

403(b) Employee Handbook



Administered By:
Bay Bridge Administrators
P.O. Box 162110
Austin, TX 78716
Ph: 800-953-6260 Fax: 800-961-6240
www.bbadmin.com email: retirement@bbadmin.com

Step-by-Step Instructions



Bay Bridge Administrators, LLC (BBA) is the retirement plan administrator that helps your school district administer its 403(b) retirement plan. BBA offers administrative services and does not offer or endorse any of the 403(b) investment providers participating through your school district.

Getting Started

Before you proceed, review the list of participating investment providers available through the 403(b) plan.

Visit <http://www.bbadmin.com/retirement> and follow these instructions:

Select “Employee” from the right menu. Select your state. Then select your employer. To view the list of participating providers and representatives, click the “Approved Providers” link.

- If your investment provider is on the participating provider list,
 - You do not need to take any action at this time
 - Your 403(b) contributions will continue to your current provider
 - Keep this handbook for future reference, you will need the salary reduction agreement and transaction authorization form to make future changes to your account
- If your investment provider is not on the participating vendor list,
 - The provider you work with chose not to participate in the district’s 403(b) plan
 - Contributions to the investment provider will be discontinued
 - No additional 403(b) salary reductions will be made from your paycheck until you establish a 403(b) account with a participating investment provider

The following instructions will help you select a new 403(b) investment provider. **It is important to note that you are not required to move the assets of your current 403(b) account.**

Step 1

Read all the information contained within this booklet.

Step 2

Select a provider from the list of participating investment providers and contact a representative of the provider for assistance in completing this process.

Step 3

Complete the Salary Reduction Agreement on page 13.

Step 4

Complete the Transaction Authorization Form on pages 10 through 12 if you are requesting a transfer.

Step 5

With assistance from your financial representative, submit the required forms as instructed in this booklet.

Contact Information

Bay Bridge Administrators, LLC
P.O. Box 162110, Austin, TX 78716
Ph: 800-953-6260 Fax: 800-961-6240
www.bbadmin.com email: retirement@bbadmin.com

General 403(b) Plan Highlights

Contributions

What kind of contributions may be made to this Plan?

- 403(b) Plans provide for pre-tax salary reduction contributions, post-tax Roth salary reduction contributions, and rollovers. Please consult your financial representative regarding the types of contributions available in your employer's plan.
- Pre-tax contributions are deducted **before** you pay current income taxes. Pre-tax investments grow tax-deferred and the contributions and any earnings are taxed when you take a distribution from this plan.
- You may roll over benefits from a former employer's eligible retirement plan into this plan.

How much may I contribute?

- You can contribute up to 100% of your compensation to this plan up to the limit allowed under the Internal Revenue Code.
- If you are age 50 or older you can contribute a "catch-up" contribution under the current Internal Revenue Code.

Can I ever lose my benefits?

You are always 100% vested in your salary reduction contributions. This means the value of your contributions and earnings are yours when you terminate employment with your employer, without respect to your years of service.

What do I have to do to start contributing?

Automatic payroll deduction withdraws your contributions directly from your paycheck after you complete a Salary Reduction Agreement and return it to the address listed on the bottom of the form. You may commence making contributions or modify the amount of your current contributions at any time by modifying your Salary Reduction Agreement.

Investments

Where are my contributions invested?

You may choose the 403(b) custodial account or annuity contract you want from the list of participating investment providers.

How are my contributions invested?

- You select how you want your contributions to be invested from among the investment options available under each participating investment provider's product.
- Your investment provider's custodial account or annuity contract will determine how often you may change your investment mix.

Distributions, Loans and Transfers

When can I take a distribution from this plan?

You may request a distribution when you retire, terminate your employment with the employer*, or become disabled. If you do not request a distribution, IRS rules will generally require that you commence distributions soon after you turn 70½ or retire, if later.

Can I get money from the plan while I am still employed?

Depending on the provisions of the custodial account or annuity contract you select to hold your contributions, certain other distributions may be allowed, such as:

- Hardship withdrawals for certain financial emergencies
- In-Service withdrawals if you are at least 59½ years old; on permanent disability and
- Loans

Please consult your financial representative regarding the availability of the above distributions from your employer's plan.

Will I be taxed on my distribution?

You may be able to avoid current income taxes by rolling over your distribution to another tax-qualified retirement plan or Individual Retirement Account (IRA). Some distributions, such as hardship withdrawals, cannot be rolled over, and will therefore be subject to income taxation. If you have a Roth account, your contributions and, in certain circumstances, income earned on the contributions will not be taxed when distributed.

Can I transfer my accounts to a new custodial account or annuity contract?

You may transfer your account tax-free to any participating investment provider under your employer's plan. Certain charges may apply.

Account Charges

What fees are associated with my 403(b) account?

Your investment provider may charge a variety of fees for investment products available under the plan. These fees are usually required to be disclosed to you. Refer to the prospectus and other materials associated with the custodial account or annuity contract you select. These fees may include:

- A periodic (such as quarterly or annual) record keeping fee.
- A fee to cover investment management and administration, and for annuity contracts, risk charges and charges for riders, such as guaranteed income benefits. These types of fees may be deducted prior to determining the share or unit price of your investments, so you may want to ask your financial representative to point them out to you.
- Some investment providers may charge a fee when you take a distribution from the plan.

Before investing, you should carefully consider the investment objectives, risks, and charges and expenses of the mutual funds or annuity contracts available under this plan.

Account Information

How can I get information about my account?

You may obtain account information through your financial representative or the investment provider of your custodial account or annuity contract.

*Distributions prior to age 59½ may be subject to a 10% IRS tax penalty.

Participant Transaction Guide

To view details and documents online for your particular plan, visit <http://www.bbadmin.com/retirement> and follow these instructions:

Select “Employee” from the right menu. Select your state. Select your employer.

The following instructions explain how to initiate, change or redirect salary reduction contributions to your voluntary retirement plan(s).

Contributions

Initiating contributions to your voluntary retirement account

1. Select an investment provider. A list of participating investment providers and representatives is available at <http://www.bbadmin.com/retirement> (see page 1 for details).
2. Contact the desired representative or investment provider to complete an investment application and salary reduction agreement. Your representative can provide you with the required forms. The salary reduction agreement is available on page 13 or at <http://www.bbadmin.com/retirement>. Select the Salary Reduction Agreement link for your respective state and employer.
3. Submit your salary reduction agreement to the address listed on the bottom of the salary reduction agreement. Your representative can assist you in completing these forms.
4. Salary reductions will be made to your voluntary retirement plan starting with the payroll date designated on your salary reduction agreement.

Increasing or decreasing contributions to your voluntary retirement account

1. Complete a salary reduction agreement with the new amount you would like contributed to your voluntary retirement plan. The salary reduction agreement is available on page 13 or at <http://www.bbadmin.com/retirement> under the Salary Reduction Agreement link for your respective state and employer.
2. Submit the salary reduction agreement to the address listed on the bottom of the form.
3. Salary reductions will be made to your voluntary retirement plan starting with the payroll date designated on your salary reduction agreement.

Redirecting contributions to a different participating investment provider

1. Select an investment provider. You may view a list of participating investment providers and representatives at <http://www.bbadmin.com/retirement>. Select the Approved Providers link for your respective state and employer.
2. Contact the desired representative or investment provider to complete an investment application and salary reduction agreement. Your representative can provide you with the required forms. The salary reduction agreement is available on page 13 or at <http://www.bbadmin.com/retirement>. Select the Salary Reduction Agreement link for your respective state and employer.
3. Submit the salary reduction agreement to the address listed on the bottom of the salary reduction agreement. Your representative can assist you in completing these forms.
4. Salary reductions will be made to your new investment provider starting with the payroll date designated on your salary reduction agreement.

Transfers and Rollovers

The following instructions explain how to:

- Exchange your voluntary retirement plan assets between participating investment providers within your retirement plan
- Transfer 403(b) assets from a prior employer's 403(b) plan to a current employer's 403(b) plan
- Roll voluntary retirement plan assets from a prior retirement plan into your current plan
- Roll your voluntary retirement plan assets to an IRA or retirement plan with another employer

Note: To process a transfer or rollover you must complete a transaction authorization form. This form is available on page 10 or at <http://www.bbadmin.com/retirement> under the Transaction Authorization Form link for your respective state and employer.

Exchanging your retirement plan assets between participating providers within your plan

1. Verify that the new investment provider is participating in your employer's plan. You may view a list of participating investment providers and representatives at <http://www.bbadmin.com/retirement> under the Approved Providers link for your respective state and employer. Exchanges may not be made to investment providers or by representatives not participating in your employer's plan.
2. Contact the desired representative or new investment provider to complete an investment application and salary reduction agreement, if contributions will be redirected to the new investment provider. Your representative can provide you with the required forms. The salary reduction agreement is available on page 13 or at <http://www.bbadmin.com/retirement> under the Salary Reduction Agreement link for your respective state and employer.
3. Contact your representative or current investment provider to get a copy of the paperwork needed to complete a transfer to a new investment provider.
4. Complete the transaction authorization form indicating your desire to process an exchange within the plan. This form is available on page 10 or at <http://www.bbadmin.com/retirement> under the Transaction Authorization Form link for your respective state and employer.
5. Submit the transaction authorization form, distribution request form (current provider), transfer paperwork (new provider) and salary reduction agreement, if applicable, to the address listed on the bottom of the transaction authorization form. Your representative can assist you in completing all forms necessary to complete the exchange.
6. Once your exchange request has been reviewed and approved it will be forwarded to the applicable investment providers for processing.

Transferring your retirement plan assets from a prior employer's 403(b) Plan to a current employer's 403(b) Plan

Transfers to the Plan:

1. If you are completing a transfer into the plan verify that the new investment provider is approved by your employer. You may view a list of approved investment providers and representatives at <http://www.bbadmin.com/retirement> under the Approved Providers link for your respective state and employer. A Transfer may not be made to investment provider or by representatives not approved by your employer.
2. Contact the desired representative or new investment provider to complete an investment application and salary reduction agreement if contributions will be redirected to the new investment provider. Your representative can provide you with the required forms. The salary reduction agreement is available on page 13 or at <http://www.bbadmin.com/retirement> under the Salary Reduction Agreement link for your respective state and employer.
3. Contact your representative or investment provider in your prior employer's 403(b) plan to get a copy of the paperwork needed to complete a transfer to a new investment provider within your current employer's 403(b) plan.
4. Complete the transaction authorization form indicating your desire to process a transfer to the plan. This form is available on page 10 or at <http://www.bbadmin.com/retirement> under the Transaction Authorization Form link for your respective state and employer.
5. Submit the transaction authorization form, distribution request form (prior provider), transfer paperwork (new provider) and salary reduction agreement, if applicable, to the address listed on the bottom of the transaction authorization form. Your representative can assist you in completing all forms necessary to complete the transfer.
6. Once your transfer request has been reviewed and approved it will be forwarded to the applicable investment providers for processing.

Transfers and Rollovers (continued)

Transfers from the Plan:

1. You may only process a transfer out of the plan if you are eligible to take a distribution. Please consult your financial representative to determine your eligibility to take a distribution and the ability of your current employer's 403(b) plan to accept a transfer.
2. Contact your representative or investment provider to get a copy of the paperwork needed to complete a distribution.
3. Complete the transaction authorization form indicating your desire to process a transfer from your plan. This form is available on page 10 or at <http://www.bbadmin.com/retirement> under the Transaction Authorization Form link for your respective state and employer.
4. Submit the transaction authorization form and distribution request form required by your investment provider to the address listed on the bottom of the transaction authorization form. Your representative can assist you in completing all forms necessary to complete the distribution.
5. Once your distribution request has been reviewed and approved it will be forwarded to the applicable investment provider for processing.

Rollover to your current voluntary retirement plan (rollover to plan)

1. Generally, you may request a rollover from a prior retirement plan to your current voluntary retirement plan if you qualify for a distribution under the prior plan. Your prior retirement plan may have additional restrictions for rollovers; therefore you should consult with your financial representative or prior plan administrator to determine if you are eligible to complete a rollover out of your prior retirement plan.
2. Contact your representative or investment provider to get a copy of the paperwork needed to complete a rollover out of your prior plan.
3. Contact your representative or current investment provider to get a copy of the paperwork needed to complete a rollover contribution into your current plan.
4. Complete the transaction authorization form indicating your desire to process a rollover contribution to the current plan. This form is available on page 10 or at <http://www.bbadmin.com/retirement> under the Transaction Authorization Form link for your respective state and employer.
5. Submit the transaction authorization form, distribution request form (prior provider), and rollover paperwork (current provider) to the address listed on the bottom of the transaction authorization form. Your representative can assist you in completing all forms necessary to complete the rollover.
6. Once your rollover request has been reviewed and approved it will be forwarded to the applicable investment providers for processing.

Rollover to an IRA or retirement plan with a new employer (rollover from plan)

1. Generally, you may request a rollover from your voluntary retirement plan to an IRA or a retirement plan sponsored by your new employer if:
 - You are retired or separated from service from the employer that made salary reduction contributions to your retirement account
 - You are disabled
 - You have attained 59 ½ years of ageYour retirement plan may have additional restrictions for rollovers. You may contact your financial representative or Bay Bridge Administrators, LLC at 1-800-953-6260 to determine if you are eligible to complete a rollover out of your voluntary retirement plan.
2. Contact your representative or investment provider to get a copy of the paperwork needed to complete a rollover.
3. Complete the transaction authorization form indicating your desire to process a rollover out of the plan. This form is available on page 6 and 7 or at <http://www.bbadmin.com/retirement> under the Transaction Authorization Form link for your respective state and employer.
4. Submit the transaction authorization form and the distribution request form (current provider) to the address listed on the bottom of the transaction authorization form. Your representative can assist you in completing all forms necessary to complete the rollover.
5. Once your rollover request has been reviewed and approved it will be forwarded to the applicable investment providers for processing.

Distributions

The following instructions explain how you may request a distribution from your voluntary retirement plan.

Generally, you may request a distribution from your voluntary retirement plan if:

- You are retired or separated from service from the employer that made salary reduction contributions to your retirement account
- You are disabled
- You have attained 59½ years of age

Your retirement plan may have additional restrictions on distributions.

You may contact your financial representative of Bay Bridge Administrators, LLC at 1-800-953-6260 to determine if you are eligible to make a full or partial withdrawal from your voluntary retirement plan. Please be sure to read the special tax notice regarding tax withholding and potential tax penalties of making withdrawals from your voluntary retirement plan. This notice should be provided to you by your current investment provider.

Requesting a Distribution

1. Contact your representative or investment provider to get a copy of the paperwork needed to complete a distribution.
2. Complete the transaction authorization form indicating your desire to process a distribution from your plan. This form is available on page 10 or at <http://www.bbadmin.com/retirement> under the Transaction Authorization Form link for your respective state and employer.
3. Submit the transaction authorization form and distribution request form required by your investment provider to the address listed on the bottom of the transaction authorization form. Your representative can assist you in completing all forms necessary to complete the distribution.
4. Once your distribution request has been reviewed and approved it will be forwarded to the applicable investment provider for processing.

Hardship Distributions

Generally, you may request a hardship distribution from your voluntary retirement plan if you meet the following requirements:

- You have a qualified financial hardship
- You have taken the maximum loan amount available under your retirement plan and all other plans maintained by your employer, if available
- You have obtained other currently available distributions

You must stop contributions to your voluntary retirement plan for a period of six months following the receipt of the hardship distribution

The distribution is not in excess of the amount of the hardship and taxes attributable to the hardship distribution.

You may contact your financial representative or Bay Bridge Administrators, LLC at 1-800-953-6260 to determine if you are eligible to make a hardship distribution from your voluntary retirement plan.

Requesting a Hardship Distribution

1. Contact your representative or investment provider to get a copy of the paperwork needed to complete a hardship distribution.
2. Complete the transaction authorization form indicating your desire to process a hardship distribution from your plan. This form is available on page 10 or at <http://www.bbadmin.com/retirement> under the Transaction Authorization Form link for your respective state and employer.
3. Submit the transaction authorization form and hardship distribution request form required by your investment provider to the address listed on the bottom of the transaction authorization form. Please submit all documentation, including receipts to substantiate the hardship needed and amount requested with your forms. Your representative can assist you in completing all forms necessary to complete the hardship distribution.
4. Once the hardship distribution request has been reviewed and approved it will be forwarded to the applicable investment provider for processing.
5. Bay Bridge Administrators, LLC will notify your employer that salary reductions must be stopped for a period of six months following the receipt of the hardship distribution.
6. Complete a new salary reduction agreement to restart contributions to your voluntary retirement plan following the mandatory six month deferral suspension period.

Loans

Please consult your financial representative or Bay Bridge Administrators, LLC at 1-800-953-6260 regarding the availability of loans within your voluntary retirement plan. While your plan may permit loans, your investment product may not, therefore you should consult with your investment provider or representative regarding the availability of loans within your specific contract/account.

Requesting a Loan

1. Contact your representative or investment provider to get a copy of the loan paperwork required to process a loan. Your investment provider may have additional restrictions on loans that differ from your voluntary retirement plan. Your investment provider will provide you with the loan repayment options and establish a repayment plan.
2. Complete the transaction authorization form indicating your desire to process a loan from your plan. This form is available on page 10 or at <http://www.bbadmin.com/retirement> under the Transaction Authorization Form link for your respective state and employer.
3. Submit the transaction authorization form and loan request paperwork required by your investment provider to the address listed on the bottom of the transaction authorization form. Your representative can assist you in completing the forms necessary to complete the loan distribution.
4. Once the loan request is reviewed and approved it will be forwarded to the applicable investment provider for processing.
5. Your investment provider will send you the proceeds from your loan once the request is processed.

Non-Financial Requests

The following instructions explain how to make non-financial changes to your voluntary retirement plan including:

- Name Changes
- Address Changes

Requesting a Non-Financial change

1. Contact your representative or investment provider to get a copy of the paperwork required by your investment provider to complete non-financial changes.
2. Complete the transaction authorization form indicating your desire to process a non-financial change. This form is available on page 10 or at <http://www.bbadmin.com/retirement> under the Transaction Authorization Form link for your respective state and employer.
3. Submit the transaction authorization form and the paperwork required by your investment provider to the address listed on the bottom of the transaction authorization form. Your representative can assist you in completing the forms necessary to complete a non financial change.
4. Once the request is reviewed and approved it will be forwarded to the applicable investment provider for processing.



**BAY BRIDGE
ADMINISTRATORS**

*"Your solutions begin
at the Bridge"®*

403(b) Transaction Authorization Form

Questions? Call us at (800) 953-6260

Complete and submit this form along with all supporting documentation or forms required by your investment provider to Bay Bridge Administrators at the address listed on the bottom of this form. Bay Bridge Administrators will forward approved transaction requests to your investment provider(s). Please complete one form for each transaction requested.

Provide General Account Information

Name of Owner/Participant _____
First MI Last

Mailing Address _____
Street Address City State Zip Code

Social Security Number _____ Date of Birth _____

Contact Number _____ Email Address _____

Employer Name _____

Investment Provider Name _____ Contract/Account Number _____

Transaction Request

☐ **Provider-to-Provider Exchange** (change of investment choice within the current employer's 403(b) plan)

Exchange From Company _____ Exchange To Company _____

I would like to exchange: ☐ Full Balance or ☐ Amount \$ _____

☐ **Plan-to-Plan Transfers** (moving money from another employer's 403(b) plan to the current employer's 403(b) plan)

Note: The former employer's plan must allow transfers out of their plan and the current employer's plan must allow for transfers into their plan in order to proceed with this transfer request.

Transfer From Company _____ Transfer To Company _____

Name of Former Employer 403(b) Plan _____ Name of Current Employer Plan _____

I would like to transfer: ☐ Full Balance or ☐ Amount \$ _____

☐ **Loan Request**

The amount of this loan request is: \$ _____

Do you have any outstanding loans from other qualified plans? ☐ Yes ☐ No

If yes, please list all companies with whom you have outstanding loans.

Note: Amount approved may be less than amount requested based on IRS guidelines.

☐ **Financial Hardship Withdrawal**

In order to be eligible for a Hardship Withdrawal you must have exhausted all of your financial resources including taking the maximum loan possible.

Please submit documentation, including receipts to substantiate the hardship needed and amount requested. Requests missing documentation will be denied.

The amount of this hardship withdrawal request is: \$ _____

Select reason for hardship:

- ☐ Deductible Medical Expenses
- ☐ Post secondary education, tuition, room and board or related fees
- ☐ Purchase of principal residence (excluding mortgage payments)
- ☐ Prevent eviction from principal residence
- ☐ Funeral expenses for immediate family members
- ☐ Casualty loss of principal residence

Note: If a hardship withdrawal is taken, regulations prohibit contributions to this Plan or any other Plan maintained by your employer during the six-month period following the withdrawal.

☐ **Distribution/Withdrawal** Reason for distribution: (Check all that apply.)

- ☐ Age 59 ½ ☐ Severance from employment on _____ (includes retirement, termination, change of employment)
Date
- ☐ Permanent Disability (Physician's explanation is required.)
- ☐ Required Minimum Distribution (RMD) ☐ Death of participant on _____
Date

I would like to receive: ☐ Full Balance or ☐ Amount \$ _____

☐ **Permissive Service Credit**

Moving funds from a 403(b) account to purchase years of service from an approved governmental pension plan.

From Company

To Governmental Pension Plan

I would like to move: ☐ Full Balance or ☐ Amount \$ _____

☐ **Qualified Domestic Relations Order (QDRO)**

Please call Bay Bridge Administrators at (800) 953-6260 for additional instructions.

☐ **Rollover – (To/From the Plan)**

Rollovers into the Plan – If rolling funds from a non-403(b) product, or qualified government pension plan, list the source of the assets {e.g. IRA, TRS, 457 etc...} in the space labeled "Name of Employer Plan Rolling From/Product Type."

Rollovers from the Plan – If rolling to a non-403(b) product, list the product name for the destination of the assets {e.g. IRA, 457(b), 401(k), etc...} in the space labeled "Name of Employer Plan Rolling To/Product Type."

Rollover From Company

Rollover To Company

Name of Employer Plan Rolling From

Name of Employer Plan Rolling To (If applicable)

Reason for rollover distribution: (Check all that apply.)

- ☐ Age 59 ½ ☐ Permanent Disability (Physician's explanation is required.)
- ☐ Severance from employment on _____ (includes retirement, termination, change of employment)
Date

I would like to move: ☐ Full Balance or ☐ Amount \$ _____

Non-Financial Change Requests

Please select the type of change from the list below

☐ Name Change _____
(Previous Name) (New Name)

☐ Address Change _____
Street Address City State Zip Code

Note: Please include a copy of your non-expired government identification to complete the request.

Signatures

I understand, acknowledge and certify that:

- Bay Bridge Administrators is authorized to review my request for the transaction above.
- I have attached documents necessary for the investment provider to process the transaction.
- If requesting a hardship withdrawal, I have attached documentation to substantiate my request.
- If requesting a rollover contribution, I have met the applicable requirements under my prior plan to request a rollover distribution.
- If requesting a transfer, I have met the applicable requirements under my prior plan to request a transfer.
- If requesting a loan from the account, Bay Bridge Administrators will determine if the loan feature is available.
- The information provided herein is complete, accurate and true.

Participant Signature

Date

TPA USE ONLY:

Authorized Signature

Approval Date

Bay Bridge Administrators

Notes:

Bay Bridge Administrators • www.bbadmin.com
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Phone: (800) 953-6260 • Fax: 800-961-6240
email: retirement@bbadmin.com



BAY BRIDGE
ADMINISTRATORS

*"Your solutions begin
at the Bridge"®*

403(b) Salary Reduction Agreement

Questions? Call us at (800) 953-6260

Asterisks (*) Denote Required Field

			403(b) Plan
* Print Name of School District			
* Last Name	* First Name	* MI	* Date of Birth
* Street Address	* City	* State	* Zip
* Social Security Number	* Date of Hire	* Annual Salary	
* Home Phone	* Work Phone	* Email Address	

I Am Paid: ☐ Monthly ☐ Semi-monthly ☐ Bi-weekly

I elect to use the following catch-up provisions (if allowed by employer): ☐ Age 50 Catch-up

Important: This Form Replaces and Cancels All Previous Salary Reduction Agreements On File

****Please understand all contributions/deductions that are not listed on this form will cease to be deducted from your paycheck and will no longer be contributed to your 403(b) account.****

Deduction 1 (Start or modify an existing deduction)

☐ Existing ☐ New ☐ Cancel	☐ 403(b) Pre-Tax ☐ Roth 403(b) Post-Tax	Investment Provider Name:
Start Date:	End Date (If Applicable):	Per Pay Period Amount: \$

Deduction 2 (Optional, if more than 1 Investment Provider is used)

☐ Existing ☐ New ☐ Cancel	☐ 403(b) Pre-Tax ☐ Roth 403(b) Post-Tax	Investment Provider Name:
Start Date:	End Date (If Applicable):	Per Pay Period Amount: \$

Deduction 3 (Optional, if more than 2 Investment Providers are used)

☐ Existing ☐ New ☐ Cancel	☐ 403(b) Pre-Tax ☐ Roth 403(b) Post-Tax	Investment Provider Name:
Start Date:	End Date (If Applicable):	Per Pay Period Amount: \$

Bay Bridge Administrators is the third party administrator for the employer's TSA plan. The administrator is providing consolidated billing services among other things for the district. Bay Bridge Administrators is administering the plan according to the employer Plan Document and Adoption Agreement.

Agreement

By signing the Agreement, Employee agrees to modify his/her salary as indicated above and Employer agrees to contribute this amount on Employee's behalf into the 403(b) annuity(ies) or custodial account(s) selected by Employee and authorized by the Employer properly identifying pre-tax contributions and post-tax Roth 403(b) contributions for proper allocation to segregated accounts by the Service Provider(s). It is intended that the requirements of all applicable state and federal tax rules and regulations (Applicable Law) will be met. Employee understands and agrees that this Agreement:

1. Is legally binding and irrevocable with respect to amounts paid or available while it is in effect; however, is effective only for amounts not yet earned or made available.
2. May be terminated at any time for amounts not yet paid or available, and that a termination request is permanent and remains in effect until a new salary reduction agreement is submitted.

Read Before You Sign:

I certify that I have read this complete Agreement and that my salary reductions do not exceed contribution limits as determined by Applicable Law. I also certify that I am eligible for the catch up election, if selected. I understand my responsibilities as an Employee under the 403(b) plan, and I request Employer to take the action specified in this Agreement. I understand that there may be an excess contribution to my 403(b) if I also own more than 50% ("control") of another business. In such event, the maximum contribution to all plans that I control and my 403(b) accounts or annuities for 2016 may not exceed \$53,000 (if I am under age 50) and \$59,000 (if I am 50 or older by the end of 2016). I understand that my Employer is responsible for knowing that I may control another business and I understand that I must notify my Employer that I have control of another business to ensure that I have not exceeded this maximum amount of contribution.

☐ Check here if you control another consulting or other business or company.

I understand that all rights under the annuity(s) or custodial accounts established by me under the 403(b) plan are enforceable solely by me, my beneficiary or my authorized representative. I also understand that no later than January 1, 2009, my Employer will have a 403(b) Plan in place that will require my Employer, or their designee to authorize certain distributions and loans, and that it will not be solely my responsibility to authorize such transactions. By signing the Agreement, I authorize any Service Provider, or their delegatee to provide information on my Account to Employer or another Service Provider if such information is necessary for compliance purposes or to effectuate such transactions as I may request.

In the event that the Reduction has not been funded for 60 consecutive days, the Reduction may be stopped by the employer. A new Salary Reduction Agreement must be completed to restart the Reduction. Reductions suspended due to hardship withdrawals will not be automatically restarted.

Employer hereby agrees to identify both the pre-tax contributions and the after-tax contributions at the time of remittance to Bay Bridge Administrators.

Neither your employer nor Bay Bridge Administrators certifies or endorses any 403(b) Service Provider.

Employee Signature

Agent / Signature

Employee Name (Print)

Agent / Broker Name (Print)

Employee Email Address

Agent / Broker Phone Number

Date of Employee Signature

Agent / Broker Email Address

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