

RE: Your 403(b) Retirement Plan

Dear District Employee:

SchoolsFirst Plan Administration is the third-party administrator of your 403(b) retirement plan. This letter is to inform you of the options available to help you save for retirement by participating in a 403(b) plan. These plans are designed to assist you in building and growing your savings for retirement by complementing your pension income at retirement.

**What is a 403(b) plan?**

The IRS created retirement savings plans for various groups to encourage retirement savings by offering tax benefits. They developed the 403(b) for non-profit organizations. Contributions to these plans are made directly from your paycheck before taxes are taken out – reducing your tax bill while saving for retirement.

**What if I already have a 403(b)?**

Great News! You always have the opportunity to increase your contributions to the 403(b) plan any time during the year, contact us and we will be happy to assist you.

**How much may I contribute?**

You may contribute up to \$22,500 in 2023 to a 403(b), in addition to qualifying for additional catch-up limits. We would be happy to review these options with you in addition to answering questions you may have related to your retirement.

**Get Started**

If you would like to start contributions to a 403(b) plan, you must first establish an account with an approved investment provider. If you are already working with a financial advisor or agent, please feel free to continue to do so. If you do not have a financial advisor or agent, we are here to help!

Our goal as your district's third-party administrator is to provide you with the very best personal service. If you have questions regarding the administration of your retirement plans, please contact **SchoolsFirst Plan Administration** at 800.462.8328, x4727 or at [rpa@schoolsfirstfcu.org](mailto:rpa@schoolsfirstfcu.org). If you would like to schedule an appointment to meet with an advisor, please contact our Retirement Planning Department at 800.462.8328, x 4116, Option 1.

Sincerely,



Jessica Jamison  
Vice President, Retirement Planning & Administration