

## **403(b) UNIVERSAL AVAILABILITY NOTIFICATION**

Dear Employee,

This notice is to inform you that as an employee of the Berlin Central School District, you are eligible to participate in the District's-sponsored 403(b) retirement plan.

### **Who is Eligible?**

Your District's Plan allows for all full-time and part-time employees to participate in the Plan. If you are currently not a contributing member and wish to become one, you must first open an account with one of your District's approved Investment Service Providers. You may only select an Investment Service Provider that has been approved by your District to participate in the Plan.

### **Who is an Approved Investment Service Provider?**

To obtain a list of your District's approved Investment Service Providers or to enroll in the Plan, please contact your payroll department or Benetech's Customer Care Center at 1(800) 698-4753. Benetech is your District's designated 403(b) Plan Third-Party Administrator (TPA). In addition, Benetech offers an online web portal, eBenefits Resource™ ([www.ebenefitsresource.com/beneweb/btlogin2.pgm](http://www.ebenefitsresource.com/beneweb/btlogin2.pgm)). eBenefits Resource™ provides detailed information pertaining to your District's 403(b) Plan, including:

- a complete list of approved Service Providers;
- operational forms;
- and educational materials relating to the 403(b) Plan.

### **How do I Make My Salary Deferral Elections?**

After opening an account with one of the Plan's approved Investment Service Providers, you will need to complete your District's Salary Reduction Agreement. You may obtain and submit a Salary Reduction Agreement online via eBenefits Resource™ or obtain a copy from your District's payroll office and submit by fax or mail. By completing your District's Salary Reduction Agreement, you are confirming that you have established the necessary accounts with your selected Investment Service Provider(s) to participate in the Plan. Your Salary Reduction Agreement also confirms the proper amount of deferral you intend to have withheld from each paycheck.

### **How Much Can I Contribute?**

You may contribute up to \$19,500 to your 403(b) account in 2021. If you are over age 50, you are eligible to contribute an addition \$6,000 in 2021, for a total of \$26,000. Lastly, if you have been with the District for more than 15 years, you may be eligible to contribute an additional \$3,000. Please contact Benetech for more information regarding contribution limits. This may be dependent on the total amount contributed throughout your employment with the district and also the type of contributions which have been made to your 403b account within the current calendar year.

### **Questions?**

If you have any questions, you may contact Benetech directly via our Customer Care Center by calling 1(800) 698-4753.