

**UNIVERSAL AVAILABILITY NOTICE**  
**TAX DEFERRED ANNUITY PLAN**  
**FOR EMPLOYEES OF PACE SCHOOL**

This notice provides important information about your rights to defer compensation in Tax Deferred Annuity Plan for Employees of Pace School (the "Plan").

The Plan Administrator is Pace School  
Address: 2432 Greensburg Pike, Pittsburgh, PA 15221  
Phone number: 412-244-1900  
Email: [jmele@paceschool.org](mailto:jmele@paceschool.org)

**Am I eligible to make elective deferrals?**

You are eligible to make elective deferrals if you are employed by Pace School or any affiliate who has adopted the Plan unless:

- you are a non-resident alien with no U.S. sourced income
- you are expected to work fewer than 1,000 hours for the first 12 months of employment. If you work 1,000 hours of service in a twelve month period you will be eligible for the Plan the following year.

You can start making elective deferrals immediately upon your hire date.

**What are elective deferrals?**

Elective deferrals are contributions you may make out of your compensation to the Plan. You may contribute to the Plan on a pre-tax basis.

Pre-Tax contributions are made to the Plan out of your compensation before taxes. Your contributions are only taxed as compensation once you receive a distribution from the Plan.

**What are the limits on elective deferrals?**

Federal law limits the amount you may elect to defer under this Plan and any other retirement plan permitting elective deferrals (including both other 403(b) and 401(k) plans). You are limited to contributing \$22,500 (for 2023) during any calendar year. Your Plan may further limit the amount of your elective deferral. Please see your Summary Plan Description for further information.

If you are age 50 or over, you may defer an additional amount, called a "catch-up contribution", of up to \$7,500 (for 2023).

In addition, if you have fifteen years of service (disregarding any period during which you are not an Employee of an eligible employer) you may be entitled to make a special Code section 403(b) catch-up contribution (a maximum of \$3,000). Contact the plan administrator for more information about this special catch-up contribution.

The total amount that may be contributed to the Plan on your behalf in any year may not exceed the lesser of 100% of your compensation or \$66,000 (for 2023).

**How do I make or change my deferral election?**

You may make or change your deferral election by returning a deferral election form to the plan administrator.

**Once I make a deferral election, how often can I change, stop, or re-start the election?**

You may change or re-start your deferral election as of a date approved by the Plan Administrator on a non-discriminatory basis. You may stop your deferrals at any time.

The plan administrator may establish additional rules you will need to follow when making your deferral election. Your deferral election is only effective for compensation you have not received yet. The plan administrator may also reduce or totally suspend your election if they determine that your election may cause the Plan to fail to satisfy any of the requirements of the Internal Revenue Code.

**Can I direct how my elective deferrals will be invested?**

Yes, you can direct how your elective deferrals will be invested from among the different investments offered under the Plan.

You may make or change your investment elections by returning an investment election form to the plan administrator.

Subject to any additional restrictions placed on investment timing by the actual investment, you may change your investment elections daily.

If you do not make an investment election your account balances will be placed in investments selected by the plan administrator.