PLANCONNECT®

October 25, 2012

# Welcome to PlanConnect®

Dear

Recently your plan sponsor, Neptune Township School District, selected PlanConnect, the new standard in plan administration, as third party administrator for their retirement plan. We are excited to begin working with you. Below is information to help you get started.

## Who Is Eligible

You are eligible to participate in your employer's 403(b) plan if you are a full-time or part-time employee.

You may not be eligible to participate in your employer's 403(b) plan if any of the following apply. For further information regarding the eligibility provisions under your employer's plan, please contact PlanConnect using the contact information provided below.

- You will contribute $200 annually or less.
- You are a non-resident alien.
- You normally work less than 20 hours per week and are either not expected to work 1,000 hours or more during your first year of employment, or have worked less than 1,000 hours in the prior calendar year.
- You are eligible to participate in any other 403(b) or governmental 457(b) plan we sponsor.
- You are a leased employee or an independent contractor.

## Enrolling in the Plan

*Why should I enroll?*

Whether you are just starting your career or nearing retirement, it is always a good idea to save. Your employer's 403(b) plan is a great way to do it. Log on to the PlanConnect website, www.planconnect.com, to explore your employer's retirement plan. The site includes balance information, tips on how you can maximize your retirement savings, and calculators to let you know how you're doing right now, or what you may need to do in the future to reach your goals.

To access secure information you will need to log into your online account. The default user ID is your Social Security Number (123456789) and the password is your date of birth (mmddyyyy). You may change your user ID and password at any point after your initial login.

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*Are you already enrolled?*

If you are already making contribution under your employer's plan, you do not need to enroll through PlanConnect.

*When can I enroll?*

You can enroll in your employer's plan at any time.

*How do I enroll?*

To enroll online select "Log into Your Account" via www.planconnect.com. Then use your Social Security Number as the User ID and Date of Birth (mmddyyyy) as the Password.

If you prefer, you can complete a Salary Reduction Agreement. In either case, if you do not already have an account under the plan, you must establish one with an approved investment provider.

A Salary Reduction Agreement Form is available online at planconnect.com or by contacting PlanConnect at the phone number indicated below.

Application forms to establish an account can be obtained from the representative of the approved Investment Provider you select. A list of the approved providers is available from PlanConnect or by logging into the plan website and selecting "My Investments>Investment Provider".

Your participation will begin at the start of the payroll period following the date your Payroll Department processes your completed Salary Reduction Agreement.

## Contributions to the Plan

*What type of contributions can I make to the plan?*

Your employer's plan accepts pre-tax salary deferral contributions and may permit other types of contributions. To learn more, please log into the plan website and select "References > Plan Information >Your Plan Features" or contact PlanConnect.

*How much can I contribute to the plan?*

The IRS limits the annual contributions you can make to a 403(b) plan. In 2012, the limit is \$17,000. It may be greater if your employer's plan permits catch-up contributions for participants who are age 50 or older by December 31st of the calendar year, or certain employees with at least 15 years of service. To learn more, please log into the plan website and select "References > Plan Information >Your Plan Features" or contact PlanConnect.

If you are making salary deferral contributions to another 403(b), 401(k), SIMPLE IRA, or SARSEP plan, please check with your tax advisor or your investment provider to ensure you do not exceed this year's limit.

*How can I change or stop my contributions?*

You can make a change in or stop your contributions at any time by accessing your plan website and submitting a request to change or stop your contributions. You can also contact PlanConnect to obtain a Salary Reduction Agreement form to change or stop your contributions. The change will take effect at the start of the payroll period following the date your Payroll Department processes your completed request.

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## Initiating Other Transactions

To initiate other transactions please log into the plan website via planconnect.com, or contact PlanConnect for the appropriate form.

## What To Do Next

If you have any questions or if you need assistance, please contact PlanConnect by any means below. We are ready to assist you and we look forward to working with you now and in the future in reaching your retirement goals.

| **Email:** | **Mail:** | | **Phone or Fax:** |
|---|---|---|---|
| support@planconnect.com | Regular: | Overnight: | Phone – 800-923-6669 |
| | PlanConnect | PlanConnect | Fax – 800-657-2826 |
| | P.O. Box 4940 | 100 Madison St. | 9AM-5PM ET Monday-Friday |
| | Syracuse, NY 1322 | Syracuse, NY 13202 | |

Sincerely,

Brayton Wicks
PlanConnect, President