if operated properly by a qualified employer, is tax-exempt.

The TSA plan can invest funds for participating employees in:

- Annuity contracts,
- Custodial accounts holding mutual fund shares, or
- Retirement income accounts (defined contribution plans maintained by churches or certain church-related organizations).

Throughout this publication, wherever “TSA contract” appears, it refers to any one of these

funding arrangements, unless otherwise specified.

Tax advantage for employees. Generally, you can exclude from current income contributions by a qualified employer to purchase a TSA contract for you under a TSA plan. You do not have to include the contributions (and any earnings on them) in your taxable income until you begin to receive annuity payments from your TSA plan, usually after you retire. Because of this tax postponement, these plans are described as “tax-deferred” or “tax-sheltered” annuities.

Qualified Employer

A qualified employer can purchase TSA contracts for eligible employees. Three types of employers qualify — public schools, certain tax-exempt organizations, and certain employers of ministers.

Public Schools

A state or local government or any of its agencies or instrumentalities can be a qualified employer. However, employers are qualified employers only for employees who perform (or have performed) services, directly or indirectly, for an educational organization, such as a public school. For this purpose, an Indian tribal government is a state government.

Educational organization. An educational organization is one that normally maintains a regular faculty and curriculum and normally has a regularly enrolled body of students in attendance at the place where it regularly carries on educational activities.

Tax-Exempt Organizations

Generally, a qualified employer includes an organization that is tax-exempt because it is organized and operated exclusively for religious, charitable, scientific, public safety testing, literary, or educational purposes. A qualified employer also includes a tax-exempt organization that is organized and operated exclusively to encourage national or international amateur sports competition (but only if no part of its activities involve the provision of athletic facilities or equipment), or for the prevention of cruelty to children or animals. The organization can be a corporation, community chest, fund, or foundation.

Government instrumentalities. Wholly-owned instrumentalities (other than public schools) of state or municipal governments generally are not qualified employers. However, a separate instrumentality that has been recognized as tax-exempt by the Internal Revenue Service because it is organized and operated exclusively for one or more of the exempt purposes described earlier is a qualified employer. A separately organized school, college, university, or hospital may qualify if it is not an activity essential to and conducted under a branch or department of a state or municipal government.

Cooperative hospital service organization. A cooperative hospital service organization that meets certain requirements is a qualified employer.

Uniformed Services University of the Health Sciences. This is a federal organization authorized to train medical students for the uniformed services. The rules in this publication apply to TSA contracts purchased for civilian faculty and staff for work they performed after 1979.

Indian tribal governments. Any TSA contract purchased by an Indian tribal government for its employees is treated as having been purchased by a tax-exempt organization that is qualified to provide TSA contracts for its employees. An Indian tribal government includes any political subdivisions, agencies, and instrumentalities of it, as well as any corporations that are chartered under federal, state, or tribal law and owned by it.

Certain Employers of Ministers

A qualified employer of a minister can be either the minister (if self-employed) or an organization with which the minister shares a common bond. A self-employed minister is treated as employed by a tax-exempt organization that is a qualified employer. An organization, other than a qualified tax-exempt organization of the type described earlier under *Tax-Exempt Organizations*, is a qualified employer of a minister if the organization and the minister share common religious bonds.

Eligible Employees

A qualified employer can purchase TSA contracts only for eligible employees. If you are subject to the will and control of a qualified employer regarding what work you do and how you do it, you are an eligible employee. If you are subject to the control or direction of another as to the result only, and not how you do the work, you will generally be an independent contractor, and not an eligible employee.

The employer who pays you for services you perform may be able to help you determine whether you are an eligible employee.

Employees of Public School Systems

You are an eligible employee if you perform services as an employee, either directly or indirectly, for a public school system.

For example, if you are a principal, clerical employee, custodial employee, or teacher at a public elementary school, you are an eligible employee because you are performing services directly for a public school.

If you are involved in the operation or direction of an education program carried out through public schools, you are an eligible employee because you are performing services indirectly for those public schools. See *Elected or appointed to office*, later.

If you are an employee participating in an in-home teaching program, you are an eligible employee since these programs are merely an extension of the activities carried on by public schools.

Employees of a state's Department of Education. If you are a janitorial, custodial, or general clerical employee appointed by a state commissioner of education, you are an

eligible employee because you indirectly perform services for the public schools.

If you were appointed by a state commissioner of education to a position involving a significant degree of executive or policy making authority, and your appointment is based on required training or experience in the field of education, you are an eligible employee because you indirectly perform services for the public schools.

Elected or appointed to office. If you occupy an elective or appointive office, you may be an eligible employee. You are an eligible employee if your office is one to which a person is elected or appointed only if he or she has received training, or is experienced, in the field of education.

A commissioner or superintendent of education generally is considered an employee performing services for an educational organization. However, a university regent or trustee, or a member of a board of education, is not an eligible employee.

Employees of a state teachers' retirement system. If you are an employee of a retirement system set up to administer a state teachers' retirement program, you are not an eligible employee because you are not performing services, either directly or indirectly, for a public school.

Employees of Certain Tax-Exempt Organizations

Certain tax-exempt organizations (described under *Qualified Employer*, earlier) can purchase TSA contracts for their employees. Employees of these tax-exempt organizations include individuals who perform services as social workers, members of the clergy, teachers, professors, clerks, secretaries, etc.

For more information on who is an employee, see Publication 15A.

Ministers

If you are a duly ordained, commissioned, or licensed minister of a church and are working as a minister or chaplain, you may be an eligible employee. You are an eligible employee if, in connection with the exercise of your ministry, you are either self-employed or working for an organization with which you share common religious bonds, but which is not a qualified tax-exempt organization of the type described earlier under *Tax-Exempt Organizations*.

Contributions

A TSA plan can be funded by the following contributions:

- Elective deferrals,
- Nonelective employer contributions,
- After-tax employee contributions, or
- A combination of the above.

Elective deferrals defined. Under a salary reduction agreement (defined later), your employer's plan may permit your employer to contribute part of your pay to a retirement fund, rather than pay it to you. These employer contributions are called "elective deferrals" because:

- 1) You choose (elect) to set aside part of your pay, and
- 2) Tax on that part of your pay is postponed (deferred) until it is distributed to you.

Nonelective employer contributions defined. An employer contribution to a TSA plan is treated as a nonelective contribution if employees are not required to choose the contributions. The employer chooses to make these contributions to the TSA plans. The employer must be a qualified employer (defined earlier) for the contributions to be excluded from the employee's gross income. These contributions are subject to the limit on employer contributions discussed later.

After-tax employee contributions. If the plan permits these contributions, an employee contribution made with funds on which income taxes have already been paid is treated as an after-tax contribution. A salary payment on which income tax was withheld is an example of such funds. These contributions are subject to the limit on employer contributions.

Exclusion From Gross Income

Generally, if you are an eligible employee (defined earlier), you can exclude from gross income your qualified employer's (defined earlier) contributions to your TSA contract.

TIP Contributions made by a self-employed minister or chaplain who is treated as employed by a qualified tax-exempt organization to a retirement income account that is treated as a TSA contract are deductible (rather than excludable) up to the exclusion limits for TSA plans (discussed next). This is true unless the contributions are made by the employer of a chaplain and excluded from the chaplain's income as discussed under *Specials Rules under Includible Compensation*, later.

Exclusion Limits

Generally, the amount of contributions you can exclude for a tax year is the smallest of the following limits:

- 1) The limit on elective deferrals (discussed later) for the year.
- 2) The limit on employer contributions (discussed later) for the limitation year (discussed later) ending with or within your tax year.
- 3) The exclusion allowance (discussed later) for your tax year.

Alternative limits. You may be able to use an alternative limit to increase the amount you can exclude. See *Catch-up Election — Alternative Limits for Certain Employees*, later.

TIP The worksheets at the end of this publication are designed to help you determine the contribution limits that apply to you. To determine the exclusion allowance, use Worksheet 1; for the limit on employer contributions, use Worksheet 2; and for the limit on elective deferrals, use Worksheet 3. If you qualify to choose an alternative limit, use Worksheet 4, 5, or 6, whichever applies. See *Catch-up Election — Alternative Limits for Certain Employees*, later.

Rollover contributions. For purposes of determining the exclusion allowance, your employer's contributions do not include a rollover contribution from another TSA contract or a traditional individual retirement arrangement (IRA). A traditional IRA is any IRA that is not a Roth, SIMPLE, or education IRA.

Only elective deferrals. If all of the contributions are elective deferrals, the total must not be more than the smallest of the three limits in the preceding list.

Only nonelective contributions. If all of the contributions are nonelective contributions, only limits (2) and (3) apply.

Both elective deferrals and nonelective contributions. If the total contributions include both elective deferrals and nonelective contributions and limit (1) is the smallest of the limits in the preceding list, the elective deferrals minus limit (1) is an excess deferral and is included in your gross income. The total of all contributions (including the elective deferrals) minus the smaller of limit (2) or (3) is an excess contribution.

More than one TSA contract. If for any tax year elective deferrals are contributed to more than one TSA contract for you (whether or not with the same employer), you must combine all the elective deferrals to determine whether the total is more than the limit for that year. See *Limit on Elective Deferrals*, later.

Treatment of Excess Contributions

If the contributions to your TSA contract for a year are more than any of the limits discussed above under *Exclusion Limits*, you must include the excess in your income for that year. Further, if you have an excess because the contributions are more than limit (2), that excess reduces the amount of your exclusion allowance for future years, even though the excess has already been included in your income.

For more information on the treatment of excess contributions, see *Excess Deferrals*, *Limit on Employer Contributions*, and *Tax on Excess Contributions to a Custodial Account*, later.

Salary Reduction Agreement

The most common way to contribute to TSA contracts is through a salary reduction agreement. This is an agreement between the employer and employee under which the employee agrees to take a reduction in salary or to forego a salary increase and the employer contributes that amount to a TSA contract for that employee. These employer contributions are called "elective deferrals" and excluded from the employee's income when made and included in the employee's income when withdrawn. See *Limit on Elective Deferrals*, for more information.

 **TIP** You can enter into more than one salary reduction agreement during a tax year. In addition, for salary reduction purposes, you must use compen-

sation that has not yet been made available to you. (However, to determine what compensation can be used to figure the maximum exclusion allowance, see *Includible Compensation*, later, under *Exclusion Allowance*.)

Treatment of contributions. Amounts contributed by your employer under a salary reduction agreement and invested in a TSA contract for you are generally treated as elective deferrals (defined under *Contributions*, earlier).

Exemption. An employer contribution to your TSA contract is not treated as an elective deferral if it is made as a condition of employment or as a one-time choice by you when you first become eligible to participate in the agreement. But, if you can change or end the election to participate in the agreement, the election is not a one-time choice and the contributions are elective deferrals.

Limit on Elective Deferrals

As defined earlier, elective deferrals are employer contributions made under a salary reduction agreement to your TSA contract. There is an annual limit on the amount of elective contributions that you can defer. To determine the limit on elective deferrals, use Worksheet 3.

Deferrals subject to limit. The limit applies to the total of all elective deferrals contributed for the year on your behalf (even if by different employers) to:

- Cash or deferred arrangements (known as section 401(k) plans) to the extent excluded from your gross income,
- Section 501(c)(18) plans created before June 25, 1959, and only to the extent excluded from your gross income,
- SIMPLE plans,
- Simplified employee pension (SEP) plans, and
- Tax-sheltered annuity (TSA) plans.

Dollar limit. Generally, you cannot defer more than an allowable amount each year for all plans covering you, including TSA plans. For 1999, the allowable amount (limit) is \$10,000. This limit applies without regard to community property laws. If you defer more than the allowable amount for a tax year, you must include the excess in your gross income for that year. See *Excess Deferrals*, later.

Increase for 15-year employees. If you have a TSA contract and you have completed at least 15 years of service with a public school system, hospital, home health service agency, health and welfare service agency, church, or convention or association of churches (or associated organization), the \$10,000 limit is increased each tax year. The limit is increased by the **smallest** of the following:

- 1) \$3,000,
- 2) \$15,000, reduced by increases to the \$10,000 limit you were allowed in earlier years because of this rule, or

- 3) \$5,000 times the number of your years of service for the organization, minus the total elective deferrals made by the organization for you for earlier years.

For example, if you qualify, you may increase your elective deferrals to \$13,000. For the computation, see Step 2 of Worksheet 3.

Cost-of-living adjustment. Under current law, the \$10,000 limit is to be increased to reflect any increases in the Consumer Price Index in future years.

Excess Deferrals

Excess deferrals are total elective deferrals for the year minus the limit on elective deferrals.

Tax Treatment

General rule. If the total you defer for a tax year is more than the limit for the year, you must include the excess in your gross income for that year on line 7 of Form 1040.

Distribution of excess. If the plan allows you to receive the excess amount and that is what you choose to do, you must notify the plan as explained next.

One plan. If only one plan is involved, you must notify the plan by March 1 after the end of the tax year that an excess amount was deferred. The plan must then pay you the excess, along with any income on that amount, by April 15.

 **CAUTION** Because you are responsible for notifying the plan, you must monitor contributions to the plan.

More than one plan. If more than one plan is involved, you must notify each plan by March 1 of the amount to be paid from that particular plan, and the plan must then pay you that amount, along with any income on that amount, by April 15.

Distribution of excess by the required date. If you receive the excess amount by April 15, do not include it again in your gross income and do not subject it to the additional 10% tax for premature distributions. However, any income earned on the excess deferral that is distributed to you is taxable to you in the tax year paid but is not subject to the additional 10% tax for premature distributions.

If you receive part of the excess deferral and the income earned on it, you must treat the distribution as if ratably received from the excess deferral and the income earned on it.

Example. Assume that your excess deferral is \$1,800 and the income earned on it is \$200. If your distribution is \$1,000, \$900 $(\frac{1800}{2000} \times \$1,000)$ is from the excess deferral and \$100 $(\frac{200}{2000} \times \$1,000)$ is from the income earned that must be separately reported.

Excess left in the plan. If you leave the excess deferral in the plan, you must include the excess amount in your gross income for the tax year in which the amount was deferred. You cannot treat the excess amount as an investment in the contract (tax-free return of cost) when you figure the taxable amount of any future benefits or distributions. Thus, an excess deferral left in the plan would be taxed twice, once when contributed and again when distributed.

Limit on Employer Contributions

There is a limit on employer contributions to tax-sheltered annuity (TSA) plans for each limitation year (defined later). TSA plans are treated as defined contribution plans for purposes of this limit (which is also called the "general rule"). Under the general rule, an employer's contributions (including elective deferrals) to an employee's account under a defined contribution plan should not be more than the lesser of:

- 1) \$30,000, or
- 2) 25% of the employee's compensation (defined later) for the year.

This limit is in addition to the exclusion allowance (discussed later) and the limit on elective deferrals (discussed earlier). To determine the limit on employer contributions under the general rule, use Worksheet 2. Also, see *Catch-up Election — Alternative Limits for Certain Employees*, later.

Limitation year. Generally, your limitation year is the calendar year. However, you can elect to change to a different limitation year consisting of any period of 12 consecutive months by attaching a statement to your individual income tax return for the tax year you make the change.

Contributions in excess of employer limit. An excess employer contribution must be included in your gross income in the tax year when it is made.

For future tax years, the exclusion allowance (see *Exclusion Allowance*, later) must be reduced by this excess contribution even though it was not excludable from your gross income in the tax year when it was made.

TSA plan and qualified plan. If the limit is exceeded because you must combine a TSA plan with a qualified plan, the same rule applies. You must include the excess in your gross income for the tax year the excess contribution is made and reduce your exclusion allowance for any future years in which you are a participant in a TSA plan.

If you are a participant in both a TSA plan and a qualified plan, see *Limit on Employer Contributions to More Than One Plan*, later.

Excess contribution in earlier years. If in earlier years your employer made annual contributions to a TSA plan for you that were more than the annual maximum permitted under this limit on employer contributions, your exclusion allowance is reduced by the excess.

Reduction procedure. The exclusion allowance is reduced by including the excess contributions from prior years in amounts previously excludable (discussed later under *Exclusion Allowance*). Include prior years' excess contributions in amounts previously excludable only if the limit was exceeded for a tax year beginning after January 24, 1980.

Compensation. Generally, for purposes of the 25% of compensation limit (item (2) at the beginning of this discussion), compensation includes:

- Wages, salaries, and fees for personal services with the employer maintaining the plan, even if excludable as foreign earned income,

- Certain taxable accident and health insurance payments,
- Moving expense payments or reimbursements paid by your employer, if such payments are not deductible by you,
- The value of nonqualified stock options granted to you that are includible in your gross income in the year granted,
- Elective deferrals, and
- Amounts contributed or deferred by your employer for a cafeteria plan, or a section 457 plan.

Generally, compensation **does not include:**

- Contributions toward a TSA contract (other than elective deferrals),
- Contributions toward a deferred compensation plan if, before applying the limit on employer contributions, the contributions are not taxable,
- Distributions from a deferred compensation plan,
- Proceeds from the disposition of stock acquired under a qualified stock option, and
- Certain other amounts that are excludable from your income, such as group term life insurance premiums that are not taxable.

More than one TSA contract. For each year you apply this limit, you must combine the contributions to all TSA contracts made on your behalf by your employer. This is done whether or not you elect one of the alternative limits discussed under *Catch-up Election — Alternative Limits for Certain Employees*, later. You may also have to combine contributions to qualified plans of the same employer or an employer that you control (for purposes of applying this limit). See *Limit on Employer Contributions to More Than One Plan*, later.

Exclusion Allowance

The exclusion allowance is the amount of employer contributions (including **elective deferrals**) to your TSA contract that you can exclude from income. To figure the amount of the exclusion allowance, see *How To Figure*, later. You pay tax on the excluded amount when you receive a distribution from the TSA contract.

More than one TSA contract. If, during any tax year, you have two or more TSA contracts, custodial accounts, or retirement income accounts maintained by your employer, figure only one exclusion allowance for the TSA contracts because they are considered as one TSA contract.

More than one employer. If more than one qualified employer contributes to a TSA contract for you, you must figure a separate exclusion allowance for each qualified employer. Do not include amounts contributed, compensation, or years of service for one qualified employer in the computation for another qualified employer. Special rules apply to church employees, as discussed under *Years of Service*, later.

Employer must remain qualified. The exclusion allowance applies only to those contributions made while your employer was a qualified employer. If, for example, your employer loses tax-exempt status and is no longer qualified, your exclusion allowance will not apply to the employer's contributions made during period(s) that the employer is not qualified.

Catch-up election for certain employees. Certain employees can elect to substitute the limit on employer contributions for the exclusion allowance under an alternate rule called the "overall limit" (explained under *Catch-up Election — Alternative Limits for Certain Employees*, later). Only employees of public schools, hospitals, home health service agencies, health and welfare service agencies, churches, and certain church-related organizations can make the election.

Minimum exclusion allowance for church employees. If you are a church employee (defined later under *Years of Service*) and your adjusted gross income (figured without regard to community property laws) is less than \$17,000, you are entitled to exclude from your gross income a certain minimum amount called a minimum exclusion allowance. The minimum is your exclusion allowance figured as explained earlier, but not less than the smaller of:

- 1) \$3,000, or
- 2) Your includible compensation (defined later).

How To Figure

To determine your annual exclusion allowance, you will need to know the following:

- Includible compensation,
- Years of service, and
- Amounts previously excludable.

You can determine the exclusion allowance at the end of your tax year by using Worksheet 1 at the end of this publication.

Reduction of the exclusion allowance. You must reduce your exclusion allowance by the excess of your employer's contributions (for tax years beginning after January 24, 1980) over the limit on employer contributions for those years. (See *Contributions in excess of employer limit* under *Limit on Employer Contributions*, earlier.)

For future years, treat the excess as though it were an amount previously excludable.

Includible Compensation

For purposes of figuring your exclusion allowance, includible compensation generally is the amount of pay that you received from the employer who made contributions to your TSA contract and that you must include in income for the most recent period (ending no later than the end of your tax year) which you can count as one year of service. It does not include your employer's contributions to your TSA contract. You determine the amount that must be included in income without taking into account the foreign earned income exclusion. See *Most Recent One-Year Period of Service*, later.

For purposes of figuring your exclusion allowance, the following amounts are includible compensation. Generally, these amounts are not included in income.

- Elective deferrals (employer's contributions made on your behalf under a salary reduction agreement).
- Amounts contributed or deferred by your employer under a section 125 cafeteria plan.
- Amounts contributed or deferred under a section 457 nonqualified deferred compensation plan (state or local government or tax-exempt organization plan).

Self-employed ministers. If you are a self-employed minister treated as an employee of a tax-exempt organization, your includible compensation is your net earnings from your ministry minus the contributions made to the retirement plan on your behalf and the deduction for half of the self-employment tax.

Special Rules

When figuring your includible compensation, you should examine the following exceptions and definitions.

Employer not qualified. Only the compensation earned from the employer purchasing your TSA contract is includible compensation. Do not include compensation earned while your employer was not a qualified employer. However, your employer's status when you actually receive the compensation does not matter.

Other employers. Compensation from employers who are not purchasing your TSA contract and compensation from other sources generally is not includible compensation. However, see *Service with one employer* under *Years of Service*, later.

Contributions for a TSA contract. Contributions by your employer for a TSA contract are not part of includible compensation.

Foreign missionary. However, if you are a foreign missionary during the tax year, your includible compensation includes contributions by the church during the year toward your TSA contract.

You are a foreign missionary if:

- 1) You are a lay person or a duly ordained, commissioned, or licensed minister of a church,
- 2) You are an employee of a church or a convention or association of churches, and
- 3) You are performing services for the church outside the United States.

Contributions to a church plan on behalf of a minister. If you are a duly ordained, commissioned, or licensed minister and, in the exercise of your ministry, you are employed by an organization with which you share common religious goals, but which is not a qualified tax-exempt organization of the type described earlier under *Tax-Exempt Organizations*, contributions made to a church plan on your behalf are excluded from your gross income to the extent they would have been excluded had you been an employee of a church.

For purposes of this rule, a minister of a church also includes:

- 1) A self-employed minister, and
- 2) A minister employed by an organization other than a tax-exempt organization that shares a common religious bond with the minister.

Contributions to a TSA contract and a qualified retirement plan. If your employer makes contributions for you toward both a TSA contract and a qualified retirement plan, your employer's contributions to the qualified retirement plan that you can exclude from income are not part of includible compensation for figuring your exclusion allowance.

Contributions that are more than your exclusion allowance. Contributions that are more than your exclusion allowance are not part of compensation for figuring your exclusion allowance, but they must be included in your gross income.

Example. After taking a reduction in salary to pay for your employer's contribution to a TSA contract during your first year of employment, you received a salary of \$12,000. According to your agreement, \$2,800 (\$400 more than your exclusion allowance) is contributed for your contract. Use \$12,000 as includible compensation in figuring the exclusion allowance, even though you must include \$12,400 in gross income.

The cost of incidental life insurance. The cost of incidental life insurance provided under a TSA contract is not includible compensation even though the cost is taxable to you. This part of the cost of your TSA contract is treated as contributed by you, rather than your employer, and is part of your cost (basis) in the contract.

Foreign earned income exclusion. Excludable foreign earned income is part of includible compensation.

Most Recent One-Year Period of Service

When determining your includible compensation for purposes of figuring the exclusion allowance, first take into account the services you performed during the tax year for which you are figuring the exclusion allowance. Keep in mind that your most recent one-year period of service may not be the same as your employer's most recent annual work period. This can happen if your tax year is not the same as that of your employer.

Tax year different than that of employer. If your tax year is not the same as that of your employer, your most recent one-year period of service is made up of parts of at least two of your employer's annual work periods.

Example. A professor who reports her income on a calendar year basis is employed on a full-time basis by a university that operates on an academic year (October through May). For purposes of computing her exclusion allowance for 1999, the professor's most recent one-year period of service consists of her service performed during January through May of 1999 and her service performed during October through December of 1999.

Part-time or employed only part of year. If you are a part-time employee, or a full-time employee who is employed for only part of the year, your most recent one-year period of

service consists of your service this year and your service for as many previous years as is necessary to total one full year of service. (See *Full year of service*, later, under *Rules for Figuring*.) You add up your most recent periods of service to determine your most recent one-year period of service. First, take into account your service during your tax year for which the exclusion allowance is being determined. Then add your service during your next preceding tax year and subsequent tax years until your total service equals one year of service.

Example. You were employed on a full-time basis during the months July through December 1997 (1/2 year of service), July through December 1998 (1/2 year of service), and October through December 1999 (1/4 year of service), your most recent one-year period of service for purposes of computing your exclusion allowance for 1999 is the total of your service during 1999 (1/4 year of service), your service during 1998 (1/2 year of service), and your service during the months October through December 1997 (1/4 year of service).

Not yet employed for one year. If at the close of your tax year, you have not yet worked for your employer for one year (including time you worked for the same employer in earlier tax years), use the period of time you have worked for the employer as your most recent one-year period of service.

Years of Service

For purposes of figuring your exclusion allowance, your years of service depend on your employment status with the employer who maintains the TSA plan for the current tax year and earlier tax years. How you figure your years of service depends on whether you were a full-time or a part-time employee, whether you worked for the full year or only part of the year, and whether you have worked for your employer for one year.

Definition

Your years of service are the total number of years you worked for your employer figured as of the end of the tax year for which you are figuring an exclusion allowance. The service need not be continuous.

Rules for Figuring

Take the following rules into account when figuring your years of service.

Less than one year of total service. Your years of service cannot be less than one year. If at the end of your tax year, you have less than one year of service (including service in any previous years), figure your exclusion allowance as if your years of service is one year.

Status of employer. Your years of service will only include periods during which your employer was a qualified employer, defined earlier.

Service with one employer. Generally, you cannot count service for any other employer.

Church employee. If you are a church employee, treat all of your years of service with related church organizations as years of service with one employer. If during your

church career you transfer from one organization to another within that church or to an associated organization, treat all this service as service with a single employer. When these organizations make contributions to your TSA contracts, treat them as made by the same employer.

A church employee is anyone who is an employee of a church or a convention or association of churches. This includes an employee of a tax-exempt organization controlled by or associated with a church or a convention or association of churches.

Self-employed ministers. If you are a self-employed minister, your years of service include full and part years in which you have been treated as employed by a qualified tax-exempt organization.

Full-time employee for full year. Count each full year during which you were employed full-time as one year of service. In determining whether you were employed full-time, compare the amount of work you were required to perform with the amount of work normally required of others who held the same position with the same employer and who generally received most of their pay from the position.

How to compare. You can use any method that reasonably and accurately reflects the amount of work required. For example, if you are a teacher, you can use the number of hours of classroom instruction as a measure of the amount of work required.

In determining whether positions with the same employer are the same, consider all of the facts and circumstances concerning the positions, including the work performed, the methods by which pay is determined, and the descriptions (or titles) of the positions.

Example. An assistant professor employed in the English department of a university will be considered a full-time employee if the amount of work that he is required to perform is the same as the amount of work normally required of assistant professors of English at that university who get most of their pay from that position.

If no one else works for your employer in the same position, compare your work with the work normally required of others who held the same position with similar employers or similar positions with your employer.

Full year of service. A full year of service for a particular position means the usual annual work period of anyone employed full-time in that general type of work at that place of employment.

Example. If a doctor works for a hospital 12 months of a year except for a one-month vacation, the doctor will be considered as employed for a full year if the other doctors at that hospital also work 11 months of the year with a one-month vacation. Similarly, if the usual annual work period at a university consists of the fall and spring semesters, an instructor at that university who teaches these semesters will be considered as working a full year.

Part-time or employed only part of year. You include a fraction of a year of service for each year during which you were a full-time employee for part of the year or a part-time employee for the entire year or for a part of the year.

Full-time for part of year. If you worked full time for part of the year, you figure the fraction of a year of service to include by dividing the number of weeks (or months) during which you were a full-time employee by the number of weeks (or months) considered the usual annual work period for the position you held.

Example. If you were employed full time as an instructor by a university for the 1999 spring semester (which lasts from February 1999 through May 1999) and the academic year of the university is 8 months long, (from October 1998 through May 1999), you completed 4/8 of a year of service.

Part-time for full year. If you worked part time for a full year, you figure the fraction of a year of service to include by dividing the amount of work required of you by the amount of work normally required of someone holding the same position on a full-time basis. You can use any method that reasonably and accurately reflects the amount of work required. You can use the number of hours of classroom instruction as a measure of the amount of work required.

Example. A practicing physician teaches one course at a local medical school 3 hours per week for two semesters. Other faculty members at the same school teach 9 hours per week for two semesters. The practicing physician is considered as having completed 3/9 of a year of service.

Part-time for part of year. If you worked part time for part of the year, you figure the fraction of a year of service to include by multiplying two fractions. Figure one fraction as if you worked full time for part of the year and figure the other fraction as if you worked part time for the full year.

Example. An attorney teaches a course for 3 hours per week for one semester at a law school. The full-time instructors at that law school teach 12 hours per week for two semesters. The fractional part of a year of service for the part-time instructor is computed as follows:

- 1) The fractional year of service if the instructor was a part-time employee for a full year is 3/12 (number of hours employed divided by the usual number of hours of work required for that position).
- 2) The fractional year of service if the instructor was a full-time employee for part of a year is 1/2 (period worked or one semester, divided by usual work period, or 2 semesters).

These fractions are multiplied to obtain the fractional year of service: 3/12 times 1/2, or 3/24 (1/8).

Amounts Previously Excludable

To figure your exclusion allowance, you must know the amounts previously excludable from your income.

Definition

Amounts previously excludable is the total of all contributions for retirement benefits made for you by your employer that you could exclude from your gross income. It does not in-

clude amounts for the tax year for which the current exclusion allowance is being figured.

Amounts previously excludable include contributions in earlier years by your employer to:

- A tax-sheltered annuity (TSA) plan,
- A qualified annuity plan or a qualified pension, profit-sharing, or stock bonus trust,
- A qualified bond-purchase plan,
- A retirement plan under which the contributions originally were excludable by you only because your rights to the contributions were forfeitable when made, and which also were excludable by you when your rights became nonforfeitable (This does not apply to contributions made after 1957 to purchase an annuity contract if your employer was an exempt organization when the contributions were made.), or
- An eligible deferred compensation plan (under Code section 457) of a state or local government or tax-exempt organization, even if maintained by a separate employer.

You must treat contributions to a state teachers retirement system made for you in earlier tax years, up to the amount that was excludable, as amounts previously excludable.

You must treat employer contributions and other additions in earlier years (beginning after January 24, 1980) that were more than the limit as if they were amounts previously excludable. See *Limit on Employer Contributions*, earlier.

How To Figure

If you do not know the amount that an employer contributed to a plan on your behalf, you can figure your part of your employer's contributions by any method using recognized actuarial principles that are consistent with your employer's plan and the method used by your employer for funding the plan. You can also use the following formula.

Formula. Determine the contributions your employer made for you as of the end of any tax year by multiplying the following four items.

- 1) The **projected annual amount** of your pension (as of the end of the tax year) to be provided at normal retirement age from employer contributions, based on the plan provisions in effect at that time and assuming your continued employment with that employer at your then current salary rate.
- 2) The value from **Table I** based on the normal retirement age as defined in the plan.
- 3) The amount from **Table II** for the sum of the following two items:
 - a) The number of years remaining from the end of the tax year to normal retirement age, and
 - b) The lesser of the number of years of service credited through the end of the tax year or the number of years that the plan has been in existence at that time.

- 4) The **lesser** of the number of years of service credited through the end of the tax year or the number of years that the plan has been in existence at that time.

An example of the use of this formula follows *Table I* and *Table II*.

Table I

[Value at normal retirement ages of annuity of \$1.00 per year payable in equal monthly installments during the life of the employee.]

Ages	Value
40	11.49
41	11.40
42	11.31
43	11.22
44	11.12
45	11.01
46	10.91
47	10.79
48	10.68
49	10.56
50	10.43
51	10.30
52	10.18
53	10.04
54	9.89
55	9.75
56	9.60
57	9.44
58	9.28
59	9.13
60	8.96
61	8.79
62	8.62
63	8.44
64	8.25
65	8.08
66	7.88
67	7.70
68	7.50
69	7.29
70	7.10
71	6.88
72	6.68
73	6.46
74	6.25
75	6.03
76	5.82
77	5.61
78	5.40
79	5.20
80	4.99

Note: If the normal form of retirement benefit under the plan is other than a straight-life annuity, divide the value from *Table I* by the appropriate figure as follows:

Annuity for 5 years certain and life thereafter	0.97
Annuity for 10 years certain and life thereafter	0.90
Annuity for 15 years certain and life thereafter	0.80
Annuity for 20 years certain and life thereafter	0.70
Life annuity with installment refund	0.80
Life annuity with cash refund	0.75

The term "cash refund" refers to a refund of accumulated employer contributions, not to a refund of employee contributions only, often referred to as "modified cash refund."

Table II

[Level annual contribution which will accumulate to \$1.00 at the end of a number of years.]

Number of years	Amount	Number of years	Amount
1	\$1.0000	26	\$.0125
2	.4808	27	.0114
3	.3080	28	.0105
4	.2219	29	.0096
5	.1705	30	.0088
6	.1363	31	.0081
7	.1121	32	.0075
8	.0940	33	.0069
9	.0801	34	.0063
10	.0690	35	.0058
11	.0601	36	.0053
12	.0527	37	.0049
13	.0465	38	.0045
14	.0413	39	.0042
15	.0368	40	.0039
16	.0330	41	.0036
17	.0296	42	.0033
18	.0267	43	.0030
19	.0241	44	.0028
20	.0219	45	.0026
21	.0198	46	.0024
22	.0180	47	.0022
23	.0164	48	.0020
24	.0150	49	.0019
25	.0137	50	.0017

Example. Joe Blue, who was 29 at the end of 1999, has been employed by the Oak County school system since 1996. In 1996, Joe's employer contributed to a TSA plan on his behalf. Since 1996, Joe's employer has contributed to both the TSA plan and a statewide retirement system that provides a straight-life annuity upon retirement. Joe is covered by both plans.

Joe wishes to figure the amounts previously excludable under both plans so that he can figure the exclusion allowance for 1999. His employer's contributions to the statewide retirement system were not allocated among the individual employees.

Joe's employer gives him the following information:

Employer contributions to the TSA plan that were excludable from gross income in prior years:

1996	\$2,000
1997	2,400
1998	2,800

The **projected annual amount** of Joe's retirement system pension (as of the end of 1998 when Joe was 28) is \$12,000. The pension begins at age 65 from his employer's contributions. This is based on 1998 plan provisions and assumes that Joe works for the same employer until age 65 at his 1998 salary. Normal retirement age is 65.

Joe figures the amounts previously excludable under the pension plan as follows:

- Projected annual amount** of pension at normal retirement age (65) \$12,000
- Table I** value at normal retirement age (65) 8.08
- Table II** amount for the sum of:
 - Number of years from end of the preceding tax year (1998) to normal retirement age (65 minus 28). 37
 - Plus: Lesser of years of plan existence or years of service 3

Table II amount for total of 400039

4. **Lesser** of years of plan existence or years of service 3

Joe multiplies (1) times (2) times (3) times (4).

\$12,000 x 8.08 x .0039 x 3 = **\$1,134.43**

Joe then adds his employer's contributions to the pension plan (\$1,134.43) to the excludable contributions to the TSA plan in years prior to the 1999 tax year (\$7,200) to determine the amounts previously excludable of \$8,334.43.

Note: See *Contributions in excess of employer limit*, earlier, under *Limit on Employer Contributions*.

Comprehensive Example

The following example demonstrates how to use Worksheets 1, 2, and 3 to determine the amount of elective deferrals excludable from gross income for the current tax year. Since the smallest of the three limits is your limit for the year, first determine the amount of each limit and then compare the limits to one another. The worksheets at the end of this publication will help you determine the limit amounts.

Example. At the end of 1999, you had completed 3 years of service with your employer. Your salary for 1999 was \$32,000 after being reduced under a revocable salary reduction agreement by \$3,600 to finance your employer's contributions toward the purchase of a TSA contract for you. Your elective deferrals for the year totaled \$3,600, \$100 of which was for current term life insurance protection. Remember, your elective deferrals are considered employer contributions.

In previous years, your elective deferrals to the regular retirement plan totaled \$7,200, all of which you properly excluded from gross income.

First, figure your exclusion allowance (the amount excludable from gross income) and the amount of any employer contributions includable in your gross income for 1999 as follows:

Worksheet 1- Exclusion Allowance

- Enter your **includible compensation** \$35,600
- Percentage limit **20%**
- Multiply line 1 by line 2 \$7,120
- Enter your **years of service** 3
- Multiply line 3 by line 4 \$21,360
- Enter **amounts previously excludable** \$7,200
- Subtract line 6 from line 5. This is your **exclusion allowance** (before any reduction for excess contributions) **\$14,160**

Worksheet 2 - Limit on Employer Contributions

Step 1 - Limit on Employer Contributions

- Enter your **compensation** for the year \$35,600
- Compensation limit **25%**
- Multiply line 1 by line 2 \$8,900
- Maximum **\$30,000**
- Enter the lesser of line 3 or line 4. This is your **limit on employer's contributions**. **\$8,900**

Step 2 - Contributions in Excess of Employer Limit

- Enter your employer's contributions for the current year (not including the cost of life insurance) \$3,500

- 7) Enter the **limit on employer contributions** (line 5 above) \$8,900
- 8) Subtract line 7 from line 6 (if zero or less, enter (0)). These are **contributions in excess of the employer limit** \$0

Step 3 – Amount Excludable From Gross Income

- 9) Enter your **exclusion allowance** (Worksheet 1, line 7) \$14,160
- 10) Enter your **limit on elective deferrals** (Worksheet 3, line 20) ... \$10,000
- 11) Enter the least of lines 6, 7, 9, and 10. This is the **amount excludable from gross income** \$3,500

Step 4 – Amount Includable in Gross Income

- 12) Enter your **employer's contribution** for the current year (line 6 above) \$3,500
- 13) Enter the **amount excludable from gross income** (line 11 above) \$3,500
- 14) Subtract line 13 from line 12 (if zero or less, enter (0)). This is the **amount includible in gross income** \$0

Worksheet 3 – Limit on Elective Deferrals

Step 1 – Total Elective Deferrals

- 1) Enter elective deferrals to TSA plans for the year under a salary reduction agreement \$3,600
- 2) Enter elective deferrals for the year under cash or deferred arrangements (section 401(k) plans) and section 501(c)(18) plans \$0
- 3) Enter elective deferrals for the year to salary reduction simplified employee pension (SEP) plans and to SIMPLE plans \$0
- 4) Add lines 1, 2, and 3. This is the **total elective deferrals** for the year \$3,600

Step 2 – Increase in Limit for Long Service

Note: If you do not have at least 15 years of service with a qualifying organization, skip lines 5 through 13, and enter zero (0) on line 14. (See *Increase for 15-year employees under Limit on Elective Deferrals*.)

- 5) Amount per year of service **\$5,000**
- 6) Enter your **years of service** with the qualifying organization
- 7) Multiply line 5 by line 6
- 8) Enter the total of all elective deferrals for prior years made for you by the qualifying organization
- 9) Subtract line 8 from line 7 (if zero or less, enter (0))
- 10) Maximum increase in limit for long service **\$15,000**
- 11) Enter all prior year increases in limit for long service
- 12) Subtract line 11 from line 10
- 13) Maximum additional contributions . **\$3,000**
- 14) Enter the least of lines 9, 12, or 13. This is the **increase in limit for long service** \$0

Step 3 – Limit on Elective Deferrals

- 15) Additional amount **\$10,000**
- 16) Add lines 14 and 15 \$10,000
- 17) Basic allowable amount for 1999 . **\$10,000**
- 18) Subtract line 17 from line 16 \$0
- 19) Enter the lesser of lines 4 and 18. \$0

- 20) Add lines 17 and 19. This is your **limit on elective deferrals** for the year \$10,000
- 21) Subtract line 20 from line 4 (if zero or less, enter (0)). This is your **excess elective deferrals** for the year \$0

Catch-up Election — Alternative Limits for Certain Employees

If you are an employee of a public school (or public school system), a hospital, a home health service agency, a health and welfare service agency, or a church or church-related organization that contributes to a tax-sheltered annuity (TSA) plan for you, you can make a "catch-up" election to increase the limit on your employer's contributions by using one of three alternative limits. See also *Special Election for Church Employees*, later.

Home health service agency. This is a tax-exempt organization that has been determined by the Secretary of Health and Human Services to be a home health agency as defined in section 1861(o) of the Social Security Act.

Church. For this purpose this includes a church, convention or association of churches, or a tax-exempt organization controlled by or associated with a church or a convention or association of churches.

Alternative limits. There are three alternative limits.

- 1) The "year of separation from service limit."
- 2) The "any year limit."
- 3) The "overall limit."

Electing (choosing) a limit. You can elect any one of the three limits, but with certain restrictions, as explained later under *Making the Election*. For example, you cannot make more than one election and, once an election is made, it is irrevocable and another alternative limit cannot be selected in a subsequent year. However, you can still choose to apply the general rule.

Effect of election. Generally, the election to use either the "any year limit," or the "year of separation limit" permits you to exclude from gross income a larger amount of employer contributions than would have been allowed under the part of the "general rule" that limits employer contributions to 25% of your compensation. If you elect to use the "overall limit," you may be able to exclude a larger amount because you can disregard the exclusion allowance (discussed earlier) that would otherwise apply.

You make the election to apply one of these alternative limits by figuring your tax using the limit you choose.

Excess contributions. If employer contributions are included in your income for a tax year because they exceed any of these al-

ternative limits for that year, the excess reduces the amount of your exclusion allowance for future years, even though the excess has already been included in your income.

Year of Separation From Service Limit

Figure your exclusion allowance as explained earlier, except, for your years of service, count only the service you performed during the 10-year period ending on the date of separation. Do not use a period longer than 10 years even if the 10-year period is less than your actual number of years of service. Your amounts previously excludable are the amounts excludable during your most recent 10 years of service. All service for your employer performed within the 10-year period must be taken into account. You can use *Worksheet 4 –Year of Separation From Service Limit Election* to determine the amount you can exclude from income.

Figuring the Limit

For the limitation year (defined under *Limit on Employer Contributions*, earlier) that ends with or within the tax year you stop working for a public school or public school system, hospital, church, or other organization listed above, you can elect to substitute your exclusion allowance (modified as discussed below) for the 25% of your compensation limit on employer contributions under the general rule. See *Limit on Employer Contributions*, earlier. The \$30,000 limit on employer contributions still applies. The limit on elective deferrals also still applies to the extent the contributions consist of elective deferrals. See *Limit on Elective Deferrals*, earlier.

Limit. Compare this modified exclusion allowance to the \$30,000 limit on employer contributions and the limit on elective deferrals, if it applies. Your "year of separation from service limit" is the smallest of these.

If your employer contributions for the year are more than the smallest of:

- 1) Your modified exclusion allowance,
- 2) \$30,000, or
- 3) The limit on elective deferrals, if it applies,

you must include the excess in gross income.

Example. Frank Green, president of a university, plans to retire on December 31, 1999, after 20 years of service. His compensation for 1999, which was not reduced by any elective deferrals, is \$100,000. During the 10-year period before the date of separation from service, Frank's employer contributed \$40,000 to Frank's TSA contract. The contributions, which were nonelective, were excludable from Frank's gross income. During all his years of service, his employer contributed a total of \$60,000 that was excludable from Frank's gross income. For 1999, Frank elects to have his employer contribute the maximum amount permitted for nonelective employer contributions to his TSA contract. He figures that amount using the "year of separation from service limit" as follows:

Worksheet 4 – Year of Separation From Service Limit Election

Step 1 – Limit on Employer Contributions

1) Enter your includible compensation	\$100,000
2) Percentage limit	20%
3) Multiply line 1 by line 2	\$20,000
4) Enter your years of service (limited to 10 years)	10
5) Multiply line 3 by line 4	\$200,000
6) Enter amounts previously excludable during 10 years (including prior year excess contributions)	\$40,000
7) Subtract line 6 from line 5. This is your exclusion allowance	\$160,000
8) Maximum	\$30,000
9) Enter the lesser of line 7 or line 8. This is the year of separation from service limit on employer contributions	\$30,000

Because Frank elected this alternative limit, and because there are no elective deferrals, his employer can contribute \$30,000 to Frank's TSA contract during the year of his separation from service without making an excess contribution.

In Worksheet 1 (below), Frank's unadjusted exclusion allowance is \$340,000. In Worksheet 2 (below), employer contributions to Frank's TSA contract are limited to \$25,000. If it were not for this election, the limit on employer contributions for Frank would be \$25,000 (Worksheet 2). Instead, the limit is \$30,000.

Worksheet 1– Exclusion Allowance

1) Enter your includible compensation	\$100,000
2) Percentage limit	20%
3) Multiply line 1 by line 2	\$20,000
4) Enter your years of service	20
5) Multiply line 3 by line 4	\$400,000
6) Enter amounts previously excludable	\$60,000
7) Subtract line 6 from line 5. This is your exclusion allowance (before any reduction for excess contributions)	\$340,000

Worksheet 2 – Limit on Employer Contributions

Step 1 – Limit on Employer Contributions	
1) Enter your compensation for the year	\$100,000
2) Compensation limit	25%
3) Multiply line 1 by line 2	\$25,000
4) Maximum	\$30,000
5) Enter the lesser of line 3 or line 4. This is the limit on employer contributions	\$25,000

Any Year Limit

For any limitation year (defined under *Limit on Employer Contributions*, earlier), you can substitute for the 25% of employee's compensation limit the **smallest** of the following amounts.

- 1) \$4,000, plus 25% of your includible compensation for the tax year in which the limitation year ends.
- 2) The exclusion allowance for the tax year in which the limitation year ends.
- 3) \$15,000.

If you elect this limit, the maximum permitted contribution to your TSA plan is \$15,000, not the \$30,000 that may apply under other limits.

If your employer annual contributions are more than the smallest of:

- 1) Your "any year limit,"
- 2) The exclusion allowance, or
- 3) The limit on elective deferrals (to the extent the contributions are elective deferrals),

you must include the excess in your gross income. To figure the excluded amount using the "any year limit," use Worksheet 5.

Example. Bill Black is a principal with the Maple County school system. In 1999, his 17th year of service, Bill's salary is \$39,000 without reduction for an amount under a salary reduction agreement. Bill's employer had contributed \$34,400 to the TSA plan in earlier years and all the contributions were excluded from Bill's income. Under a salary reduction agreement, Bill and his employer agree to elective deferral contributions of \$9,000 that may be excluded from Bill's gross income. To find the maximum employer contribution allowed, Bill figured the "any year limit" as follows:

Worksheet 5 – Any Year Limit Election

Step 1– Limit on Employer Contributions

1) Enter your compensation for the year	\$39,000
2) Percentage	25%
3) Multiply line 1 by line 2	\$9,750
4) Additional amount	\$4,000
5) Add lines 3 and 4. This is a tentative limit	\$13,750
6) Enter your includible compensation	\$39,000
7) Percentage limit	20%
8) Multiply line 6 by line 7	\$7,800
9) Enter your years of service	17
10) Multiply line 8 by line 9	\$132,600
11) Enter amounts previously excludable	\$34,400
12) Subtract line 11 from line 10. This is your exclusion allowance	\$98,200
13) Maximum	\$15,000
14) Enter the least of lines 5, 12, or 13. This is the any year limit on employer contributions	\$13,750

Under this alternative limit, Bill's employer can contribute \$13,750 to the TSA plan.

Bill's exclusion allowance is \$98,200. The maximum amount the employer can contribute on Bill's behalf is \$13,750. Since the \$9,000 contribution is less than the tentative limit, the exclusion allowance, and the maximum limit, \$9,000 can be excluded from Bill's gross income.

If it were not for the alternative limit (the "any year limit"), the maximum amount Bill's employer could contribute under the general rule would be \$9,750 (the lesser of \$30,000 or \$9,750 (25% × \$39,000)). See also *Examples of Catch-up Elections*, later.

Overall Limit

You can elect to have the limit on your employer contributions **and** your exclusion allowance be equal to the lesser of \$30,000 or 25% of compensation (as defined under *Limit on Employer Contributions*, earlier) for the limitation year ending in the tax year. Under this election, you disregard the computation of the exclusion allowance. To determine the amount excluded under the overall limit use Worksheet 6 – *Overall Limit Election*.

Include in your gross income any contribution to your TSA contract that is more than the lesser of:

- The limit on employer contributions (\$30,000 or 25% of compensation), or
- The elective deferral limit (\$10,000), if it applies.

If you elect the "overall limit" as your alternative limit, you must combine employer contributions to your TSA plan with your employer's contributions to a qualified plan to determine whether the limits on employer contributions have been exceeded. See *Limit on Employer Contributions to More Than One Plan*, later.

Example. Mary White is employed as a nurse with Apple City General Hospital. In her 11th year of service, she agrees to have her employer contribute additional amounts to her TSA plan for catch-up contributions.

Her compensation for 1999 is \$35,000. She figures the "overall limit" on contributions to be \$8,750, as follows:

Worksheet 6 – Overall Limit Election

Step 1 – Limit on Employer Contributions

1) Enter your compensation for the year	\$35,000
2) Percentage	25%
3) Multiply line 1 by line 2	\$8,750
4) Maximum	\$30,000
5) Enter the lesser of line 3 or line 4. This is the overall limit on employer contributions	\$8,750

Examples of Catch-up Elections

The following examples show how you can use the three alternative limits just discussed to maximize the amount of employer contributions to a TSA plan that you can exclude from income.

Example 1. Eli Green was an employee of Maple Hospital, a tax-exempt charitable organization, for the entire 1999 calendar year. His employer's contributions to a TSA plan for him are not subject to the elective deferral limit. Eli has a salary of \$30,000 for the year. He has 4 years of service with his employer as of December 31, 1999. During Eli's prior service with Maple Hospital, his employer had contributed \$12,000 on Eli's behalf to a TSA plan, and Eli excluded the amount from gross income in earlier years. Thus, for 1999, Eli's exclusion allowance is \$12,000, figured as follows:

Worksheet 1– Exclusion Allowance

1) Enter your includible compensation	\$30,000
2) Percentage limit	20%
3) Multiply line 1 by line 2	\$6,000
4) Enter your years of service	4
5) Multiply line 3 by line 4	\$24,000
6) Enter amounts previously excludable	\$12,000
7) Subtract line 6 from line 5. This is your exclusion allowance (before any reduction for excess contributions)	\$12,000

The limit under the general rule is \$7,500 (the lesser of \$30,000 or \$7,500 (25% × \$30,000)).

Without the catch-up elections provided for certain employees, \$7,500 would be the maximum contribution Maple Hospital could make for TSA contracts on behalf of Eli for

1999 without increasing Eli's gross income for that year.

Since Eli is an employee of a hospital, he can elect one of the catch-up limits. Eli can elect either the "any year limit" or the "overall limit." He cannot elect the "year of separation from service limit" since he does not separate from service in 1999.

If Eli elects the "any year limit," Maple Hospital could contribute \$11,500 on his behalf for 1999 to a TSA plan, figured as follows:

Worksheet 5 – Any Year Limit Election

Step 1 – Limit on Employer Contributions

1) Enter your compensation for the year	\$30,000
2) Percentage	25%
3) Multiply line 1 by line 2	\$7,500
4) Additional amount	\$4,000
5) Add lines 3 and 4. This is a tentative limit	\$11,500
6) Enter your includible compensation	\$30,000
7) Percentage limit	20%
8) Multiply line 6 by line 7	\$6,000
9) Enter your years of service	4
10) Multiply line 8 by line 9	\$24,000
11) Enter amounts previously excludable	\$12,000
12) Subtract line 11 from line 10. This is your exclusion allowance	\$12,000
13) Maximum	\$15,000
14) Enter the least of lines 5, 12, or 13. This is the any year limit on employer contributions	\$11,500

If Eli elects the "overall limit," Maple Hospital could contribute only a maximum of \$7,500 without increasing Eli's gross income for the year figured as follows:

Worksheet 6 – Overall Limit Election

Step 1 – Limit on Employer Contributions

1) Enter your compensation for the year	\$30,000
2) Percentage	25%
3) Multiply line 1 by line 2	\$7,500
4) Maximum	\$30,000
5) Enter the lesser of line 3 or line 4. This is the overall limit on employer contributions	\$7,500

Example 2. Assume the same facts as in Example 1, except that Maple Hospital contributed \$18,000 on Eli's behalf in earlier years to the TSA plan. The contributions were excludable from his gross income. Thus, for 1999, Eli's exclusion allowance is \$6,000 figured as follows:

Worksheet 1– Exclusion Allowance

1) Enter your includible compensation	\$30,000
2) Percentage limit	20%
3) Multiply line 1 by line 2	\$6,000
4) Enter your years of service	4
5) Multiply line 3 by line 4	\$24,000
6) Enter amounts previously excludable	\$18,000
7) Subtract line 6 from line 5. This is your exclusion allowance (before any reduction for excess contributions)	\$6,000

The limit under the general rule (the limit on employer contributions) for 1999 is the lesser of \$30,000 or \$7,500 (25% × \$30,000).

Without the catch-up elections, \$6,000 (the lesser of the two limits that apply) would be the maximum amount Maple Hospital could contribute on Eli's behalf for TSA contracts without increasing Eli's gross income.

However, if Eli elects the "overall limit," Maple Hospital could contribute up to \$7,500 without increasing Eli's gross income for 1999. This is because the "overall limit" election substitutes the 25%-of-compensation limit under the general rule for the exclusion allowance.

Example 3. Bob White, a teacher, is employed by Elm School, a tax-exempt public school. Bob has a salary of \$49,000, of which \$5,000 is elective deferrals under a TSA plan for 1999.

Bob has 20 years of service with Elm School as of May 30, 1999, the date he separates from the service of Elm School. During Bob's service with Elm School before tax year 1999, Elm School had contributed elective deferrals of \$68,000 toward the purchase of TSA contracts on behalf of Bob. The amount was excludable from his gross income for the prior years. Of this amount, \$38,000 was contributed and excluded during the 10-year period ending on May 30, 1999. Bob's elective deferrals limit is increased because he has completed at least 15 years of service. For the tax year 1999, Bob's limit on elective deferrals is \$13,000 determined as follows:

Worksheet 3 – Limit on Elective Deferrals

Step 1- Total Elective Deferrals

1) Enter elective deferrals to TSA plans for the year under a salary reduction agreement	\$5,000
2) Enter elective deferrals for the year under cash or deferred arrangements (section 401(k) plans) and section 501(c)(18) plans	0
3) Enter elective deferrals for the year to salary reduction simplified employee pension (SEP) plans and to SIMPLE plans	0
4) Add lines 1, 2, and 3. This is your total elective deferrals for the year	\$5,000

Step 2 – Increase in Limit for Long Service

Note: If you do not have at least 15 years of service with a qualifying organization, skip lines 5 through 13, and enter zero (0) on line 14. (See *Increase for 15-year employees under Limit on Elective Deferrals*.)

5) Amount per year of service	\$5,000
6) Enter your years of service with the qualifying organization	20
7) Multiply line 5 by line 6	\$100,000
8) Enter the total of all elective deferrals for prior years made for you by the qualifying organization	\$68,000
9) Subtract line 8 from line 7 (if zero or less, enter (0)).	\$32,000
10) Maximum increase in limit for long service	\$15,000
11) Enter all prior year increases in limit for long service	0
12) Subtract line 11 from line 10	\$15,000
13) Maximum additional contributions	\$3,000
14) Enter the least of lines 9, 12, or 13. This is the increase in limit for long service	\$3,000

Step 3 – Limit on Elective Deferrals

15) Additional amount	\$10,000
16) Add lines 14 and 15	\$13,000
17) Basic allowable amount for 1999	\$10,000
18) Subtract line 17 from line 16	\$3,000
19) Enter the lesser of lines 4 and 18	\$3,000
20) Add lines 17 and 19. This is your limit on elective deferrals for the year	\$13,000

21) Subtract line 20 from line 4 (if zero or less, enter (0)). This is your excess elective deferrals for the year	\$0
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Bob's limit on employer contributions is \$12,250 determined as follows:

Worksheet 2 – Limit on Employer Contributions

Step 1 – Limit on Employer Contributions

1) Enter your compensation for the year	\$49,000
2) Compensation limit	25%
3) Multiply line 1 by line 2	\$12,250
4) Maximum	\$30,000
5) Enter the lesser of line 3 or line 4. This is the limit on employer contributions	\$12,250

Bob's exclusion allowance is \$128,000 figured as follows:

Worksheet 1– Exclusion Allowance

1) Enter your includible compensation	\$49,000
2) Percentage limit	20%
3) Multiply line 1 by line 2	\$9,800
4) Enter your years of service	20
5) Multiply line 3 by line 4	\$196,000
6) Enter amounts previously excludable	\$68,000
7) Subtract line 6 from line 5. This is your exclusion allowance (before any reduction for excess contributions)	\$128,000

Bob's limit under the general rule (limit on employer contributions) is the lesser of \$30,000 or \$12,250 (25% × \$49,000).

Without the catch-up elections, \$12,250 would be the maximum excludable contribution Elm School could make to a TSA plan on Bob's behalf for 1999. This is the least of the three limits:

- The exclusion allowance (\$128,000),
- The employer contribution limit, using the general rule (\$12,250), or
- The increased elective deferral limit (\$13,000).

However, because Bob was a public school employee and has separated from service, he can elect any one of the three catch-up elections (alternative limits) to increase his allowable 1999 contribution.

Before deciding which catch-up election to make, Bob considers the following.

If Bob elects the "year of separation from service limit" (Worksheet 4) for 1999, Elm School could contribute up to \$30,000 for that year without increasing Bob's gross income, figured as follows:

Worksheet 4– Year of Separation From Service Limit Election

Step 1 – Limit on Employer Contributions

1) Enter your includible compensation	\$49,000
2) Percentage limit	20%
3) Multiply line 1 by line 2	\$9,800
4) Enter your years of service (limited to 10 years)	10
5) Multiply line 3 by line 4	\$98,000
6) Enter amounts previously excludable during 10 years (including prior year excess contributions)	\$38,000
7) Subtract line 6 from line 5. This is your exclusion allowance	\$60,000
8) Maximum	\$30,000
9) Enter the lesser of line 7 or line 8. This is the year of separation from service limit on employer contributions	\$30,000

If Bob elects the "any year limit" (Worksheet 5) for 1999, Elm School could contribute up to \$15,000, which is the least of:

- 1) The exclusion allowance,
- 2) The limit on employer contributions, and
- 3) The maximum limit.

Worksheet 5 – Any Year Limit Election

Step 1– Limit on Employer Contributions

1) Enter your compensation for the year	\$49,000
2) Percentage	25%
3) Multiply line 1 by line 2	\$12,250
4) Additional amount	\$4,000
5) Add lines 3 and 4. This is a tentative limit	\$16,250
6) Enter your includible compensation	\$49,000
7) Percentage limit	20%
8) Multiply line 6 by line 7	\$9,800
9) Enter your years of service	20
10) Multiply line 8 by line 9	\$196,000
11) Enter amounts previously excludable	\$68,000
12) Subtract line 11 from line 10. This is your exclusion allowance	\$128,000
13) Maximum	\$15,000
14) Enter the smallest of lines 5, 12, or 13. This is the any year limit on employer contributions	<u>\$15,000</u>

If Bob elects the "overall limit" for 1999, Elm School could contribute up to \$12,250, which is the lesser of the limits.

Worksheet 6 – Overall Limit Election

Step 1 – Limit on Employer Contributions

1) Enter your compensation for the year	\$49,000
2) Percentage	25%
3) Multiply line 1 by line 2	\$12,250
4) Maximum	\$30,000
5) Enter the lesser of line 3 or line 4. This is the overall limit on employer contributions	<u>\$12,250</u>

Special Election for Church Employees

If you are a church employee and you elect the *Minimum exclusion allowance for church employees* (described earlier under *Exclusion Allowance*), your employer can make contributions for the year up to the minimum exclusion allowance even though the contributions would otherwise be more than the limit on employer contributions to a defined contribution plan, discussed earlier.

In addition to the "any year limit" or the "overall limit," you can make a special election that allows your employer to contribute up to \$10,000 for the year, even if this is more than 25% of your compensation for the year. The total contributions over your lifetime under this election cannot be more than \$40,000. In this situation, the exclusion allowance limit still applies, unless you also elect the "overall limit" described earlier. If the contributions are elective deferrals, they are also subject to the limit on elective deferrals, discussed earlier.

You cannot make this special election for a tax year in which you use the "year of separation from service limit" described earlier.

Making the Election

You make the election to apply one of the three alternative limits by figuring your tax using the limit you choose. However, the election is treated as made only when needed to support the exclusion from gross income reflected on the income tax return.

Election is irrevocable. If you elect to use an alternative limit, you cannot change the election.

One election allowed. If you elect one of the alternative limits, you cannot elect to have any of the others apply for any future year for any TSA contract purchased for you by any employer.

If you elect the "any year limit" or the "overall limit," it is the only alternative limit you can use for later years.

If you elect the "year of separation from service limit," you cannot elect any alternative limit in any later year for any TSA contract. You can use this limit only once.

Failure to pay estimated income tax. If you amend an earlier year's return to elect an alternative limit, and that limit increases your tax for that year, the difference in tax due to the use of the alternative limit is not treated as an underpayment of tax for the penalty for failure to pay estimated income tax.

Limit on Employer Contributions to More Than One Plan

Special rules may apply in determining the limit on employer contributions for you to a tax-sheltered annuity (TSA) plan if you also are covered by a qualified plan.

Combining contributions. Generally, contributions to TSA plans must be combined with contributions to qualified plans and simplified employee pensions of all corporations, partnerships, and sole proprietorships in which you have more than 50% control to determine whether the limits on contributions and benefits of qualified plans (section 415 limits) have been exceeded.

If you elect the "overall limit," discussed earlier, you must combine contributions whether or not you have this control.

Example 1. You have an HR-10 plan (sometimes called a Keogh plan) for a sole proprietorship business, and you are also a participant in a charity's TSA plan. You must combine contributions under the two defined contribution plans to determine whether the limit on employer contributions is satisfied.

Example 2. You are employed by an educational organization that provides a TSA plan. You are also a shareholder owning more than 50% of a professional corporation. You must combine any qualified plan of the professional corporation with the TSA plan to determine if the section 415 limits have been satisfied.

Excess contributions. If you combine the TSA plan and a qualified plan, the limit on employer contributions may be exceeded. The excess is includible in your gross income

for the tax year the excess contribution was made, and it reduces your exclusion allowance for all future years.

Other Rules

The following additional rules generally relate to contributions to your TSA contract, and to other transactions that could affect your TSA contract before you retire or begin receiving benefits.

Voluntary Employee Contributions

You cannot deduct voluntary employee contributions you make to your TSA plan.

However, there may be amounts in your TSA plan that are from deductible voluntary employee contributions you made in earlier years. If these amounts are distributed to you, you must include them in gross income unless you roll them over into a traditional IRA or into another TSA plan. For tax years 1982 through 1986, employees could make deductible voluntary employee contributions to a TSA plan.

Tax on Excess Contributions to a Custodial Account

There is a 6% excise tax on certain excess contributions. The tax applies to contributions that are more than either the exclusion allowance or the limit on employer contributions in effect when a TSA plan invests in mutual fund shares through a custodial account. The tax **does not apply** to excess contributions made to pay premiums on a TSA contract. Also see *Taxability of Excess Contributions*, later.

You cannot deduct the excise tax. You must pay it each year until the excess contribution is corrected. Excess contributions can be corrected by making smaller contributions in later years. For example, if there is an excess contribution in 1999 you are liable for the tax for 1999. If after 1999 you do not contribute less than your allowable contribution for that later year (or years), you will continue to be liable for the tax on the excess each year it remains. This tax will be in addition to any tax due because of additional excess contributions in a later year.

Reporting requirement. You must file Form 5330, *Return of Excise Taxes Related to Employee Benefit Plans*, if there has been an excess contribution to a custodial account and that excess has not been corrected.

Cost of Insurance Protection

If your TSA contract provides you with incidental life insurance protection, you must include in your income each year the one-year cost of the life insurance premium. This cost should be included with salaries and wages on Form W-2.

Your current life insurance protection under an ordinary retirement income life insurance policy is the amount payable upon your death minus the cash value of the contract at the end of the year.

Example. Your new contract provides that your beneficiary will receive \$10,000 if you should die anytime before retirement, and your cash value in the contract at the end of the first year is zero. Your current life insurance protection for the first year is \$10,000 (\$10,000 minus 0).

The one-year cost of the protection can be figured by using the following table. The premium rate is determined according to your age on your birthday nearest the beginning of the policy year.

If the current published premium rates per \$1,000 of insurance protection charged by an insurer for individual one-year term life insurance premiums available to all standard risks are lower than those in the following table, you can use the lower rates for figuring the cost of insurance in connection with individual policies issued by the same insurer.

Uniform One-Year Term Premiums for \$1,000 Life Insurance Protection

(Based on Table 38, U.S. Life Table and Actuarial Table (U.S. Government Printing Office, Washington, D.C.—1946), and 2½% interest.)

Age	Premium	Age	Premium
15	\$1.27	49	\$8.53
16	1.38	50	9.22
17	1.48	51	9.97
18	1.52	52	10.79
19	1.56	53	11.69
20	1.61	54	12.67
21	1.67	55	13.74
22	1.73	56	14.91
23	1.79	57	16.18
24	1.86	58	17.56
25	1.93	59	19.08
26	2.02	60	20.73
27	2.11	61	22.53
28	2.20	62	24.50
29	2.31	63	26.63
30	2.43	64	28.98
31	2.57	65	31.51
32	2.70	66	34.28
33	2.86	67	37.31
34	3.02	68	40.59
35	3.21	69	44.17
36	3.41	70	48.06
37	3.63	71	52.29
38	3.87	72	56.89
39	4.14	73	61.89
40	4.42	74	67.33
41	4.73	75	73.23
42	5.07	76	79.63
43	5.44	77	86.57
44	5.85	78	94.09
45	6.30	79	102.23
46	6.78	80	111.04
47	7.32	81	120.57
48	7.89		

Example. Lynn Green and her employer enter into a TSA purchase agreement that will provide her with a \$500 a month annuity upon retirement at age 65. The agreement also provides that if she should die before retirement, her beneficiary will receive the greater of \$20,000 or the cash surrender value in the retirement income life insurance contract.

Since the cash surrender value at the end of the first year is zero, her net insurance is \$20,000 (\$20,000 minus 0). Her age on the nearest birthday is 44. Using the preceding table, she determines that her one-year term premium cost for \$1,000 of insurance is \$5.85. She must include in gross income \$117.00 (\$5.85 × 20) as the premium for her net insurance coverage of \$20,000.

Lynn's cash value in the contract at the end of the 2nd year is \$1,000. Her life insurance coverage is \$19,000 (\$20,000 minus \$1,000). Since the one-year term cost rate

per \$1,000 for age 45 is \$6.30, the amount Lynn includes in income for the second year is \$119.70 (\$6.30 × 19).

Federal Insurance Contributions Act (FICA)

Contributions to the TSA plan under a salary reduction agreement are wages for purposes of the FICA (social security and Medicare) tax. Your employer must take into account the entire amount of these contributions for FICA tax purposes, even if you can exclude some or all of the contributions. These wages are credited to your social security account for benefit purposes.

However, if your employer makes a contribution to purchase an annuity and the contribution is not under a salary reduction agreement, that amount is not wages for social security tax purposes.

Religious exemption. A church or church-related organization may have chosen, for religious reasons, to have its employees be exempt from the FICA tax on all their earnings from that employment, including any TSA plan contributions. If this choice is in effect, the wages from church employment are generally subject to the self-employment tax (SECA) discussed next.

Self-Employment Contributions Act (SECA)

Generally, a person who renders services to a church as a minister is treated as a self-employed individual for the social security and Medicare self-employment tax, even though the minister may be an employee for other tax purposes.

Certain income not taken into account. For social security and Medicare tax purposes (assuming the minister does not elect to be exempt from social security), some items of income excludable from the minister's gross income are not taken into account in determining the net earnings from self-employment. Contributions for the minister toward a TSA contract are not taken into account as net earnings from self-employment to the extent the contributions are not more than the exclusion allowance or employer contribution limit.

Effect of FICA tax exemption. If you are an employee of a church or church-related organization and you chose exemption from FICA tax, you must include wages from that employment in net earnings from self-employment. However, do not include TSA plan contributions in figuring self-employment tax. The self-employment tax on wages from church employment is figured under special rules. See Schedule SE (Form 1040) and its instructions.

For information on FICA and SECA taxes, get Publication 517, *Social Security and Other Information for Members of the Clergy and Religious Workers*.

Reporting by Employer

If you participate in a TSA plan, your employer must report this participation by checking the "Pension plan" box on the Form W-2, *Wage and Tax Statement*, given to you and the IRS after the end of the year. If you have an individual retirement arrangement (IRA) and you or your spouse participate in a TSA plan or certain other retirement plans, the deduction for your IRA contributions may

be reduced or eliminated. For information on IRAs, get Publication 590, *Individual Retirement Arrangements (IRAs) (Including Roth IRAs and Education IRAs)*.

Your employer must report in box 13 of your Form W-2 your total elective deferrals, including any excess contributions to a TSA plan.

Employers and plan administrators must report contributions in excess of the limits that apply. Form 1099-R includes boxes for reporting "gross" and "taxable" amounts of total distributions.

Reporting by Self-Employed Minister or Chaplain

Contributions made by a self-employed minister or chaplain, who is treated as employed by a qualified tax-exempt organization, to a retirement income account that is treated as a TSA contract must be reported as a deduction by the individual making the contributions.

Self-Employed Minister

A self-employed minister can report these contributions on line 29 of Form 1040.

Chaplain

A chaplain, who is not self-employed can report these contributions on line 32 of Form 1040.

Income Tax Withholding by Employer

Your employer contributions to your TSA, to the extent you can exclude them from your gross income, are not subject to income tax withholding. However, any amount contributed to the plan in excess of the applicable limits, or used to purchase current life insurance protection, is subject to withholding.

Taxability of Excess Contributions

If your employer makes contributions to a TSA contract for your benefit, the contributions that are more than the amount you can exclude from income are taxable to the extent your rights in the contributions are substantially vested at the time contributed. If your interest in the contract changes from non-vested to vested, part of the value of the contract may be included in your income at that time. The amount you can exclude from income is explained earlier under *Exclusion From Gross Income*. The amount you may have to include in income when your interest becomes vested is explained later under *Taxability of Rights That Change From Non-vested to Vested*.

Substantially vested. Your rights are substantially vested when they are transferable or are not subject to a substantial risk of forfeiture.

Transferable. Property is transferable if you can sell, assign, or pledge your interest in it to anyone other than the person from whom you received it and if you do not have to give up the property or its value if a substantial risk of forfeiture materializes. Property is not transferable merely because you can designate a beneficiary to receive it in the event of your death.

Substantial risk of forfeiture. There is substantial risk of forfeiture when your rights in property depend (directly or indirectly) on someone's future performance or nonperformance of substantial services. There is also a substantial risk of forfeiture when your rights in property depend on the occurrence of a condition related to the purpose of the transfer and the possibility of forfeiture is substantial if the condition is not satisfied.

Taxability of Rights That Change From Nonvested to Vested

If any of your interest in the TSA contract changes from nonvested to substantially vested, you must include in income in the year of the change the value of the TSA contract that, on the date of change, is both:

- 1) From contributions made by your employer before the date of change, and
- 2) More than the amount excludable from gross income.

Value of a TSA contract. The value of the TSA contract on the date your rights become substantially vested is the cash surrender value of the contract on that date.

Partial vesting. If only part of the beneficial interest in a TSA contract becomes substantially vested during your tax year, you only have to include a portion of the TSA contract value in your gross income for that tax year. Figure the amount to include in your gross income as follows:

- 1) Find the amount you would have to include in gross income if, without regard to the exclusion allowance, the entire beneficial interest in the TSA contract had changed to a substantially vested interest during the tax year.
- 2) Multiply the amount in (1) by the percent of your beneficial interest that became substantially vested during the tax year.

The resulting amount in (2) is taxable to the extent it is more than the amount you can exclude from gross income.

Gift Tax

If, by choosing or not choosing an election or option, you provide an annuity for your beneficiary at or after your death, you may have made a taxable gift equal to the value of the annuity.

Joint and survivor annuity. If the gift is an interest in a joint and survivor annuity where only you and your spouse have the right to receive payments, the gift will generally be treated as qualifying for the unlimited marital deduction.

More information. For information on the gift tax, see Publication 950, *Introduction to Estate and Gift Taxes*.

Distributions and Rollovers

Generally, a distribution cannot be made from a TSA contract until the employee:

- Reaches age 59½,

- Separates from service,
- Dies,
- Becomes disabled, or
- In the case of salary reduction contributions, encounters financial hardship.

In most cases, the payments you receive, or that are made available to you, under your TSA contract are taxable in full as ordinary income. In general, the same tax rules apply to distributions from TSA plans that apply to distributions from other retirement plans. These rules are explained in Publication 575, *Pension and Annuity Income*. Publication 575 also discusses the additional tax on early distributions from retirement plans.

Minimum Distributions

You must receive all, or at least a certain minimum, of your interest accruing after 1986 in the TSA plan by April 1 of the calendar year following the later of the calendar year in which you become age 70½ or the calendar year in which you retire.

Check with your employer, plan administrator, or provider to find out whether this rule also applies to pre-1987 accruals. If not, a minimum amount of these accruals must begin to be distributed no later than the end of the calendar year in which you reach age 75. For each year thereafter, the minimum distribution must be made by the last day of the year. If you do not receive the required minimum distribution, you are subject to a non-deductible 50% excise tax on the difference between the required minimum distribution and the amount actually distributed.

For more information on minimum distribution requirements and the additional tax that applies if too little is distributed each year, see Publication 575.

No Special 5-Year or 10-Year Tax Option

A distribution from a TSA plan does not qualify as a lump-sum distribution. This means you cannot use the special 5-year or 10-year tax option.

Transfer of Interest in TSA Contract

If you transfer all or part of your interest from a TSA contract or account to another TSA contract or account, the transfer is tax free. However, this treatment applies only if the transferred interest is subject to the same or stricter distribution restrictions. This rule applies regardless of whether you are a current employee, a former employee, or a beneficiary of a former employee.

Transfers that do not satisfy this rule are plan distributions and are generally taxable as ordinary income.

Tax-free transfers for certain cash distributions. A tax-free transfer may also apply to a cash distribution of your TSA contract or account from an insurance company that is subject to a rehabilitation, conservatorship, insolvency, or similar state proceeding. To receive tax-free treatment, you must do all of the following.

- 1) Reinvest the cash in an annuity contract or account issued by another insurance company.

- 2) Withdraw all the cash to which you are entitled in full settlement of your contract rights or the maximum permitted by the state.
- 3) Reinvest the cash distribution into another annuity contract or account issued by another insurance company or single custodial account not later than 60 days after you receive the cash distribution.
- 4) Assign all future distribution rights to the new contract or account for investment in that contract or account if you received an amount that is less than what you are entitled to because of state restrictions.
- 5) Reinvest in an annuity contract or account subject to the same or stricter distribution restrictions as the original contract.

In addition to the preceding requirements, you must provide the new insurer with a written statement containing the following information:

- 1) The gross amount of cash distributed under the old contract,
- 2) The amount of cash reinvested in the new contract, and
- 3) Your investment in the old contract on the date you receive your first cash distribution.

Also, you must attach the following items to your timely filed income tax return in the year you receive the first distribution of cash.

- 1) A copy of the statement you gave the new insurer.
- 2) A statement that includes:
 - a) The words "ELECTION UNDER REV. PROC. 92-44,"
 - b) The name of the company that issued the new contract, and
 - c) The new policy number.

Tax-Free Rollovers

You can generally roll over tax free all or any part of a distribution from a TSA plan to a traditional IRA or another TSA plan. The most you can roll over is the amount that, except for the rollover, would be taxable. The rollover must be completed by the 60th day following the day on which you receive the distribution.

Nonqualifying distributions. Under these rules, you cannot roll over:

- 1) Minimum distributions (generally required to begin at age 70½),
- 2) Substantially equal payments over your life or life expectancy,
- 3) Substantially equal payments over the joint lives or life expectancies of you and your beneficiary,
- 4) Substantially equal payments for a period of 10 years or more, or
- 5) Hardship distributions.

Direct rollovers for TSA plan distributions.

You have the option of having your TSA plan make the rollover directly to the IRA or new plan. Before you receive a distribution, your plan will give you information on this. It is generally to your advantage to choose this option because your plan will not withhold tax on the distribution if you choose it.

Withholding. If you **receive** a distribution that qualifies to be rolled over, the payer must withhold 20% of it for taxes (even if you plan to roll the distribution over). You cannot choose to have no withholding unless you elect the direct rollover option.

Distribution received by you. If you receive a distribution that qualifies to be rolled over, you can roll over all or any part of the distribution. Generally, you will receive only 80% of the distribution because 20% must be withheld. If you roll over only the 80% you receive, you must pay tax on the 20% you did not roll over. You can replace the 20% that was withheld with other money within the 60-day period to make a 100% rollover.

Voluntary deductible contributions. For tax years 1982 through 1986, employees could make deductible contributions to a TSA plan under the individual retirement arrangement (IRA) rules instead of deducting contributions to a traditional IRA.

If you made voluntary deductible contributions to a TSA plan under these traditional IRA rules, the distribution of all or part of the accumulated deductible contributions may be rolled over assuming it otherwise qualifies as a distribution you can roll over. Accumulated deductible contributions are the deductible contributions plus income and gain allocable

to the contributions, minus expenses and losses allocable to the contributions, and minus distributions from the contributions, income, or gain.

Excess employer contributions. The portion of a distribution from a TSA plan transferred to a traditional IRA that was previously included in income as excess employer contributions (discussed earlier) is not an eligible rollover distribution.

Its transfer does not affect the rollover treatment of the eligible portion of the transferred amounts. However, the ineligible portion is subject to the traditional IRA contribution limits and may create an excess IRA contribution subject to a 6% excise tax (see chapter 1 of Publication 590).

Qualified Domestic Relations Order. You may be able to roll over tax free all or any part of an eligible rollover distribution from a TSA plan that you receive under a qualified domestic relations order (QDRO). If you receive the interest in the TSA plan as an employee's spouse or former spouse under a QDRO, all of the rollover rules apply to you as if you were the employee. You can roll over your interest in the plan to a traditional IRA or another TSA plan. For more information on the treatment of an interest received under a QDRO, see Publication 575.

Spouses of deceased employees. If you are the spouse of a deceased employee, you can roll over the qualifying distribution attributable to the employee. You can make the rollover only to a traditional IRA, not to another TSA plan or a qualified plan. You cannot roll it over to a Roth IRA.

Second rollover. If you roll over a qualifying distribution to a traditional IRA, you can, if certain conditions are satisfied, later roll the distribution into another TSA plan. For more information, see *IRA as a holding account* in Publication 590.

Frozen deposits. The 60-day period usually allowed for completing a rollover is extended for any time that the amount distributed is a frozen deposit in a financial institution. The 60-day period cannot end earlier than 10 days after the deposit ceases to be a frozen deposit.

A frozen deposit is any deposit that on any day during the 60-day period cannot be withdrawn because:

- 1) The financial institution is bankrupt or insolvent, or
- 2) The state where the institution is located has placed limits on withdrawals because one or more banks in the state are (or are about to be) bankrupt or insolvent.

How To Get More Information

You can order free publications and forms, ask tax questions, and get more information from the IRS in several ways. By selecting the method that is best for you, you will have quick and easy access to tax help.

Free tax services. To find out what services are available, get Publication 910, *Guide to Free Tax Services*. It contains a list of free tax publications and an index of tax topics. It also describes other free tax information services, including tax education and assistance programs and a list of TeleTax topics.

 **Personal computer.** With your personal computer and modem, you can access the IRS on the Internet at www.irs.gov. While visiting our web site, you can select:

- *Frequently Asked Tax Questions* (located under *Taxpayer Help & Ed*) to find answers to questions you may have.
- *Forms & Pubs* to download forms and publications or search for forms and publications by topic or keyword.
- *Fill-in Forms* (located under *Forms & Pubs*) to enter information while the form is displayed and then print the completed form.
- *Tax Info For You* to view Internal Revenue Bulletins published in the last few years.
- *Tax Regs in English* to search regulations and the Internal Revenue Code (under *United States Code (USC)*).
- *Digital Dispatch* and *IRS Local News Net* (both located under *Tax Info For Business*) to receive our electronic newsletters on hot tax issues and news.
- *Small Business Corner* (located under *Tax Info For Business*) to get information on starting and operating a small business.

You can also reach us with your computer using File Transfer Protocol at [ftp.irs.gov](ftp://ftp.irs.gov).

 **TaxFax Service.** Using the phone attached to your fax machine, you can receive forms and instructions by

calling **703-368-9694**. Follow the directions from the prompts. When you order forms, enter the catalog number for the form you need. The items you request will be faxed to you.



Phone. Many services are available by phone.

- *Ordering forms, instructions, and publications.* Call **1-800-829-3676** to order current and prior year forms, instructions, and publications.
- *Asking tax questions.* Call the IRS with your tax questions at **1-800-829-1040**.
- *TTY/TDD equipment.* If you have access to TTY/TDD equipment, call **1-800-829-4059** to ask tax questions or to order forms and publications.
- *TeleTax topics.* Call **1-800-829-4477** to listen to pre-recorded messages covering various tax topics.

Evaluating the quality of our telephone services. To ensure that IRS representatives give accurate, courteous, and professional answers, we evaluate the quality of our telephone services in several ways.

- A second IRS representative sometimes monitors live telephone calls. That person only evaluates the IRS assistor and does not keep a record of any taxpayer's name or tax identification number.
- We sometimes record telephone calls to evaluate IRS assistants objectively. We hold these recordings no longer than one week and use them only to measure the quality of assistance.
- We value our customers' opinions. Throughout this year, we will be surveying our customers for their opinions on our service.



Walk-in. You can walk in to many post offices, libraries, and IRS offices to pick up certain forms, instructions, and publications. Also, some libraries and IRS offices have:

- An extensive collection of products available to print from a CD-ROM or photocopy from reproducible proofs.

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Mail. You can send your order for forms, instructions, and publications to the Distribution Center nearest to you and receive a response within 10 workdays after your request is received. Find the address that applies to your part of the country.

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CD-ROM. You can order IRS Publication 1796, *Federal Tax Products on CD-ROM*, and obtain:

- Current tax forms, instructions, and publications.
- Prior-year tax forms, instructions, and publications.
- Popular tax forms which may be filled in electronically, printed out for submission, and saved for recordkeeping.
- Internal Revenue Bulletins.

The CD-ROM can be purchased from National Technical Information Service (NTIS) by calling **1-877-233-6767** or on the Internet at www.irs.gov/cdorders. The first release is available in mid-December and the final release is available in late January.

IRS Publication 3207, *Small Business Resource Guide*, is an interactive CD-ROM that contains information important to small businesses. It is available in mid-February. You can get one free copy by calling **1-800-829-3676**.

Worksheets



Contributions to your TSA plan are subject to various limits. Contributions that are more than the limits are excess contributions or excess deferrals that must be included in your income and can result in additional taxes. See *Treatment of excess contributions*, under *Exclusion Limits*, earlier.

You can use the following worksheets to figure the amount that can be contributed to your TSA plan without penalty and excluded from your income for the year.

Limits. There are three limits that apply to contributions to your TSA plan. Contributions for a year must be tested by each of the limits to determine the amount that your employer can contribute and the amount you can exclude from your income for that year. See *Exclusion Limits*, earlier.

Elective deferrals only. If the only employer contributions for the year are elective deferrals, as defined earlier under *Contributions*, the amount that can be contributed and excluded from your income for the year is the smallest of the following limits:

- 1) Exclusion allowance (Worksheet 1),
- 2) Limit on employer contributions (Worksheet 2), or

- 3) Limit on elective deferrals (Worksheet 3).



Elective deferrals for a year cannot be more than \$10,000 unless the exception for 15-year employees applies (see Step 2 of Worksheet 3). If the exception applies, your elective deferrals cannot be more than \$13,000.

Elective deferrals and other contributions. If employer contributions for the year include matching contributions and/or nonelective contributions in addition to elective deferrals, the total that can be contributed and deferred (excluded from your income for the year) can be more than the limit on elective deferrals.



The contributions that are elective deferrals cannot be more than the limit figured at Step 3, line 20 of Worksheet 3. See Both elective deferrals and nonelective contributions, earlier, under Exclusion Limits.

Figuring the limit. To figure the limit on the amount (including elective deferrals) that can be contributed and deferred for a year, complete the following worksheets:

- 1) Worksheet 1 (the exclusion allowance).
- 2) Worksheet 2, Step 1 (the limit on employer contributions).

Your overall limit on employer contributions that can be deferred (excluded from your income) is the smaller of line 7, Worksheet 1, or line 5, Worksheet 2, unless you can use one of the alternative limits.

Alternative limits. You may be able to use an alternative limit instead of the limit in 1) or 2) of the preceding list. The limit in 1) can be replaced with the limit in 2) by electing the “overall limit” (Worksheet 6). The limit in 2) can be figured in a different way by electing the “year of separation from service limit” (Worksheet 4) or the “any year limit” (Worksheet 5). To make any of these elections, you must meet the requirements described under *Catch-up Election — Alternative Limits for Certain Employees*, earlier.

How to use worksheets. Since the smallest of the limits that apply to you is your limit for the year, first determine the amounts of these limits by completing the worksheets that apply.

Worksheets to complete. You need to complete no more than four worksheets. You must complete Worksheet 1 and Worksheet 2. If elective deferrals were contributed to your TSA plan, also complete Worksheet 3. If you choose an alternative limit because you can make a catch-up election, complete Worksheet 4, 5, or 6, whichever one applies to the alternative limit you choose. Each worksheet includes steps for figuring the amount of contributions you can exclude from your income and any contributions you must include in income.

Worksheet 1—Exclusion Allowance

1) Enter your ineludible compensation	\$ _____
2) Percentage limit	20%
3) Multiply line 1 by line 2	\$ _____
4) Enter your years of service	_____
5) Multiply line 3 by line 4	\$ _____
6) Enter amounts previously excludable	\$ _____
7) Subtract line 6 from line 5. This is your exclusion allowance (before any reduction for excess contributions)	\$ _____

Worksheet 2—Limit on Employer Contributions

Step 1—Limit on Employer Contributions	
1) Enter your compensation for the year	\$ _____
2) Compensation limit	25%
3) Multiply line 1 by line 2	\$ _____
4) Maximum	\$ 30,000
5) Enter the lesser of line 3 or line 4. This is your limit on employer contributions	\$ _____
Step 2—Contributions in Excess of Employer Limit	
6) Enter your employer's contributions for the current year (not including the cost of life insurance)*	\$ _____
7) Enter the limit on employer contributions (line 5 above)	\$ _____
8) Subtract line 7 from line 6 (if zero or less, enter (0)). These are contributions in excess of the employer limit	\$ _____
Step 3—Amount Excludable from Gross Income	
9) Enter your exclusion allowance (Worksheet 1, line 7)	\$ _____
10) Enter your limit on elective deferrals (Worksheet 3, line 20)	\$ _____
11) Enter the least of lines 6, 7, 9, and 10. This is the amount excludable from gross income	\$ _____
Step 4—Amount Includible in Gross Income	
12) Enter your employer's contribution for the current year (line 6 above)	\$ _____
13) Enter the amount excludable from gross income (line 11 above)	\$ _____
14) Subtract line 13 from line 12 (if zero or less, enter (0)). This is the amount includible in gross income .	\$ _____

*The cost of life insurance is includible in gross income.

Worksheet 3—Limit on Elective Deferrals

Step 1—Total Elective Deferrals

- 1) Enter elective deferrals to TSA plans for the year under a salary reduction agreement \$ _____
- 2) Enter elective deferrals for the year under cash or deferred arrangements (section 401(k) plans) and section 501(c)(18) plans \$ _____
- 3) Enter elective deferrals for the year to salary reduction simplified employee pension (SEP) plans and to SIMPLE plans \$ _____
- 4) Add lines 1, 2, and 3. This is the **total elective deferrals** for the year. \$ _____

Step 2—Increase in Limit for Long Service

Note: If you do not have at least 15 years of service with a qualifying organization, skip lines 5 through 13, and enter (0) on line 14. (See *Increase for 15-year employees* under *Limit on Elective Deferrals*.)

- 5) Amount per year of service \$ **5,000**
- 6) Enter your **years of service** with the qualifying organization _____
- 7) Multiply line 5 by line 6 \$ _____
- 8) Enter the total of all elective deferrals for prior years made for you by the qualifying organization \$ _____
- 9) Subtract line 8 from line 7 (if zero or less, enter (0)) \$ _____
- 10) Maximum increase in limit for long service \$ **15,000**
- 11) Enter all prior year increases in limit for long service \$ _____
- 12) Subtract line 11 from line 10 \$ _____
- 13) Maximum additional contributions \$ **3,000**
- 14) Enter the least of lines 9, 12, or 13. This is the **increase in limit for long service** \$ _____

Step 3—Limit on Elective Deferrals

- 15) Additional amount \$ **10,000**
- 16) Add lines 14 and 15 \$ _____
- 17) Basic allowable amount for 1999. \$ **10,000**
- 18) Subtract line 17 from line 16 \$ _____
- 19) Enter the lesser of lines 4 and 18. \$ _____
- 20) Add lines 17 and 19. This is your **limit on elective deferrals** for the year \$ _____
- 21) Subtract line 20 from line 4 (if zero or less, enter (0)). This is your **excess elective deferrals** for the year \$ _____

Worksheet 4—Year of Separation From Service Limit Election¹

Step 1—Limit on Employer Contributions

- 1) Enter your **includible compensation** \$ _____
- 2) Percentage limit **20%**
- 3) Multiply line 1 by line 2 \$ _____
- 4) Enter your **years of service** (limited to 10 years)² _____
- 5) Multiply line 3 by line 4 \$ _____
- 6) Enter **amounts previously excludable** during 10 years (including prior year excess contributions) \$ _____
- 7) Subtract line 6 from line 5. This is your **exclusion allowance** \$ _____
- 8) Maximum \$ **30,000**
- 9) Enter the lesser of line 7 or line 8. This is the **year of separation from service limit on employer contributions** \$ _____

Step 2—Contributions in Excess of Employer Limit

- 10) Enter your employer's contribution for the current year (not including the cost of life insurance)³ \$ _____
- 11) Enter the **year of separation from service limit** on employer contributions (line 9 above) \$ _____
- 12) Subtract line 11 from line 10. These are the **contributions in excess of employer limit** \$ _____

Step 3—Amount Excludable from Gross Income

- 13) Enter your **exclusion allowance** (Worksheet 1, line 7) \$ _____
- 14) Enter your **limit on elective deferrals** (Worksheet 3, line 20) \$ _____
- 15) Enter the least of lines 10, 11, 13, and 14. This is the **amount excludable from gross income** \$ _____

Step 4—Amount Includible in Gross Income

- 16) Enter your employer's contribution for the current year (line 10 above) \$ _____
- 17) Enter the **amount excludable from gross income** (line 15 above) \$ _____
- 18) Subtract line 17 from line 16 (if zero or less, enter (0)). This is the **amount includible in gross income**. \$ _____

¹Election applies only to employees of certain organizations. See *Catch-up Election—Alternative Limits for Certain Employees*.

²Count only the service performed during the 10-year period ending on the date of separation.

³The cost of life insurance is includible in gross income.

Worksheet 5—Any Year Limit Election¹

Step 1—Limit on Employer Contributions

- | | | |
|--|------------------|----------|
| 1) Enter your compensation for the year | \$ _____ | |
| 2) Percentage | <u>25%</u> | |
| 3) Multiply line 1 by line 2 | \$ _____ | |
| 4) Additional amount | \$ <u>4,000</u> | |
| 5) Add lines 3 and 4. This is a tentative limit | | \$ _____ |
| 6) Enter your ineligible compensation | \$ _____ | |
| 7) Percentage limit | <u>20%</u> | |
| 8) Multiply line 6 by line 7 | \$ _____ | |
| 9) Enter your years of service | _____ | |
| 10) Multiply line 8 by line 9 | \$ _____ | |
| 11) Enter amounts previously excludable | \$ _____ | |
| 12) Subtract line 11 from line 10. This is your exclusion allowance | | \$ _____ |
| 13) Maximum | \$ <u>15,000</u> | |
| 14) Enter the least of lines 5, 12, or 13. This is the any year limit on employer contributions | | \$ _____ |

Step 2—Contributions in Excess of Employer Limit

- | | | |
|---|----------|----------|
| 15) Enter your employer's contribution for the current year (not including the cost of life insurance) ² | \$ _____ | |
| 16) Enter the any year limit on employer contributions (line 14 above) | \$ _____ | |
| 17) Subtract line 16 from line 15. These are the contributions in excess of employer limit | | \$ _____ |

Step 3—Amount Excludable from Gross Income

- | | | |
|---|----------|----------|
| 18) Enter your exclusion allowance (line 12 above) | \$ _____ | |
| 19) Enter your limit on elective deferrals (Worksheet 3, line 20) | \$ _____ | |
| 20) Enter the least of lines 15, 16, 18, and 19. This is the amount excludable from gross income | | \$ _____ |

Step 4—Amount Includable in Gross Income

- | | | |
|---|----------|----------|
| 21) Enter your employer's contribution for the current year (line 15 above) | \$ _____ | |
| 22) Enter the amount excludable from gross income (line 20 above) | \$ _____ | |
| 23) Subtract line 22 from line 21. This is the amount includable in gross income | | \$ _____ |

¹Election applies only to employees of certain organizations. See *Catch-up Election—Alternative Limits for Certain Employees*.

²The cost of life insurance is includable in gross income.

Worksheet 6—Overall Limit Election^{1 & 2}

Step 1—Limit on Employer Contributions

- 1) Enter your **compensation** for the year \$ _____
- 2) Percentage **25%**
- 3) Multiply line 1 by line 2 \$ _____
- 4) Maximum \$ **30,000**
- 5) Enter the lesser of line 3 or line 4. This is the **overall limit on employer contributions** \$ _____

Step 2—Contributions in Excess of Employer Limit

- 6) Enter your employer's contributions for the current year (not including the cost of life insurance)³ \$ _____
- 7) Enter the **overall limit on employer contributions** (line 5 above) \$ _____
- 8) Subtract line 7 from line 6. These are the **contributions in excess of the employer limit** \$ _____

Step 3—Amount Excludable from Gross Income

- 9) Enter your **limit on elective deferrals** (Worksheet 3, line 20)⁴ \$ _____
- 10) Enter the least of lines 6, 7, or 9. This is the **amount excludable from gross income** \$ _____

Step 4—Amount Includible in Gross Income

- 11) Enter your employer's contribution for the current year (line 6 above) \$ _____
- 12) Enter the **amount excludable from gross income** (line 10 above) \$ _____
- 13) Subtract line 12 from line 11. This is the **amount includible in gross income** \$ _____

¹Election applies only to employees of certain organizations. See *Catch-up Election—Alternative Limits for Certain Employees*.

²Limit on employer contributions is substituted for the exclusion allowance.

³The cost of life insurance is includible in gross income.

⁴If you participate in other qualified plans of your employer besides your TSA, contributions to those accounts must be included here.

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Tax Publications for Individual Taxpayers

See *How To Get More Information* for a variety of ways to get publications, including by computer, phone, and mail.

General Guides

- 1** Your Rights as a Taxpayer
- 17** Your Federal Income Tax (For Individuals)
- 225** Farmer's Tax Guide
- 334** Tax Guide for Small Business
- 509** Tax Calendars for 2000
- 553** Highlights of 1999 Tax Changes
- 595** Tax Highlights for Commercial Fishermen
- 910** Guide to Free Tax Services

Specialized Publications

- 3** Armed Forces' Tax Guide
- 378** Fuel Tax Credits and Refunds
- 463** Travel, Entertainment, Gift, and Car Expenses
- 501** Exemptions, Standard Deduction, and Filing Information
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- 503** Child and Dependent Care Expenses
- 504** Divorced or Separated Individuals
- 505** Tax Withholding and Estimated Tax
- 508** Tax Benefits for Work-Related Education
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- 516** U.S. Government Civilian Employees Stationed Abroad
- 517** Social Security and Other Information for Members of the Clergy and Religious Workers
- 519** U.S. Tax Guide for Aliens
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- 521** Moving Expenses
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- 525** Taxable and Nontaxable Income
- 526** Charitable Contributions
- 527** Residential Rental Property
- 529** Miscellaneous Deductions

- 530** Tax Information for First-Time Homeowners
- 531** Reporting Tip Income
- 533** Self-Employment Tax
- 534** Depreciating Property Placed in Service Before 1987
- 537** Installment Sales
- 541** Partnerships
- 544** Sales and Other Dispositions of Assets
- 547** Casualties, Disasters, and Thefts (Business and Nonbusiness)
- 550** Investment Income and Expenses
- 551** Basis of Assets
- 552** Recordkeeping for Individuals
- 554** Older Americans' Tax Guide
- 555** Community Property
- 556** Examination of Returns, Appeal Rights, and Claims for Refund
- 559** Survivors, Executors, and Administrators
- 561** Determining the Value of Donated Property
- 564** Mutual Fund Distributions
- 570** Tax Guide for Individuals With Income From U.S. Possessions
- 575** Pension and Annuity Income
- 584** Casualty, Disaster, and Theft Loss Workbook (Personal-Use Property)
- 587** Business Use of Your Home (Including Use by Day-Care Providers)
- 590** Individual Retirement Arrangements (IRAs) (Including Roth IRAs and Education IRAs)
- 593** Tax Highlights for U.S. Citizens and Residents Going Abroad
- 594** Understanding the Collection Process
- 596** Earned Income Credit (EIC)
- 721** Tax Guide to U.S. Civil Service Retirement Benefits

- 901** U.S. Tax Treaties
- 907** Tax Highlights for Persons with Disabilities
- 908** Bankruptcy Tax Guide
- 911** Direct Sellers
- 915** Social Security and Equivalent Railroad Retirement Benefits
- 919** How Do I Adjust My Tax Withholding?
- 925** Passive Activity and At-Risk Rules
- 926** Household Employer's Tax Guide
- 929** Tax Rules for Children and Dependents
- 936** Home Mortgage Interest Deduction
- 946** How To Depreciate Property
- 947** Practice Before the IRS and Power of Attorney
- 950** Introduction to Estate and Gift Taxes
- 967** IRS Will Figure Your Tax
- 968** Tax Benefits for Adoption
- 970** Tax Benefits for Higher Education
- 971** Innocent Spouse Relief
- 972** Child Tax Credit
- 1542** Per Diem Rates
- 1544** Reporting Cash Payments of Over \$10,000
- 1546** The Taxpayer Advocate Service of the IRS

Spanish Language Publications

- 1SP** Derechos del Contribuyente
- 579SP** Cómo Preparar la Declaración de Impuesto Federal
- 594SP** Comprendiendo el Proceso de Cobro
- 596SP** Crédito por Ingreso del Trabajo
- 850** English-Spanish Glossary of Words and Phrases Used in Publications Issued by the Internal Revenue Service
- 1544SP** Informe de Pagos en Efectivo en Exceso de \$10,000 (Recibidos en una Ocupación o Negocio)

Commonly Used Tax Forms

See *How To Get More Information* for a variety of ways to get forms, including by computer, fax, phone, and mail. For fax orders only, use the catalog numbers when ordering.

Form Number and Title	Catalog Number	Form Number and Title	Catalog Number
1040 U.S. Individual Income Tax Return	11320	2106 Employee Business Expenses	11700
Sch A & B Itemized Deductions & Interest and Ordinary Dividends	11330	2106-EZ Unreimbursed Employee Business Expenses	20604
Sch C Profit or Loss From Business	11334	2210 Underpayment of Estimated Tax by Individuals, Estates, and Trusts	11744
Sch C-EZ Net Profit From Business	14374	2441 Child and Dependent Care Expenses	11862
Sch D Capital Gains and Losses	11338	2848 Power of Attorney and Declaration of Representative	11980
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Sch EIC Earned Income Credit	13339	4868 Application for Automatic Extension of Time To File U.S. Individual Income Tax Return	13141
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Sch J Farm Income Averaging	25513	6251 Alternative Minimum Tax—Individuals	13600
Sch R Credit for the Elderly or the Disabled	11359	8283 Noncash Charitable Contributions	62299
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