

403(b) & 457(b) Plan Information for Employees & Advisors

Who is the 403(b) & 457(b) Plan Administration Provider?

U.S. OMNI & TSACG Compliance Services has been contracted to provide 403(b) & 457(b) plan administration services. USOTCS, based in Fort Walton Beach, Florida, is an independent Third-Party Administrator. We are not affiliated with an investment provider, and we do not market investment products. USOTCS is responsible for the approval of all plan-level transactions including distributions, exchanges, transfers, loans, and rollovers, etc.

Transaction Review/Approval

USOTCS reviews plan transactions not only to ease the administrative burden of our clients but also to ensure IRS compliance, while maintaining a single repository of transaction records in the event of an IRS audit. After confirming the transaction complies with IRS regulations and the client's Plan Document, USOTCS will provide an approval certificate which will, in conjunction with the investment provider transaction documents, authorize the investment provider to complete the transaction request.

Some distributions require you to meet qualifying events such as age or separation of service. Additionally, some types of transactions require supporting documentation and/or an additional USOTCS form. For example, a 403(b) Hardship withdrawal and a 457(b) Unforeseen Emergency withdrawal request must be accompanied by a disclosure form: these forms can be found on USOTCS's website via <https://www.tsacq.com/forms/>. If we determine additional information/documentation is required, you will be contacted by a member of our team. Please note that the request for additional information/documentation may take up to 1 to 3 business days from the date of the initial confirmation notice you receive.

Online Transaction Processing

The most efficient and timely way to submit transactions for review is the use of USOTCS's Online Distribution System (ODS). This advanced Web-based system allows participants and advisors alike to gain immediate approval certification for eligible distributions. Further, all distribution requests may be submitted in this manner including those that require supporting documentation such as Hardship and Unforeseen Emergency withdrawals. USOTCS's ODS is available via <https://transaction.tsacq.com/index.php>, and it can also be accessed via a link on the homepage of our website: <https://www.tsacq.com>. ODS is available 24 hours a day, seven days a week.



For questions regarding transactions: 1-888-796-3786, option 4

Our customer service representatives are available
Monday – Thursday, 7:00 am to 7:00 pm (CT) and until 5:00 pm (CT) on
Friday.

For more information on transactions available under your employer's
plan, please see your employer's specific page via
<https://www.tsacq.com/individual/plan-sponsor/>.