

## **ANNUAL 403(b) PLAN ELIGIBILITY NOTICE**

Billings Public Schools offers all employees the opportunity to save for retirement by participating in the Billings Public Schools 403(b) Plan (“the “403(b) plan”). You can participate in this plan by making pre-tax contributions and Roth 403(b) after-tax contributions. You are eligible to start participation in this plan at any time.

### **Not yet contributing to the 403(b) plan?**

To start your contributions to the 403(b) plan, you must establish an account with a district-approved investment vendor. The approved 403(b) vendors and contact information can be found on the district website under *Staff/Employee Information Center*. After establishing an account, a Salary Reduction Agreement must be completed and signed by the vendor selected. The Salary Reduction Agreement form is also on the district website in the same location as vendor information.

### **Already contributing to the 403(b) plan? Great News! You have an opportunity to increase your contributions to the 403(b) plan.**

If you are already contributing to the 403(b) plan, you may be able to increase your pre-tax contributions and Roth 403(b) after-tax contributions. To change your contributions, complete and return a salary reduction agreement to the Payroll Department.

Of course, you can keep your contributions at their current level. In the alternative, if your current financial situation means that you need to lower your saving for retirement, you can change your contribution rate by completing and returning a Salary Reduction Agreement as described above.

### **How much can I contribute?**

In general, you may contribute up to \$18,000 in 2016. This amount may be adjusted annually. Also, if you are at least 50 years old and/or you have completed at least 15 years of service with the district, you may also be able to make additional catch-up contributions. Each catch-up has its own limits.

This notice is not intended as tax or legal advice. Neither your employer nor the investment providers offering retirement savings products under the plan can provide you with tax or legal advice. Employees are encouraged to contact their financial representative or tax professional with any questions.

For further information, contact Tracy Berry at (406)281-5013.