



We are excited to announce **U.S. OMNI** as our **403(b) Third Party Plan Administrator!**

In partnership with **Manhattan School District**, OMNI will ensure that the plan sponsor, the participants, each of the investment providers and their agents adhere to the many compliance regulations mandated by the Internal Revenue Service.

Starting or changing your contributions:

If you wish to start contributing or make a change to your current contributions you will need to submit a **Salary Reduction Agreement (SRA)** form. Changes include: starting a new deduction, stopping an existing deduction, changing the amount of an existing deduction, or changing your investment provider.

The SRA form can be found in the "Forms" section of OMNI's website at www.omni403b.com. You have the option of printing out a form and faxing it to OMNI or completing the form electronically on their secure website. It is suggested that you complete the electronic SRA form to expedite your request.



OMNI's services include the review and approval of all 403(b) transactions, and implementation of Salary Reduction Agreement (SRA) forms.

OMNI is available from 7:30am to 8:00pm Monday - Friday EST to assist with any questions you may have.

OMNI's call center representatives can be reached at:
1-877-544-OMNI (6664)

www.omni403b.com

TRANSACTIONS



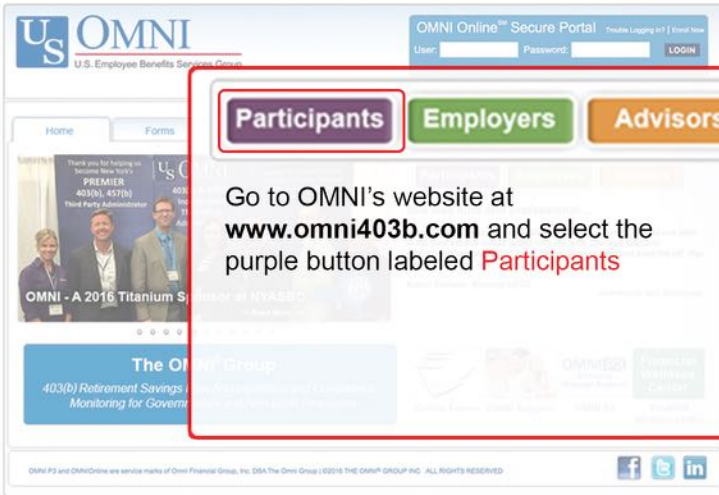
Refer to the instructions on the following pages to submit an SRA or any of the transactions below.

- > Distributions (including distributions due to age, death, disability, separation from service, and domestic relations orders).
- > Exchanges/Transfers/Rollovers of 403(b) funds between vendors or 403(b) plans
- > Hardship Withdrawals
- > Loans
- > Purchase of Service Credits
- > Qualified Domestic Relations Orders (QDRO)





Specific plan information is available on OMNI's website at www.omni403b.com. This information can be viewed by following the steps below:

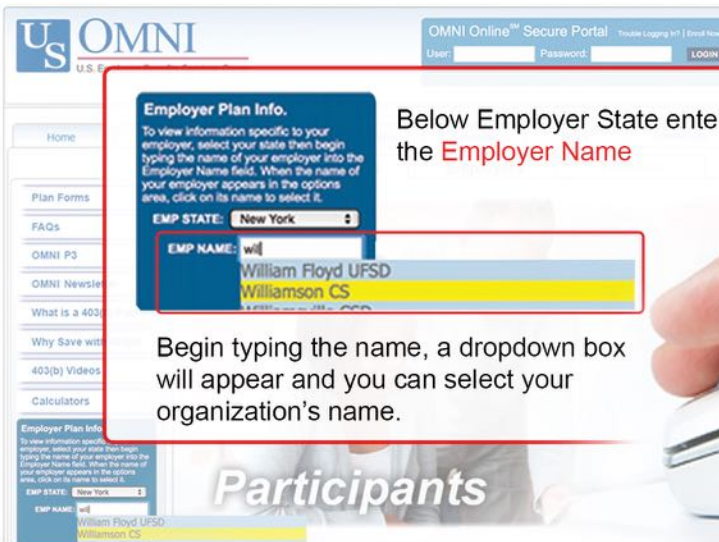


Go to OMNI's website at www.omni403b.com and select the purple button labeled **Participants**



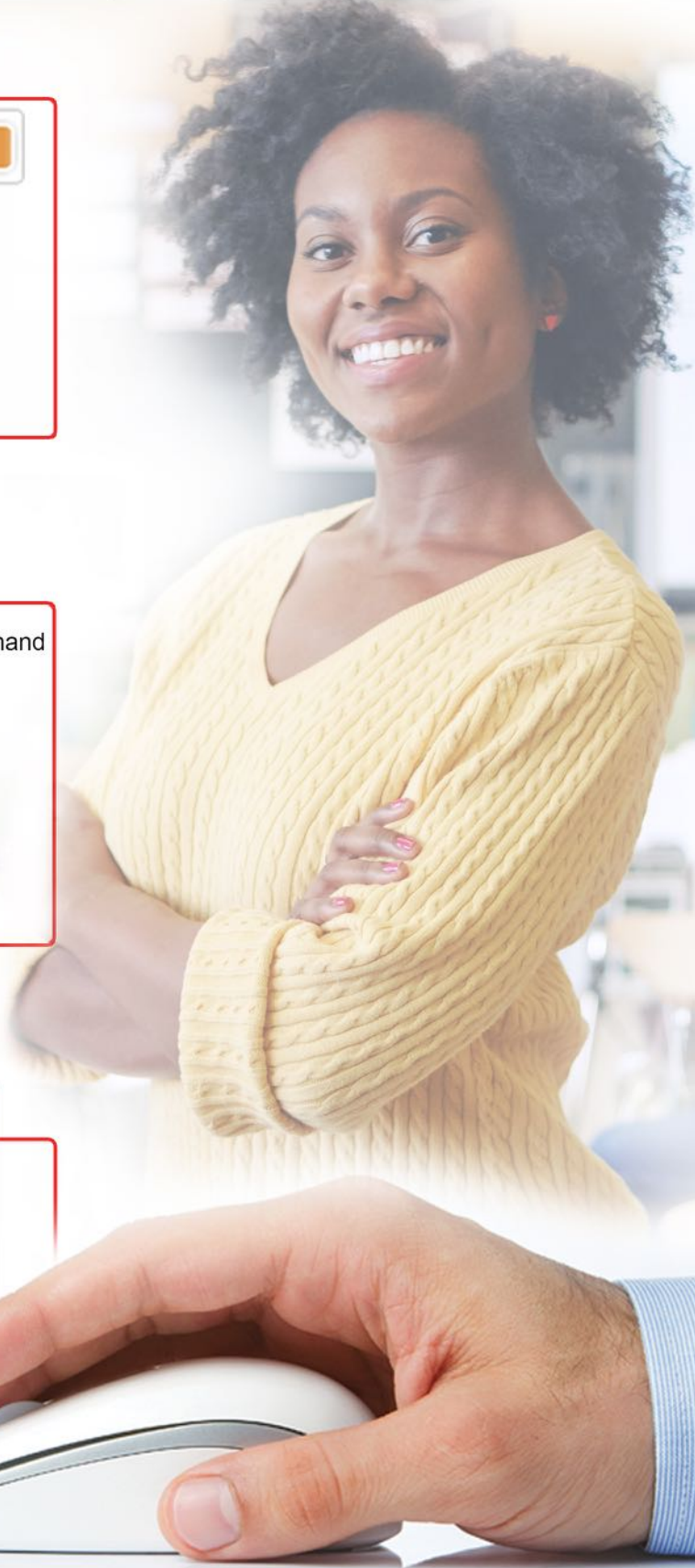
Employer Plan Info.
To view information specific to your employer, select your state then begin typing the name of your employer into the Employer Name field. When the name of your employer appears in the options area, click on its name to select it.

Next, in the lower left-hand corner in the blue box select the **Employer's State**



Below Employer State enter the **Employer Name**

Begin typing the name, a dropdown box will appear and you can select your organization's name.





You have now reached the Manhattan School District webpage where you will find the following information:

OMNI OnlineSM Secure Portal [Home](#) [Forms](#) [About Us](#) [Leadership](#) [Services](#) [News](#) [Contact Us](#)

User: Password: [LOGIN](#)

Plan Details

403(b) Plan **Plan Sponsor**

Current Status: Active

OMNI P3 Participating Service Providers **Forms**

Investment Types
 Mouseover investment type for definitions

Investment Type	(F)	(FI)	(VA)	(RIA)	(MF)	Phone Number
American Century Services LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1-800-345-3533
Aspire Financial Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1-866-634-5873
AXA Equitable Life Insurance Company	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1-800-628-6673
Foresters Financial (First Investors)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1-800-423-4026
GWNI/Employee Deposit Acct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1-561-472-2700
Mass Mutual VA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1-800-272-2216
MetLife	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1-877-638-3279
NY Life Ins. & Annuity Corp.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1-800-225-5695
Openheimer Shareholder Svcs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1-800-835-7305
PlanMember Services Corp.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1-800-874-6910
RiverSource Life Insurance Co of NY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1-800-297-2012
Security Benefit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1-800-888-2461
The Legend Group/ADSERV	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1-877-619-7455
VALIC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1-888-569-7055
Voya Financial (Natl NY)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1-855-663-8692 or 1-800-584-6001

Effective July 1, 2012, the following Service Providers are no longer authorized to establish new 403(b) accounts for this plan. Please note, Employees contributing to one of these service providers as of July 1, 2012 may continue their contributions without interruption.

American Fund/Capital Guardian
 Cadaret, Grant & Co.
 Confidential Planning - Smart Choice
 Fidelity Management Trust
 Hartford Life Ins Co.
 Modern Woodmen of America
 Vanguard Fiduciary Trust Co.

1 Salary Reduction Agreement (SRA):
 > Online
 > PDF

3 Plan Transactions:
 For assistance determining the proper service provider transaction form to submit for your situation, please review our [Transaction Instructions](#) page.
 > Death Claim
 > Disability
 > Distribution
 > Exchange
 > Hardship
 > Loan
 > QDRO
 > Required Minimum Distribution
 > Rollover
 > Service Credit
 > Transfer

Service Based Catch-Up Request:
 > Online
 > PDF

4 Plan Features

PLAN DETAILS

403(b)

- Salary Reduction Agreement (SRA)** – You can submit an on-line SRA form to start, stop or make a change to your contribution. You must already have an account established with your selected service provider before submitting an SRA.
- Participating Service Providers** – Add or open an account choosing from the investment service providers that have been approved in your plan.
- Plan Transactions** – You'll find the forms needed to initiate transactions such as a distribution, hardship or loan.
- Plan Features** – Click on Plan Features in the lower right hand corner. This will bring up another window that displays what is or is not permitted within the plan based on your current plan document.

Plan Features

<p>Eligible Employees All Employees</p> <p>Employer Non-Elective Contributions Available</p> <p>Loans Available for qualified applicants</p> <p>Financial Hardship Distribution Available for qualified applicants</p> <p>Transfers Into Plan (A transfer of assets from one employer's 403(b) plan to another) Available</p> <p>Transfers Out of Plan (A transfer of assets from one employer's 403(b) plan to another) Available</p> <p>< back</p>	<p>Rollover Contributions (A contribution of a distribution from another plan (i.e. 401(k), 457, IRA)) Please call OMNI to inquire.</p> <p>ROTH 403(b) Not Available</p> <p>Contract Exchanges (a change of investment within a 403(b) plan) Available. Please note that a new investment provider must be participating in your Employer's 403(b) plan. A list of your Employer's participating providers can be found under the <i>Participating Service Providers</i> section.</p> <p>Distributions (i.e. Separation from Service, Attainment of 59 ½ years of age, Permanent Disability, or Death) Available</p>
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APPROVED 403(b) PROVIDERS

- AIG Retirement Services (formerly VALIC)
- Aspire Financial Services
- ROTH - AIG Retirement Services (formerly VALIC)