



08/04/2017

403(b) Retirement Plan Employee Annual Meaningful Notice

Woodland Park Board of Education's 403(b) Plan is a Valuable Benefit

This annual notice provides you with important information regarding your 403(b) plan. Whether you are just starting out or have been working many years, the 403(b) plan can be an excellent way to help you build up your retirement savings. It offers the convenience of automatic payroll deductions and gives you the ability to save with pre-tax dollars—that means your contributions and any investment earnings can be tax-deferred until withdrawn. Here's some important information about the plan.

Who Is Eligible

You are generally 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), 401(k), or governmental 457(b) plan we sponsor.
- If you are a student performing services for a school, college, or university described in Section 3121(b)10 of the Internal Revenue Code.
- You are a leased employee or an independent contractor.

How to Enroll

Current plan participants

You do not need to re-enroll in the plan or take any other action.

If you are not yet a plan member

You can enroll at any time. It's easy:

- First complete an annuity contract or custodial account application to set up your plan account. Application forms are available from the representative of the investment provider you select. For a list of available investment providers log on to **www.planconnect.com** and select "*Investments > Investment Provider*".
- Then, complete a salary reduction agreement form by either going on-line or by contacting PlanConnect at the phone number indicated below.
- Your participation will begin at the start of the payroll period following the date PlanConnect and your Payroll Department process your completed salary reduction agreement.

The first time you log on to

www.planconnect.com

Your user ID is your Social Security Number (without any spaces or dashes) and your password is your date of birth (mmddyyyy). You can change your user ID and password any time after your initial login.

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.

Each year the IRS sets a limit on how much you can contribute

This year the limit is \$18,000. You may also make "catch-up" contributions of up to \$6,000 if you will be age 50 or older by December 31st of this year. And, under certain conditions, additional catch-up contributions may be permitted if you have at least 15 years of service with your current employer. For more information, log in to **www.planconnect.com** and select "References > Plan Information > Your Plan Features".

Not sure how much you can contribute? Use our contribution calculator. It's on **www.planconnect.com** under "Learning Center > Tools & Calculators" (no login needed). Note, however, that if you make pre-tax contributions to another 403(b), 401(k), SIMPLE IRA, or SARSEP plan, you should check with your tax advisor or investment provider to ensure that your combined contributions do not exceed the limit.

Change or stop your contributions at any time

Just log in to **www.planconnect.com** and select "Log Into Your Account." Or, you can contact PlanConnect at the phone number indicated below. The change will take effect at the start of the payroll period following the date your Payroll Department processes your request.

www.planconnect.com is the place where you can:

- Learn about your employer's plan.
- Enroll in the plan.
- Check your account balance in the plan.
- Make changes to your contribution rate and/or initiate other plan transactions.
- Get a list of the plan's investment providers.
- Access online tools and resources, which are designed to help you get and stay on track to reach your retirement savings goal.

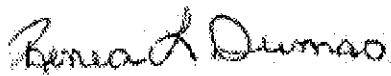
We Are Ready to Assist You

To enroll, initiate a contribution rate change, and/or learn more about the plan and retirement issues:

- Go to **www.planconnect.com**.
- Send us an e-mail at **support@planconnect.com**.
- Call us at **(800) 923-6669** (9 a.m.-5 p.m. ET, Monday through Friday).

We look forward to connecting with you and helping you reach your retirement savings goals.

Sincerely,



Renea Dumas
President