

Shoreline Unified School District

October 27, 2100

To: **Employees of Shoreline Unified School District**
From: **Shoreline Unified School District**
Regarding: Voluntary 403(b) Plan Eligibility

As an employee of the **Shoreline Unified School District** you may be eligible to participate in the Employer's 403(b) Plan. Participation in this Plan is voluntary and allows you to contribute pre-tax dollars, taken directly from your paycheck, into a retirement account with an Investment Provider of your choice (*Investment Provider must be available within the Employer's 403(b) Plan*).

How to Participate:

An employee that meets the hourly requirements of 1000 hours a year for the previous year or 20 hours a week is eligible to contribute. Employees can begin and stop participating in the 403(b) Plan at any time by submitting a Salary Reduction Authorization form (SRA) which can be found within your payroll department. Once you have selected an Investment Provider and opened an account, return the completed and signed SRA to your payroll department to begin contributing.

Finding an Available Provider:

Employees can work with a financial advisor of their choice, or with no advisor depending on the Investment Provider they select. Contact the Provider (or the advisor) you wish to work with and obtain a 403(b) enrollment form. Available Investment Providers can be found on the website, www.403bcompare.com.

Once the enrollment form has been completed and signed by all necessary parties it should be forwarded directly to the Provider (*please note: some enrollment forms will require the signature of an Employer or Third Party Administrator – these enrollment forms should be directed to Tax Deferred Solutions for signature and forwarding*).

How Much Can Be Contributed:

2011 'Normal' Contribution Limits	\$16,500.00
Additional Age Related Catch-Up Amount	\$ 5,500.00
Additional 402(g) 'Life-time' Contribution Amount	Additional Amount Varies*

**advisor counseling may be beneficial*

This Plan is administered through the **EMPLOYER NAME** Plan Administrator, Tax Deferred Solutions. TDS can be reached at:

Tax Deferred Solutions
Attn: Account Management
6939 Sunrise Blvd, Suite 209
Citrus Heights, CA 95610
Phone: (866) 446-1072/Fax: (916) 221-5040
Email: planadministrator@tdsgroup.org

Thank you,

Susan Skipp
Chief Business Official
Shoreline Unified School District