



## ANNUAL 403(b) PLAN ELIGIBILITY NOTIFICATION

The IRS requires 403(b) plans to provide annual notification of eligibility to employees. **You do NOT need to respond to this notification unless you want to begin a new 403(b) election or change a current 403(b) election.** If you no longer work for the district, please disregard this notice.

The Howards Grove School District offers eligible employees the opportunity to save for retirement by participating in the Howards Grove School District Employee Savings Plan, 403(b) Plan. You can participate in this plan by making pre-tax contributions and/or Roth 403(b) after-tax contributions. You are eligible to participate in this plan, whether or not you are actively contributing to it.

### **Not yet contributing to the 403(b) plan?**

To start contributing to the 403(b) plan, you must complete and return a Salary Reduction Agreement to the District Office. In addition, you must establish an account with the approved 403(b) vendor you selected on your Salary Reduction Agreement. You will need to submit to the District Office either a copy of your completed vendor enrollment form or a copy of a vendor statement confirming the type of 403(b) account you have established with the selected company.

### **Already contributing to the 403(b) plan?**

If you are currently contributing to the 403(b) plan, you may change your contribution amount up to 4 times per year. To change or stop your contributions, you must complete and return a Salary Reduction Agreement to the District Office. Do nothing if you do not want to change or stop.

### **How much can I contribute?**

In general, you may contribute up to \$18,000. Employees paid less than 24 payrolls per year must contribute based upon a whole percentage amount. Please refer to the following documents enclosed for your assistance.

The "Howards Grove School District Employee Savings Plan, 403(b) Plan" brochure;  
The "403(b) Approved Vendor List and Contract Information" document; and  
The "Howards Grove School District Salary Reduction Agreement" form

For paperwork processing questions, please contact Human Resources in the District Office @ 920-565-4454 ext 315. Questions related to 403(b) products should be addressed with the appropriate 403(b) vendor or agent directly.

This notice is not intended as tax or legal advice. Employers may not provide employees with tax or legal advice. Employees are encouraged to contact their financial representative or tax professional with any questions.