

## ENROLLMENT PROCEDURES AND ADDITIONAL INFORMATION FOR COMPLETING TSA/403(b) DOCUMENTS

Your School District (“Employer”) has established and makes available a Tax Sheltered Annuity (TSA) and Deferred Compensation (DCP) voluntary retirement plan (Plan) for the benefit of its employees. It is intended that the Plan comply with the requirements of and qualify under Section 403(b) of the Internal Revenue Code (“IRC”) of 1986, as amended, and Section 17501 of the California Revenue and Taxation Code. It is not the purpose of the Employer by providing this Plan to recommend its use by any individual employee. The fact that a particular contract or custodial account may be available under the Employer’s Plan does not constitute an endorsement, recommendation, or approval of any kind, and the Employer does not warrant any particular tax consequence to the employees who elect to participate.

### GENERAL INFORMATION:

1. **Eligibility:** Each employee of the Employer is given an opportunity to participate in the Employer’s TSA/403(b) Plan by entering into an amendment of employment contract through the use of a Salary Reduction Agreement (SRA).
2. **Plan Administration:** Envoy Plan Services, the Third Party Administrator for the Plan (“Administrator”), is designated to perform all of the administrative services of the Employer’s Plan. The Administrator provides all operational functions relating to all aspects of the Plan for the Employer and for the employees participating in the Plan. Employees and participants should contact the Administrator directly for processing SRAs, and to obtain answers to questions relating to all matters with regard to the Plan.

### ENROLLMENT PROCEDURES:

To establish salary reductions to either the TSA/403(b) Plan, or to make a change to an existing Salary Reduction Agreement as a current participant, employees must follow the process outlined below and submit the properly completed documents directly to the Administrator. Do not submit documents, including SRAs to the Employer.

1. **Cut-off Date for Salary Reduction Agreements:** Due to IRS regulations, the Administrator must receive your thoroughly completed Salary Reduction Agreement, affecting both TSA/403(b) and DCP/457(b) salary reductions, no later than the **last business day of the month**. Properly completed SRAs timely received will be processed by the Administrator to affect future pay periods as explained below. Your salary will not be affected in the month the SRA is received. The SRA will affect your compensation for the next payroll period for Certificated and Classified employees.
2. **CalSTRS Registry:** Effective November 29, 2004, all 403(b) Company/Providers chosen **MUST** be a District approved provider registered on the CalSTRS Registry. The current list of approved companies/providers can be viewed on the Administrator’s website at [EnvoyPlanServices.com](http://EnvoyPlanServices.com) or on the CalSTRS Registry at [403bCompare.com](http://403bCompare.com).
3. **Submission of Salary Reductions Agreements:** SRAs should only be submitted after choosing the provider(s) you wish to use, and *AFTER* establishing a TSA/403(b) account with the provider(s). A Salary Reduction Agreement and a list of the TSA/403(b) providers may be obtained by directly contacting the Administrator via the Internet at [EnvoyPlanServices.com](http://EnvoyPlanServices.com).
4. **Terminate (Stop) Your Salary Reductions:** To discontinue your *TSA/403(b) salary reductions*, submit a new Salary Reduction Agreement and complete the following: **1)** Check the “Termination” box; and **2)** Complete the TSA/403(b) section by writing in the name of the provider, indicate \$0 for the amount, and provide the Effective Date. **Incomplete SRA forms cannot be processed**, so please be sure that the SRA is properly completed and submitted directly to the Administrator by the last business day of the month, to affect future income AND prior to termination of your TSA/403(b) account with your existing provider.

## COMPLETING THE SALARY REDUCTION AGREEMENT & PARTICIPANT INFORMATION FORM

Salary Reduction Agreements may be submitted to the Administrator using any of the following methods:

- Personally deliver to Administrator's office at the address on Page 3.
- U.S. mail
- Overnight delivery service
- Fax

Participant Information Forms, if properly completed, signed and dated; or may also be delivered in any manner listed above.

Your salary reductions for all Plans will not be affected until all necessary forms are received properly completed and approved by the Administrator. SRAs received after the deadline will take effect the next qualifying pay period. Incomplete, inaccurate, or non-legible forms will be returned. Your SRA is irrevocable as to salary paid and reduced while the SRA is in effect.

**Note:** If you own a business and have a separate retirement plan, or if you participate in another employer's retirement plan (such as a TSA/403(b), DCP/457(b), SEP, SIMPLE IRA/401(k), or 401(k) Plan), your contributions to that plan must be taken into consideration when calculating your MAC limit to this Employer's Plans.

It is your responsibility to determine if you are affected by this rule, and if so, to notify the Administrator. You are strongly encouraged to review and understand the Definitions to the Plans, which are provided to help you understand your responsibilities. A list of Definitions is available at [www.envoyplanservices.com](http://www.envoyplanservices.com).

### WHEN ADDITIONAL PARTICIPANT INFORMATION MAY BE REQUIRED

- At any time, if required by the Administrator or Employer to substantiate employee contributions; or in the event of an IRS audit of the Employer's Plans.
- If non-salary reduction contributions are being made by the Employer on behalf of the employee.

### USE OF FINANCIAL ADVISOR/AGENT/PROVIDER ASSISTANCE

You may use the assistance of financial advisors, agents/brokers, or providers who may utilize their own custom forms or computer programs to develop the data you will need to complete the SRA and/or the Participant Information Form ("PIF"). *It is your responsibility to provide accurate information in the process of completing all forms.* Submit to the Administrator only the forms, worksheets, SRA, and PIF that have been approved for use by the Employer and Administrator.

**THE ADMINISTRATOR AND EMPLOYER DO NOT PROVIDE TAX OR INVESTMENT ADVICE TO ANY  
EMPLOYEE – NOR REVIEW FOR ACCURACY THE INFORMATION PROVIDED BY YOU, YOUR  
FINANCIAL REPRESENTATIVE, AGENT/ BROKER, OR PROVIDER**

## ADMINISTRATOR INFORMATION

**BELOW IS THE CONTACT INFORMATION FOR THE ADMINISTRATOR. PLEASE CONTACT THE ADMINISTRATOR FOR ALL MATTERS RELATING TO THE TSA/403(b) PLANS.**

### **SALARY REDUCTION AGREEMENT PROCESSING**

Complete all SRAs in **BLACK INK ONLY.**

All completed Salary Reduction Agreements are to be submitted directly to the Administrator for processing.

Envoy Plan Services, Inc.  
901 Calle Amanecer, Suite 200  
San Clemente, CA 92673  
Fax (877) 513-2272

### **QUESTIONS AND INQUIRIES**

Contact the Administrator below for ALL questions and inquiries relating to the Plans; including questions related to your paycheck affected by your TSA/403(b) salary reductions and the processing of your Salary Reduction Agreement.

Envoy Plan Services, Inc.  
Local Ph: 949-366-5070  
Toll free: 800-248-8858  
Fax: 877-513-2272  
[www.EnvoyPlanServices.com](http://www.EnvoyPlanServices.com)

### ***Important Note:***

Your Employer cannot process your Salary Reduction Agreement; if you or your financial advisor/agent inadvertently submit your SRA to your Employer to initiate a new SRA, make changes, or to terminate your existing SRA, or else the processing of your SRA will be delayed.

To obtain faster service, please contact the Administrator directly. Please do not contact your Employer for questions relating to the Plans.

## ***Table of Salary Reduction Contribution Limits - Basic Limits***

You may make salary reduction contributions simultaneously to the TSA/403(b) Plan and to the DCP/457(b) Plan of the Employer, equal to 100% of your includible compensation, not to exceed the basic Maximum Allowable Contribution (“MAC”) limits identified in the table below:

For tax years beginning in:	The applicable dollar limit is:
2005	\$14,000
2006	\$15,000
2007	\$15,500
2008	\$15,500
2009	\$16,500

## ***Catch-up Contributions***

If you wish to make salary reduction contributions in excess of the basic MAC limits as stated above, you may qualify to elect the use of the “Catch-up Options” made available by the Internal Revenue Code as described below.

### **IRC 414(v) Age 50+ Catch-up**

For employees that are age 50+ by the end of the calendar year, the additional amounts identified below can be contributed to the TSA/403(b) Plan. The increased Age 50+ Catch-up Option is permitted based *strictly* on attained age by the end of the calendar year. There are no other requirements or restrictions. The extra salary reduction contributions made under this option *do not count against any other limit*.

For tax years beginning in:	The applicable dollar limit is:
2005	\$ 4,000
2006	\$ 5,000
2007	\$ 5,000
2008	\$ 5,000
2009	\$ 5,500