

403(b) Retirement Plan

Will you have enough money when you want to retire? It is important to start saving now.

Annuity/Savings Plans

All employees, including substitutes, are eligible to participate in the district 403(b) or 457 savings program. All money placed into this plan is pre-tax. Employees wishing to participate in this option must select an annuity company from an established list of providers. A listing of companies and their contact representatives is shown at the end of this section. To be eligible for payroll deduction, the savings program must be established with a district-qualified company. A 403(b) may be established with any district-qualified company. A 457 plan is very similar to a 403(b) plan but it has different provisions concerning withdrawals and loan provisions. A 457 savings plan may only be established with the approved district 457 plan provider. To find out more about 403(b) or 457 plan investments, confer with the provider representative of your plan.

Rose Hill USD 394 uses a third party administrator to manage our 403(b) and 457 plans. The third party administrator of the district's 403(b) savings plan, charges an administration fee for each individual enrolled in the plan. USD 394 will not pay this fee for the individual, however many plan providers do pay the fee for their plan participants. Please review the list of qualified providers to see which providers provide fee coverage for their plan participants. There is currently no fee for administration of the district's 457 plan.

You will be able to visit with company representatives regarding enrollment in or changes to a 403(b) or 457 savings plan at any time, however all forms for enrollment, or changes made to a savings plan must be submitted to Human Resources or Payroll on forms provided by the district's third party administrator. Those forms are available from Human Resources or Payroll.



403(b) Retirement Plan

WHEN CAN I ENROLL?

You are eligible to enroll, at any time, immediately upon your date of hire. You may choose your plan provider from the list on the next page. Once you make your choice, you must contact the plan provider and complete the appropriate application and any other necessary forms, including a Salary Reduction Agreement. This contribution will continue unless it is modified or revoked in the future. Return all completed forms to the plan provider, Human Resources or Payroll.

CAN I CHANGE OR STOP MY ELECTIVE DEFERRAL CONTRIBUTIONS?

You may change or stop your elective deferral contributions at any time. At any time you may also change of the amount of contribution, investment direction, and/or designated beneficiary. You are permitted to revoke your election at any time during the plan year. Please contact Human Resources or Payroll for further questions or instructions.

All personnel are responsible for informing their annuity companies and the Human Resources Department or Payroll at USD 394 of changes in their annuity plans. USD 394 will only notify the third party administrator for the district of such changes.

WHEN IS MY ELECTIVE DEFERRAL CONTRIBUTION(S) EFFECTIVE?

Unless the election specifies a later effective date, a change of the amount of the elective deferral contribution (s) and/or a change in the investment direction shall take effect as of the first pay period or payment date that is at least 15 days after the date on which the Salary Reduction Agreement is received by Human Resources or Payroll. A change in the beneficiary designation shall take effect immediately when the election is turned in.

WHAT IS THE MAXIMUM AMOUNT THAT I CAN CONTRIBUTE?

The Internal Revenue Code limits the annual contributions you can make to a 403(b) and/or 457 plan and the limits are adjusted each year. The 2016 limits are as follows:

- Elective deferral limit \$18,000.00
- Age 50 catch-up \$ 6,000.00

Will My Employer Make Additional Contributions?

USD 394 does offer an employee match plan. The employee match plan is not available for substitutes. To be eligible for this plan, an employee must have been employed by USD 394 as of September 1, and have been continuously employed through August of the following year. Those employees who work only during the school year are considered continuously employed if they return to a regularly scheduled position for the following school year. For those employees who are hired after September 1, they become eligible when they have been continuously employed for one full plan year.

USD 394 will match all payments, dollar for dollar to a maximum of \$75 per month, into a 403(b) plan of your choice. 457 plans are eligible for this match, however the district portion will only be placed into a 403(b) plan. Entry into this plan is limited to September 1 of each plan year. The employee must minimally place \$30 per month into a 403(b) or 457 to receive the district match. If at any time during the plan year, the employee drops his/her contribution below \$30 per month, then participation in the employee match plan match ends for that plan year. Re-entry into the plan match is not available until the beginning of the next plan year.

403(b) Retirement Plan

District Selected 457 Plan Provider

Provider	Representative	Phone	Pays Fees
American Fidelity	Cindy Sutherland	800-450-3506	No Fees

District-Qualified 403(b) Annuity Providers

Provider	Representative	Phone	Pays Fees
Ameriprise Financial	Richard Ringwall	316-685-5353	YES
American Fidelity	Cindy Sutherland	800-450-3506	YES
Lincoln National	Tom Miller	316-685-5311	NO
Security Benefit Life	Leasha Rutchman Wayne Hamilton	316-461-5063 800-281-0538	YES

FOR ADDITIONAL INFORMATION

To learn more about 403(b) plans, please visit <http://www.irs.gov> and search for Publication 571. If you would like to compare a 403(b) plan and a 457 plan go to <http://www.irs.gov> and search for Publication 4484. If you have further questions about how the plans work, or your rights and obligations under the plan, please contact:

Lucy Brown
USD 394 Human Resources
104 N Rose Hill Road
Rose Hill, KS 67133
316-776-3300
hr@usd394.com