

Williams Unified School District Retirement Savings Plan

We would like to make our employees aware of the retirement plan that we sponsor known as the 403(b) Tax Sheltered Annuity Plan (the Plan). Participation is voluntary, allowing you to make pre-tax and/or post-tax salary deferral contributions via payroll deduction.

See the chart below for the maximum contribution limits.

Year	403(b) TSA
2015 Basic Limit	\$18,000
Age 50+ Catch-up	\$6,000
Total	\$24,000

We are pleased to be able to offer the benefits of this voluntary savings plan for you because we recognize that many of you wish to accumulate additional savings for retirement.

Pre-tax 403(b): Traditionally employees have supplemented their retirement savings by choosing to make their salary deferral contributions in the Plan on a pre-tax basis. A primary benefit of saving pre-tax is that it allows you to receive a tax deduction in the year of the salary deferral and all earnings on your account balances are also tax deferred. You are then able to defer all income taxes until you withdraw money from your account.

Post-tax 403(b): Known as Roth 403(b), the IRS permits your salary deferral contributions to be deducted from your paycheck on a post-tax basis, so you are paying the income taxes today on your contributions. The earnings on your account balance are tax deferred and when you retire you never pay income tax on any of the income distributions you receive (subject to minimum IRS requirements). Yes, 100% tax free retirement income!

If you wish to learn more about participating in the Plan please visit the website of our retirement plan administrator Envoy Plan Services, Inc. (Envoy) at www.envoyplanservices.com.

Getting Started

- ❑ Logon to www.envoyplanservices.com
- ❑ Click onto Client Center; then Click onto your State, County and Employer.
- ❑ You are now on your Employer's home page on the Envoy website.
 - **403(b) Plan Providers** – A complete list of Approved Providers currently available in the Plan is listed on the Employer's home page.
 - **Forms Tab** – A Forms tab is at the top of the home page. Clicking on this tab will provide you with Definitions, Enrollment Procedures, Plan Highlights, Salary Reduction Agreement (SRA), Transaction Request Form and Instructions. Please download applicable forms and read carefully!
 - **Frequently Asked Questions** – A list of frequently asked questions and the responses to the questions is provided for your reference.
 - **Educational Videos** are provided for your viewing.

IMPORTANT NOTE: IF YOU HAVE A 403(b) PLAN ACCOUNT WITH A PREVIOUS EMPLOYER, YOU MUST ESTABLISH A NEW ACCOUNT TO ENROLL IN THIS PLAN. YOUR SALARY DEFERRAL CONTRIBUTIONS IN THIS EMPLOYER'S 403(b) PLAN CANNOT BE INVESTED IN THE 403(b) PLAN OF A PREVIOUS EMPLOYER.

Step 1: Enrolling with a 403(b) Provider

- ❑ Locate the provider of your choice from the list on your Employer's home page.
- ❑ Contact information is listed for each approved provider.
- ❑ Contact the provider directly to request enrollment forms and instructions.
- ❑ Work directly with the provider to complete their enrollment process. (*Envoy Plan Services will not accept Provider enrollment forms*).

Step 2: Establish Salary Reduction Agreement (SRA)

- ❑ After you have established your 403(b) account, you will need to submit a completed SRA to begin your payroll deduction contributions. (**New Participants: your initial SRA must be submitted via Paper.**)

Paper: To obtain a paper SRA form logon to the website at www.envoyplanservices.com

- a. Click on Customer Service Center, then click on your state, then click on your county, then click on your employer's section, then click on the Forms tab, then click on Salary Reduction Agreement.
- b. Complete the SRA form (it is a fillable PDF file), print it, sign and date and fax it to Envoy's toll free fax number 877-513-2272.

Online: If you are currently contributing to a 403(b) you can submit an SRA online.

- a. To submit an online SRA logon to Envoy's website at www.envoyplanservices.com and click on the Red Login Button at the top right of the page.
 - b. Username: enter your Social Security Number (SSN)
 - c. Password: Your default password will be the last 4 digits of your SSN
 - d. If this is your initial login, go to the next page for instructions on how to change your password to a more personal and secure one. Otherwise, you will be directed to the Main Menu.
- ❑ The SRA must be received by Envoy no later than **the last business day of the month prior to the month that you want** your first payroll deduction or the date you would like the change(s) to be effective.

Transactions:

- ❑ Transactions for the Plan include: loans, transfers, rollovers, contract exchanges, and all distributions.
- ❑ All transactions must be sent to Envoy for approval prior to submission to your provider for processing.
- ❑ If you are transferring and closing your 403(b) account, YOU MUST submit a new SRA to stop or change your payroll deduction salary deferral contributions, or your payroll deductions will not stop.
- ❑ To submit a transaction request to Envoy for approval follow the steps below:

Paper:

- a. Contact your provider and request their specific paperwork.
- b. Go to Envoy's website and obtain the Transaction Request Form and Instructions (located from Envoy's website home page under Forms and Tools)
- c. Complete and mail all of the paperwork to Envoy at the address below, or you can fax the paperwork toll free at 877-513-2272.

Online:

- a. Logon to Envoy's website at www.envoyplanservices.com and click on the red Login Button at the top right of the page
- b. Username: enter your Social Security Number (SSN)
- c. Password: Your default password will be the last 4 digits of your SSN
- d. If this is your initial login, go to the next page for instructions on how to change your password to a more personal and secure one. Otherwise, you will be directed to the Main Menu.

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