



## ONLINE ENROLLMENT & WEB ACCESS GUIDE



# PenServ

PLAN SERVICES

**Peters Township School District**  
**403(b) Plan**

403(b)



## Plan Participation Benefits & Options

### Plan Features

The 403(b) program is designed to offer a broad range of quality mutual funds and annuities that provide an opportunity to build a diversified retirement plan portfolio. Program options may include:

- Online web enrollment, view account balances, monitor transaction history, and download administrative forms.
- Update personal information, perform transactions or request an exchange of dollars between mutual funds.
- Generate transaction approval certifications for loans, transfers, and distributions.

### Plan Participation

Once you enroll in the program, contributions are withheld from your wages and forwarded to the investment provider that holds the investments for your Plan. The following contributions may be applied to your account:

**Pre-Tax Salary Deferrals:** These contributions are withheld from your pay before federal income taxes are applied.

**Roth Salary Deferrals:** These contributions are withheld from your pay after federal income taxes are applied. The maximum amount you can contribute is computed on a calendar year basis and is established by the IRS from year-to-year. Information is posted to the Plan website when limits for the upcoming year are announced. For 2016, the limit on traditional deferrals is \$18,000.

In addition to the standard deferral limits, employees who will have reached 50 years of age before the end of any calendar year are eligible to make an additional "catch-up" contribution. This amount may also vary from year to year and the limit will be announced along with the maximum deferral limitations described above.

**Rollovers:** You may also rollover an eligible rollover distribution into the Peters Township School District 403(b) Plan. Before you can complete an incoming rollover to this Plan, however, you must first receive an approval for the monies to be applied to your account. A PenServ representative will be able to assist you in this process.

### Distributable Event

Participants who are eligible for a distribution from the Plan should complete an application and submit the form to the Plan Administrator for approval. Distributions that meet IRS requirements for payment are generally processed within 2 business days from receipt of an approved application in good order.

### Participant Loans

If an employee meets certain requirements, the program offers the option to receive a loan from the Plan. Issuance of a new loan is contingent on receipt of information from current and prior investment providers. Loan requests that meet IRS requirements are generally approved within 3 business days from receipt of information required from investment providers. Please allow sufficient time for vendors to respond with required information. Loans must be repaid or the outstanding balance may become taxable upon default and future loans may be prohibited until repayment.

**Note:** Check with your investment provider to determine if loans are permitted from your vendor account.

### Online Plan Access

Once you have enrolled in the Plan, you may view your account balances, modify your choice of investment providers, monitor contributions, and initiate investment transactions.

**Web Access:** <http://www.penserv.com/login>

### Plan Enrollment

Employees can enroll in the Plan using the attached Plan Access Code.

Any employee who is employed may participate in the Plan. Salary deferral information will be provided to your employer for entry into the payroll system subject to employer guidelines.

Enrollment in the Plan is a two-step process. In addition to making a salary deferral election and selecting a company to receive your contributions, you will need to complete the necessary documentation required by the selected investment provider. You should immediately contact a vendor representative for assistance in establishing your investment account if such an account does not currently exist. Failure to establish a contract or custodial agreement with your selected vendor may prevent timely investment of your funds.

For further information on the enrollment process, you may contact the PenServ office listed below.

### Contact for Further Information

PenServ Plan Services, Inc.  
**Website:** <http://www.penserv.com>  
**Phone:** (800) 849-4001  
**Fax:** (803) 791-5925

**Mailing Address:** P.O. Box 3109 | West Columbia, SC | 29171  
**Email:** [403bservice@penserv.com](mailto:403bservice@penserv.com)

## Vendor Options

The 403(b) Plan is offered to Peters Township School District employees as an opportunity to supplement their retirement program with salary deferrals contributed to a choice of annuity contracts or mutual fund products.

Enrolling in the 403(b) Plan is a two-step process for participants:

**Step 1:** You should review the list of available investment providers and select an active vendor from the list below. If you do not currently have an account with the vendor you selected, contact a representative who will assist you with the necessary documentation required to establish an account with the investment company.

**Step 2:** Enroll in the Plan. Elect a salary deferral amount and designate your selected vendor using the enrollment steps provided in this document. Failure to establish a contract or custodial account with your selected vendor may prevent timely investment of your contributions.

The following investment providers have been approved to accept contributions for the plan. Contributions cannot be accepted by any other company.

Active Vendor Name	Investment Company Contact
PenServ on behalf of American Funds *	American Funds, General Enrollment Phone (800) 849-4001
Ameriprise Financial Services	Phone (724) 434-1545 <a href="http://www.ameriprise.com">http://www.ameriprise.com</a>
ASpire Financial Services, LLC Vendor Plan Number: 9495	Brendan Gallagher, ASpire Financial Services, LLC Phone (866) 634-5873 <a href="http://www.aspire403b.com">www.aspire403b.com</a>
AXA Equitable Vendor Plan Number: 070120	Beaux DeLattre, AXA Advisors, LLC Phone (724) 986-9691 <a href="mailto:beaux.delattre@axa-advisors.com">beaux.delattre@axa-advisors.com</a>
Commonwealth Annuity and Life Insurance Co. Vendor Plan Number: K3040	Phone (508) 460-2400 <a href="http://insuranceservices.se2.com">http://insuranceservices.se2.com</a>
Great American Insurance Group Vendor Plan Number: 071068	Jason Hitch, Great American Advisors, Inc. Phone (800) 438-3398 <a href="mailto:directconnectteam@gafri.com">directconnectteam@gafri.com</a>  Phone (800) 438-3398 <a href="http://www.greatamericaninsurancegroup.com">http://www.greatamericaninsurancegroup.com</a>
Horace Mann Insurance Co. Vendor Plan Number: 10123396301	Phone (800) 999-1030 <a href="https://www.horacemann.com">https://www.horacemann.com</a>

## Vendor Options (continued)

Active Vendor Name	Investment Company Contact
Kades-Margolis Vendor Plan Number: 344	Richard Stellfox, Sr., Kades-Margolis Phone (724) 743-4022 ext. 102 rstellfox@4kmc.com
Lincoln Investment Planning Vendor Plan Number: 4773-1	Michael Musilunas, Lincoln Investment Planning Phone (800) 242-1421
Lincoln National Life Insurance Co. Vendor Plan Number: CR26600	Phone (877) 275-5462 <a href="http://www.lfg.com">http://www.lfg.com</a>
MetLife Vendor Plan Number: 0127050	Jamie Paxton, MetLife Phone (724) 891-1861
MetLife Insurance Company USA Vendor Plan Number: 859370	Eric Glod, MetLife Phone (800) 492-3553 ext. 28136
PlanMember Services Vendor Plan Number: 26365000	Marcia Diamant, PlanMember Services Phone (412) 833-3112 md@frspa.com
Security Benefit Vendor Plan Number: 000426	Phone (800) 888-2461 <a href="http://www.securitybenefit.com">http://www.securitybenefit.com</a>
Vanguard Investments Vendor Plan Number: 10068550	Phone (800) 962-5068 <a href="http://retirementplans.vanguard.com">http://retirementplans.vanguard.com</a>
Variable Annuity Life Insurance Company (VALIC) Vendor Plan Number: 46781001000	Valerie Visconti, VALIC Financial Advisors, Inc. Phone (800) 892-5558 ext. 89202 Cell (412) 951-3885
Voya Retirement Insurance and Annuity Company Vendor Plan Number: VT4798	Holly Kozier / Gregory Jacobs, Voya Financial Advisors, Inc. Phone (412) 967-2608

### \* American Funds Special Instructions:

Procedures for investing with this vendor will be provided after you enroll in the plan. Instructions directing you to the American Funds login page will be mailed or emailed using the contact information provided during the enrollment process.

**For additional information or for assistance with this process, please contact PenServ  
Plan Services, Inc. at:  
Phone: 800-849-4001 | Email: [403bservice@penserv.com](mailto:403bservice@penserv.com)  
Mailing Address: P.O. Box 3109, West Columbia, SC 29171**



## Enrollment & Using the Plan Website

Welcome to the Peters Township School District 403(b) Plan. Enrollment in the plan is easy. You simply need to follow the instructions prompted on the Plan's web page. The website is supported by programs designed to protect your personal information. The system recognizes upper and lower case characters; therefore, if you enter capital letters in your User Name or Password the same upper or lowercase will be required each time you enter the information.

Plan Website Address: <http://www.penserv.com/login> and select: First Time Visitor?

Enrollment Process

Enter: Your Social Security Number

Enter the Plan Access Code: **pete3864**

### Step 1 Enter your personal information.

Items marked with an asterisk (\*) must be completed before you can proceed to the next step.

**Username Information:** This information is used to access your account, direct transactions and invest your contributions. The system is designed to protect your personal information; the codes you enter here should not be shared with another individual. For security purposes, you may not use sequential numbers or letters (i.e. 123 or abc), your name, Social Security Number, or symbols (i.e. @, !, &).

**Verification Question:** This code is used as an identifier in case you forget your account password or need assistance from a participant services representative.

**Email Address:** Required for communication purposes and notification of changes applied to your account.

### Step 2 Select investments for your new contributions.

The investment elections you enter will be applied to the Money Source you selected. Please note that once you have completed the enrollment process, you can always change your investment elections.

### Step 3 Review and confirm your entries.

Please review the information you provided for the Plan. Be certain you check the entries carefully; the data will be used to establish permanent plan records and access to your account.

### Congratulations! Your enrollment is complete.

You may access your account through the Plan's website (displayed above) at any time using your Username and Password. If you elected to receive email confirmations, you will receive confirmation of your enrollment at the email address entered during the Enrollment Process.

### Important Security Information

The Password you have entered for your account is secured by the system and should be protected and not shared. Anyone requesting access to this information will be denied unless the information you have entered can be provided.

## Enrollment Information Worksheet

The following information will be required to logon to the website: <http://www.penserv.com/login>

### User Name

This is a 6 - 12 character alpha-numeric field that you use when you logon to the website. It is established during enrollment on the website. This information should remain confidential as it permits access to your account and personal information.

### Password

A 6 - 8 character field that works in conjunction with your User Name to protect the security of your account.

### Verification Question

This is a question you will be asked to answer if you forget or misplace your Password. With a correct response, the PenServ system will be able to provide information that will permit you to reset your password.

### Personal Information

This includes your name, address, and home phone, as well as your date of birth, date of employment and marital status. This information will help to determine eligibility for certain plan transactions and will be compared to the data provided by your employer.

### Email Address

If you provide an email address at the time of enrollment, we will be able to confirm the entry of your data to the website. When you enter a request, an email notification will automatically be sent to the address provided. Only the participant can change the email address in the system.

### Salary Deferral Contributions

The amount you are electing to have deferred from your salary each pay period. The information you enter will be transmitted to your employer for entry into the payroll. To change your elections, simply logon to the website and enter the new information.

### Vendor Selections

You should review the list of available investment providers and select an active vendor from the list on the Vendor Options page. If you do not currently have an account with the vendor you selected, contact a representative who will assist you with the necessary documentation required to establish an account with the investment company.

### Review & Confirm Your Entries

The system permits you to make changes to your elections before submitting the data to the system. Please review the information carefully, and submit to your Plan.

### Logging Into Your Account After Enrollment

Once you have saved your User Name and Password to the system, the program captures your entries and you must login using the participant selection on the Login Screen. You will no longer be able to enter as a "First - Time User."

### Assistance

For further assistance, please contact a PenServ Participant Services Representative at: (800) 849-4001 (8:00 am - 5:00 pm ET)

Email: [403bservice@penserv.com](mailto:403bservice@penserv.com)

## **Peters Township School District 403(b) Plan 2016 Universal Availability Notice**

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**To:** All Employees of Peters Township SD

In compliance with the requirements of IRC §403(b)(12)(A)(ii) this Notice will advise you of the voluntary 403(b) program established and maintained for the benefit of our employees. The following information provides details of the Plan and outlines the procedures for enrollment.

### **Eligibility**

All employees who are employed by the Employer.

### **Contributions**

When you enroll in the program, the amounts you designate as salary deferrals are withheld from your wages and forwarded to an investment provider of your choice. Several types of contributions are available in your Plan:

**Pre-Tax Salary Deferrals.** These are amounts contributed into a 403(b) plan that are deferred from your paycheck before federal income taxes are applied. State income taxes may or may not be applicable.

**Roth Salary Deferrals.** These amounts are also deferred from your paycheck, but are subject to federal and state income taxes. When you withdraw monies, however, the funds may be excluded from taxation. Special rules apply to Roth contributions and you should contact your tax advisor before electing this option.

- For 2016, you may defer from your wages, a maximum of \$18,000 to all 403(b) and 401(k) plans unless you will reach 50 years of age during the year. In that case, you would be eligible to contribute an additional \$6,000. Deferrals may not exceed 100% of your wages.

**15-Year Catch-Up Contributions.** If you meet certain qualifying conditions, you may also be able to defer an additional amount under this option. Special rules apply and documentation of eligibility must be provided before this election will be permitted.

**Employer Contributions.** The Plan also allows your Employer to make contributions to the Plan on your behalf.

**Rollovers.** You may also rollover funds from another employer's plan if you receive an eligible rollover distribution. Before you can complete a rollover into this Plan, you must first receive an acceptance authorization before the monies to be applied to your account.

### **Plan Investment Options**

Your contributions to the 403(b) Plan must be made to an investment provider approved by your Employer. Before enrolling in the Plan, you should first establish an account with one of the Providers listed in this Notice. Once you have executed an investment contract, you should establish an account through the Plan's web site and create a secure login and password.

### **Assistance**

You may enroll in the Plan or receive assistance with these provisions by contacting the Plan's Third Party Administrator, your Employer's Benefit Administrator or a representative for one of the Investment Companies listed in this Notice. Additional information about the provisions and options in your Plan are available by contacting PenServ Plan Services, Inc. at (800) 849-4001 or from the Plan's web site (see below).



**Peters Township School District 403(b) Plan  
2016 Universal Availability Notice**

**Investment Provider Options**

Provider and Product Name	Product Type	Contact
AMERICAN FUNDS	Mutual Funds	Phone: 800-849-4001
AMERIPRISE FINANCIAL SERVICES	Mutual Funds and Annuities	724-434-1545 / <a href="http://www.ameriprise.com">http://www.ameriprise.com</a>
ASPIRE FINANCIAL SERVICES, LLC	Mutual Funds	Brendan Gallagher (866) 634-5873 <a href="http://www.aspire403b.com">www.aspire403b.com</a>
AXA- EQUITABLE LIFE INSURANCE COMPANY	Annuities	Beaux DeLattre (724) 986-9691 <a href="mailto:beaux.delattre@axa-advisors.com">beaux.delattre@axa-advisors.com</a>
COMMONWEALTH ANNUITY AND LIFE INSURANCE COMPANY	Annuities	508-460-2400 / <a href="http://www.commonwealthannuity.com">http://www.commonwealthannuity.com</a>
GREAT AMERICAN FINANCIAL RESOURCES	Mutual Funds and Annuities	Jason Hitch (800) 438-3398 <a href="mailto:directconnectteam@gafr.com">directconnectteam@gafr.com</a> (800) 438-3398 <a href="http://www.greatamericaninsurancegroup.com">http://www.greatamericaninsurancegroup.com</a>
HORACE MANN INSURANCE COMPANY	Annuities	800-999-1030 / <a href="https://www.horacemann.com">https://www.horacemann.com</a>
KADES-MARGOLIS CORPORATION	Mutual Funds	Richard Stellfox, Sr. (724) 743-4022 ext. 102 <a href="mailto:rstellfox@4kmcc.com">rstellfox@4kmcc.com</a>
LINCOLN INVESTMENT PLANNING, INC.	Mutual Funds	Michael Musilunas Phone (800) 242-1421
LINCOLN NATIONAL LIFE INSURANCE COMPANY	Mutual Funds and Annuities	Phone 877-275-5482 <a href="http://www.lfg.com">http://www.lfg.com</a>
METLIFE	Mutual Funds and Annuities	Jamie Paxton (724) 891-1861
METLIFE INSURANCE COMPANY USA	Mutual Funds and Annuities	Eric Glod (800) 492-3553 ext. 28136
PLANMEMBER SERVICES	Annuities	Marcia Diamant (412) 833-3112 <a href="mailto:md@frspa.com">md@frspa.com</a>
SECURITY BENEFIT	Annuities	Phone 800-888-2461 <a href="https://www.securitybenefit.com">https://www.securitybenefit.com</a>
VANGUARD INVESTMENTS	Mutual Funds	Phone (800) 962-5068 <a href="http://retirementplans.vanguard.com">http://retirementplans.vanguard.com</a>
VARIABLE ANNUITY LIFE INSURANCE COMPANY (VALIC)	Annuities	Valerie Visconti Phone (800) 892-5558 ext. 89202 Cell (412) 951-3885
VOYA RETIREMENT INSURANCE & ANNUITY COMPANY	Annuities	Holly Kozar / Gregory Jacobs (412) 987-2608

**Third Party Administrator**

PenServ Plan Services, Inc.

Plan Recordkeeper

Phone 800.849.4001

[www.penserv.com](http://www.penserv.com)

Email: [403badministration@penserv.com](mailto:403badministration@penserv.com)

**Employer Benefits Administrator**

Peters Township SD

Donna Carper

Phone: (724) 941-6251

Email: [carperd@pt-sd.org](mailto:carperd@pt-sd.org)

Plan Web Site is available at:

[www.penserv.com](http://www.penserv.com)

Select: Login to Your Account