

## Sample 403(b) Plan Eligibility Announcement to Employees

To: All Eligible Employees

Date: March 9, 2016

Re: Notice of your right to participate in the 403(b) Retirement Plan sponsored by  
Gadsden City Board of Education  
(Name of Employer)

In compliance with the 403(b) regulations, we are pleased to offer eligible employees the opportunity to voluntarily save for retirement by participating in the 403(b) Plan (“the Plan”). All employees who receive compensation reportable on an Internal Revenue Service (IRS) Form W-2 are eligible to participate in the plan, with the exception of those specifically excluded by the Plan.

If eligible, you may participate in this Plan by establishing a 403(b) account with one of the Plan’s approved Investment Providers and then completing a salary reduction agreement to make pre-tax contributions or (if permitted by the Plan) Roth 403(b) after-tax contributions. A list of the Plan’s approved Investment Providers as well as a salary reduction agreement form can be obtained from the school district or on the website of our 403(b) administrative services provider, AFPlanServ®, at [www.afplanserv.com](http://www.afplanserv.com).

Generally, salary reduction contributions can be made in an amount up to the lesser of 100% of includable compensation or the annual limitations set by the IRS. For the 2016 tax year, the annual contribution limit is \$18,000 with a catch up contribution of up to \$6,000 for employees that are age 50 or older. If you have completed 15 years of service or more with the school district, you may qualify for an additional catch-up contribution of up to \$3,000. A separate calculation must be done with your sales agent in order to determine eligibility. Any change to salary reduction must be requested by completing a new salary reduction agreement and returning to the payroll department.

If you participate in more than one 403(b) plan or another qualified plan such as a 401(k) or 401(a), you will be responsible for tracking and reporting the amount of your total contributions to the school district so you do not exceed the annual contribution limitation permitted by the IRS.

By electing to participate in the Plan, you are acknowledging and agreeing to abide by the Plan’s rules and all IRS regulations related to 403(b) Plans. To learn more about the 403(b) Plan, including, but not limited to, (1) exclusions to participation, (2) Plan distribution rules, and (3) a listing of approved Investment Providers, please visit the website of our administrative services provider, AFPlanServ®, at [www.afplanserv.com](http://www.afplanserv.com) and use the Plan Search feature to locate the Plan.

For information about the 403(b) products and services offered by each approved Provider, employees will need to contact each company directly.

If you have questions regarding this Notice or if you need assistance locating the Plan on the AFPlanServ® website, please contact the school district or call AFPlanServ® at 866-560-6415.

*Please be sure to consult with your legal or tax advisor before participating in the 403(b) Plan. AFPlanServ® does not provide tax or legal advice.*