

Dear Employee,

As we previously communicated, due to changes in IRS Regulations, Edison Township Public School's 403(b) Tax Sheltered Annuity and 457(b) Deferred Qualified Compensation plans will be revising certain plan provisions, policies and procedures. To assist us in ensuring that our plans comply with these new regulations, we have hired a third party administrator (TPA) and will be utilizing their Retirement Manager system to help us automate our processes.

Effective **December 3, 2009**, all loans, hardships and transfers between plan providers distributions must be determined to be an eligible transaction. In addition to completing the standard retirement plan provider distribution form(s), you must also obtain a Distribution Eligibility Certificate from the Retirement Manager system. Edison Township Public School's Retirement Manager website can be found at <https://www.myretirementmanager.com?PSET>. These certificates along with any required documentation should be submitted to your retirement plan provider. Signatures from you and/or a designated representative of the Benefits/Human Resources office may be required on the Distribution Eligibility Certificate; should such signatures be required, it will be indicated on the Distribution Eligibility Certificate. We have authorized all retirement plan providers to review the transaction on our behalf and to determine if it meets all requirements set forth by our plan document and by IRS regulations. This will ensure that all necessary documentation has been submitted. If the transaction meets all requirements, the provider will process the distribution and submit all applicable tax reporting.

An employee guide for the Retirement Manager system is available on our intranet site or by visiting the Benefits/Human Resources office. This guide illustrates how to log into the Retirement Manager website and obtain a Distribution Eligibility Certificate for a hardship, a loan or an in-service exchange. As mentioned above, this certificate must be submitted to your provider with their standard distribution paperwork. In addition, you can visit <http://www.brainshark.com/valic/LandH-Presentation-Exchange> to view an on-demand seminar illustrating how to log in and create a Distribution Eligibility Certificate.

If you have questions or need additional information you may contact your local 403(b) or 457(b) vendors (they have a copy of the Plan Document and have been apprised of the new procedures) or contact me at **[Group's Phone Number]** or **[Group's Email]**.

Sincerely,

[Group's Benefits/HR Contact Name]
[Group's Benefits/HR Contact Title]