

## ***What is a 403(b)?***

The 403(b), also known as a tax-sheltered annuity (TSA) plan, is a retirement plan for employees of public schools and some tax-exempt organizations. It is an excellent way to save money for retirement whether as a supplement to a traditional pension plan or other retirement plan(s), or as a stand-alone plan.

Internal Revenue Service rulings create tax advantages for public school employees who elect to join in the tax-sheltered annuity program, also known as the 403(b) plan.

### **Please pay attention to the following policies:**

It is the responsibility of the employee and/or the vendor to determine the maximum deduction based on current IRS regulation. The school district is not liable for a deduction that exceeds maximum allowable contributions.

Contributions are deducted each pay period.

**It is the employee's responsibility to contact a vendor and to follow the vendor's enrollment procedures.**

## ***Who is eligible?***

All Employees are eligible to participate in the 403(b) plan. Please refer to the 403(b) Universal Availability Notice.

## ***How to get started?***

### **First time enrollees must:**

- 1.) Contact the vendor of your choice. You may choose from one of the approved vendors listed on Appendix 1 – Approved Vendors (also listed at the end of this document).
- 2.) Once you have opened a 403(b) account with an approved vendor, you and your vendor or representative must fill out a Salary Reduction Agreement form to direct the Prior Lake-Savage Area Schools payroll department to make appropriate deductions from your compensation.
- 3.) Return the Salary Reduction agreement to the Human Resources Department for processing.

## ***How much may be contributed?***

2018: You may contribute up to \$18,500

Employees that have 15 or more years of service in the district and who have contributed on average \$5,000 or less per year during this time may choose the "15-Yr Catch-up" and contribute a total of \$21,500 in 2018.

Employees that are age 50 or higher may choose the "Age 50+ Catch-up" and contribute an additional \$6,000.

## ***Does the District match contributions?***

Your matching eligibility is defined in your terms and conditions of employment.

## ***When should I start investing?***

The key to investing is to start early and gradually adjust your risk level as you approach your goal.

## ***When may I change or stop my contributions?***

An employee may cancel or make changes to their 403(b) plan during "Open Enrollment" period and two additional times from June through April. Open enrollment is offered in May. Enrollment, cancellation or changes require a Prior Lake-Savage Salary Reduction Agreement form.

## ***How do I add an additional 403(b) vendor?***

- 1.) Contact the new vendor of your choice from the approved vendors list.
- 2.) Once you have opened a new 403(b) account with the vendor, you and your vendor or representative must fill out a Salary Reduction Agreement form with your new deduction.
- 3.) Return the Salary Reduction agreement to the Human Resources Department for processing.

## ***How do I cancel my current 403(b) deduction and switch to a new vendor?***

- 1.) Return the Salary Reduction agreement to the Human Resources Department indicating a zero deduction to stop your deduction with a specific vendor.
- 2.) Once you have opened a new 403(b) account with the new vendor, you and the vendor or representative must fill out a Salary Reduction Agreement form with your new deduction.
- 3.) Return both the Salary Reduction agreements to the Human Resources Department for processing.

## ***What are my options when I retire or leave the School District?***

Retirees or employees no longer with the district may be eligible to withdraw from or transfer their 403b account. A signature/approval is required for this and can be obtained by contacting:

Jeniffer Bratland  
Educator Benefit Consultants (Third Party Administrator for ISD 719)  
3125 Airport Parkway NE  
Cambridge, MN 55008  
Metro: 763-645-1385  
Fax: 763-552-6055  
jeniffer@ebcsolutions.com

VENDOR	ADDRESS	PHONE	WEBSITE, EMAIL
Am Funds through 403(b) ASpire Financial ISD 719 Acct. 3179	5310 Cypress Center Drive Cypress Center II, Ste 101 Tampa, FL 33609	1-866-634-5873	www.aspireonline.com
Ameriprise Financial Services a/k/a American Express ISD 719 Acct. 014287	10475 Ameriprise Financial Center Minneapolis, MN 55474	612-678-5787 1-800-862-7919	www.ameriprise.com
AXA Equitable (also offers ROTH 403(b)) ISD 719 Acct. 710502-001	2 Meridian Crossings, Suite 450 Minneapolis, MN 55423	612-243-3200 1-800-628-6673	www.mn.axa- advisors.com
ESI Education MN (also offers ROTH 403(b)) ISD 719 Account Educators Financial Services	440 Emerson St N Cambridge, MN 55008	1-877-403-2374	www.efsadvisors.com  info@efsadvisors.com
Fidelity Investments (annual fee \$7.20) ISD 719 Acct. 89592	300 Puritan Way Malborough, MA 01752	1-800-343-0860	www.403b.com
Great West Life 403(b) ISD 719 Acct. 95999-01	PO Box 173764 Denver, CO 80217-3764	1-800-701-8255	
Horace Mann ISD 719 Acct. 22590	Retirement Plan Services	1-800-999-1030	www.horacemann.com
Jefferson National Insurance ISD 719 Acct. 4103208	P. O. Box 36750 Louisville, KY 40223	1-800-667-0563	www.jeffnat.com
Lincoln Financial ISD 719 Acct. CR29090	7701 France Ave S, Suite 100 Edina, MN 55435	952-933-8000	www.lfg.com
Met Life a/k/a/Metropolitan Mutual Life ISD 719 Acct. 0828689	400 Atrium Drive Somerset, NJ 08873	1-800-560-5001	www.metlife.com
MN DCP ISD 719 Acct. 0455	60 Empire Drive, Suite 300 St. Paul, MN 55103-3000	651-284-7723	www.mndcplan.com
Putnum (not accepting employer matching funds)	PO Box 8383 Boston, MA 02266-8383	1-800-662-0019 x13880	www.putnum.com
Reliastar Life Insurance Co. (formerly ING) ISD 179 Acct. GC31	PO Box 5050 Minot, ND 58702	1-844-869-2343	www.ing.com
Thrivent Financial a/k/a/ Lutheran Brotherhood ISD 719 Acct. 201700	Regional Office Roseville, MN 55113-7115	1-800-847-4836	www.thrivent.com
VALIC ISD 719 Acct. 1211	7650 Edinborough Way, Ste 320 Edina, MN 55435	952-250-9635 1-800-448-2542	
Vanguard (annual fee \$7.20) ISD 719 Acct. 10070426	PO Box 2600 Valley Forge, PA 19482	1-800-962-5068	www.vanguard.com
VOYA		1-844-869-2343	
Waddell & Reed ISD 719 Acct. 13477203	PO Box 29217 Shawnee Mission, KS 66201	1-888-923-3355	www.waddell.com