

Pleasanton Unified School District 403(b) Plan

Plan Highlights

Introduction: Pleasanton Unified School District is pleased to offer the 403(b) Plan (the Plan) to eligible employees in order to help save for retirement. The plan allows you to save on a tax deferred basis. Plan oversight and administration is provided by Envoy Plan Services.

This brochure outlines the key provisions of the plan as well as who to contact to sign up, for plan or investment related questions, or other information. We encourage you to seriously consider taking advantage of this valuable benefit to help enhance your financial future.

Eligibility:

- **Employee Contributions:** All Employees are eligible to contribute to the 403(b) plan.

Entry Date:

- Employees are able to enroll in the Plan immediately upon commencing employment with Pleasanton Unified School District.
- If you have a 403(b) Plan account with a previous employer, you must establish a new account to enroll in this Plan. Your Salary Deferral Contributions in this Plan cannot be invested in the 403(b) Plan of a previous employer.

Contribution Types:

- **Employee Contributions:** Generally, you can contribute up to 100% of your income up to the [maximum allowable contribution limits](#) as adjusted annually by the Internal Revenue Service. You may be eligible to contribute an additional \$5,500 if you are age 50 or older.

Vesting:

- **Employee Contributions:** You are always 100% vested in your own contributions, plus earnings.

Withdrawal Options: (Subject to each investment provider's policies. Check with your investment provider for availability.)

- **In-Service Withdrawal:** If age 59 ½ or older.
- **Separation of Service:** Possible 10% penalty if under the age of 59½. Various payment options are available.
- **Loans:** Tax-free loans enable you to access your account without permanently reducing your account. The minimum loan amount is \$1,000. The maximum loan amount is limited to 50% of your elective deferral vested account balance not to exceed \$50,000, which apply to all 403(b) and 457(b) accounts in the aggregate. Generally loans must be repaid within 5 years; loans to purchase a principal residence can be amortized for longer periods. Loans not repaid in accordance with the repayment schedule will result in taxation of the outstanding loan amount and a possible 10% penalty.
- **Hardships:** You may take a withdrawal for a financial hardship. Hardship withdrawals are limited to the amount you have contributed to the plan and are only permitted for limited financial circumstances that must be substantiated.

Investments:

- Funds will be invested with one of the vendors on the following page

Note: If your current provider is not listed on the approved provider list for your Employer at www.envoyplanservices.com, they are not currently approved for your Employer's Plan. If you want to contribute to a provider that is not listed, please contact us at 800-248-8858.

If the provider of your choice is listed, please contact the provider for new account set up and transfer options. You must also complete a new Salary Reduction Agreement form and submit it to Envoy Plan Services before contributions may begin.

Please Contact:

- **Investment Provider:** For forms such as distribution, loans, or hardships, account balances and to transfer funds.
- **Envoy Plan Services:** For any plan related questions, to start or stop contributions, or change your deduction please call 800-248-8858 or visit www.SpokesKids.com/PleasantonUSD.

Mail or fax all forms to: Envoy Plan Services
C/O MidAmerica Administrative & Retirement Solutions, Inc.
402 South Kentucky Avenue, Suite 500
Lakeland, FL 33801
Toll Free Fax: 877-513-2272

**Refer to the Plan Document for more information on the Plan.
In the event of a discrepancy, the Plan Document will prevail.**



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www.EnvoyPlanServices.com

Pleasanton Unified School District

403(b) Plan

403(b) Plan Approved Providers

American Century Services/ 800-345-3533/ www.americancentury.com
American Fidelity Assurance Company/ 800-654-8489/ www.afadvantage.com
Americo Financial Life & Annuity Insurance Company/ 800-982-8144/ www.americo.com
Ameriprise Financial Services/ 800-297-6663/ www.ameriprise.com
Ameritas Life Insurance Company/ 800-745-1112/ www.variable.ameritas.com/
AUL/ One America/ 800-249-6269/ www.oneamerica.com
AXA Equitable Life Insurance Company/ 212-314-4600/ www.axaonline.com
Fidelity Investments/ 800-343-0860/ www.fidelity.com/atwork
First Investors Corporation/ 800-394-6620/ www.firstinvestors.com
Franklin Templeton Bank & Trust/ 800-527-2020/ www.franklintempleton.com
FTJ Fund Choice/ 800-379-2513/ www.FTJFundChoice.com
Great American Life Insurance Company/ 800-854-3649/ www.gafri.com
Industrial Alliance Pacific/ 888-681-9201/ www.iaplifec.com
ING ReliaStar Life Insurance Company/ 877-886-5050/ www.ingretirementplans.com
Jackson National Life Ins. Co./ 800-766-4683/ www.jnl.com
Life Insurance Company of the Southwest/ 800-579-2878/ www.lifeofsouthwest.com
Lincoln National Life Insurance Company/ 877-275-5462/ www.lfg.com
Mass Mutual Financial Group/ 800-272-2216/ www.MassMutual.com
Metropolitan Life Insurance Company (MetLife)/ 888-638-1947/ www.metlife.com
Midland National Life Insurance Company/ 877-586-0240/ www.mnlife.com
National Health Insurance Company/ 800-237-1900/ www.nhic.com
New York Life Insurance & Annuity Corporation/ 800-710-7945/ www.newyorklife.com
Oppenheimer Funds/ 800-525-7048/ www.OppenheimerFunds.com
Pacific Life Insurance Company/ 800-800-9534/ www.pacificlife.com
RSG Securities/ 877-544-4380/ www.rsgsecurities.com
Security Benefit Group/ 800-888-2461/ www.securitybenefit.com
Symetra Life Insurance Company/ 877-723-3261/ www.symetra.com
T. Rowe Price/ 800-492-7670/ www.troweprice.com
Thrivent Financial for Lutherans/ 800-847-4836/ www.thrivent.com
TIAA-CREF CalSTRS Pension 2/ 800-228-5453/ www.enroll.tiaa-cref.org/calstrs/
USAA Life Insurance Company/ 800-531-8292/ www.usaa.com
VALIC/ 800-892-5558/ www.valic.com
Vanguard/ 800-662-2003/ www.vanguard.com
Waddell & Reed, Inc./ 888-923-3355/ www.waddell.com

Provider contact information can be obtained on Envoy's website www.envoyplanservices.com



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