

# Plan Highlights and Web Access Guide



## Fayette County Public Schools 403(b) Plan

403(b)

# Plan Participation and Highlights

## Plan Features

The 403(b) program is designed to offer a broad range of quality mutual funds and annuities that provide an opportunity to build a diversified retirement plan portfolio. Program options may include:

- Online web enrollment, view account balances, monitor transaction history, and download administrative forms.
- Update personal information, perform transactions or request an exchange of dollars between mutual funds.
- Generate transaction approval certifications for loans, transfers, and distributions.

## Plan Participation

All employees are eligible to enroll in the Plan upon hire. Once you enroll in the program, contributions are withheld from your wages and forwarded to the investment provider that holds the investments for your Plan. The following contributions may be applied to your account:

**Pre-Tax Salary Deferrals:** These contributions are withheld from your pay before federal income taxes are applied.

**Roth Salary Deferrals:** These contributions are withheld from your pay after federal income taxes are applied. The maximum amount you can contribute is computed on a calendar year basis and is established by the IRS from year-to-year. Information is posted to the Plan website when limits for the upcoming year are announced. For 2024, the limit on traditional deferrals is \$23,000.00.

In addition to the standard deferral limits, employees who will have reached 50 years of age before the end of any calendar year are eligible to make an additional "catch-up" contribution. For 2024, the catch-up contribution limit is \$7,500.00.

**Rollovers:** You may also rollover an eligible rollover distribution into the Fayette County Public Schools 403(b) Plan. Before you can complete an incoming rollover to this Plan, however, you must first receive an approval for the monies to be applied to your account. A PenServ representative will be able to assist you in this process.

## Distributable Event

Participants who are eligible for a distribution from the Plan should complete an application and submit the form to the Plan Administrator for approval. Distributions that meet IRS requirements for payment are generally processed within 2 business days from receipt of an approved application in good order.

## Participant Loans

If an employee meets certain requirements, the program offers the option to receive a loan from the Plan. Issuance of a new loan is contingent on receipt of information from current and prior investment providers. Loan requests that meet IRS requirements are generally approved within 3 business days from receipt of information required from investment providers. Please allow sufficient time for vendors to respond with required information. Loans must be repaid or the outstanding balance may become taxable upon default and future loans may be prohibited until repayment.

Note: Check with your investment provider to determine if loans are permitted from your vendor account.

## Online Plan Access

Once you have enrolled in the Plan, you may view your account balances, modify your choice of investment providers, monitor contributions, and initiate investment transactions.

Web Access: <http://www.penserv.com/login>

## Plan Enrollment

Employees can enroll in the Plan using the attached Plan Access Code.

Any employee who is employed may participate in the Plan. Salary deferral arrangements can be started, stopped or modified at any time. The information will be provided to your employer for entry into the payroll system subject to employer guidelines.

Enrollment in the Plan is a two-step process. In addition to making a salary deferral election and selecting a company to receive your contributions, you will need to complete the necessary documentation required by the selected investment provider. You should immediately contact a vendor representative for assistance in establishing your investment account if such an account does not currently exist. Failure to establish a contract or custodial agreement with your selected vendor may prevent timely investment of your funds.

For further information on the enrollment process, you may contact the PenServ office listed below.

## Contact for Further Information

PenServ Plan Services, Inc.

Website: <http://www.penserv.com>

Phone: (800) 849-4001

Fax: (803) 791-5925

Mailing Address: P.O. Box 3109 | West Columbia, SC | 29171

Email: [service@penserv.com](mailto:service@penserv.com)

# Vendor Options

The 403(b) Plan is offered to Fayette County Public Schools employees as an opportunity to supplement their retirement program with salary deferrals contributed to a choice of annuity contracts or mutual fund products.

Enrolling in the 403(b) Plan is a two-step process for participants:

Step 1: You should review the list of available investment providers and select an active vendor from the list below. If you do not currently have an account with the vendor you selected, contact a representative who will assist you with the necessary documentation required to establish an account with the investment company.

Step 2: Enroll in the Plan. Elect a salary deferral amount and designate your selected vendor using the enrollment steps provided in this document. Failure to establish a contract or custodial account with your selected vendor may prevent timely investment of your contributions.

The following investment providers have been approved to accept contributions for the plan. Contributions cannot be accepted by any other company.

## Investment Company Contact

American Fidelity Assurance Company

Beth Wyatt, American Fidelity  
Phone (859) 338-4905  
Beth.Wyatt@americanfidelity.com

Corebridge Financial fka AIG Retirement

Mark Spinosa, Corebridge Financial  
Phone (859) 779-1195  
Mark.Spinosa@corebridgefinancial.com

Equitable  
Vendor Plan Number: 746745-0001

Alaya Walker, Equitable Advisors, LLC  
Phone (217) 572-0467  
alaya.walker@equitable.com

Matthew McManus, Equitable Advisors, LLC  
Phone (513) 526-5497  
Matthew.McManus@equitable.com

GWN Securities, Inc.  
Thoroughbred Asset Management

Brian Higdon, Thoroughbred Asset Management  
Phone (866) 566-0460 bhigdon@tam-team.com

Lincoln Investment Planning  
DBA The Legend Group

Kenneth Swansegar, Lincoln Investment  
Phone (859) 230-3610  
kswansegar@lincolnInvestment.com

Michael Kays, Lincoln Investment  
Phone (216) 741-3113  
shanekeys@legendequities.com

## Vendor Options (continued)

### Investment Company Contact

Reliastar Life Insurance Company  
Vendor Plan Number: FS49

Nina Goggin, Voya Financial Advisors, Inc.  
Phone (800) 214-5844  
nina.goggin@voyafa.com

Security Benefit  
Vendor Plan Number: O15839

Arnold Staton, Security Benefit  
Phone (201) 982-1479  
arnold.staton@abmm.com

Voya Retirement Insurance and Annuity Company  
Vendor Plan Number: VT3998

Nina Goggin, Voya Financial Advisors, Inc.  
Phone (800) 214-5844  
nina.goggin@voyafa.com

### Kentucky Deferred Comp Options

Additional retirement options are available through Kentucky Deferred Comp. To enroll or request a transaction from any plan sponsored by Kentucky Deferred Comp (KDC), please visit their website at: [www.kentuckyplans.com](http://www.kentuckyplans.com) or call (800) 542-2667.

**For additional information or for assistance with this process, please contact PenServ  
Plan Services, Inc. at:  
Phone: 800-849-4001 | Email: [service@penserv.com](mailto:service@penserv.com)  
Mailing Address: P.O. Box 3109, West Columbia, SC 29171**

# Fayette County Public Schools 403(b) Plan Enrollment & Using the Plan Website

Welcome to the Fayette County Public Schools 403(b) Plan. Enrollment in the plan is easy. You simply need to follow the instructions prompted on the Plan's web page. The website is supported by programs designed to protect your personal information. The system recognizes upper and lower case characters; therefore, if you enter capital letters in your User Name or Password the same upper or lowercase will be required each time you enter the information.

Plan Website Address: <http://www.penserv.com/login> and select: New Participant on Welcome box Enrollment Process

Enter the Plan Access Code: **faye8569**

Enter and Confirm Your Social Security Number (without any dashes)

## Step 1 Enter your personal information.

Items marked with an asterisk (\*) must be completed before you can proceed to the next step.

**Username Information:** This information is used to access your account, direct transactions and invest your contributions. The system is designed to protect your personal information; the codes you enter here should not be shared with another individual. For security purposes, you may not use sequential numbers or letters (i.e. 123 or abc), your name, Social Security Number, or symbols (i.e. @, !, &).

**Verification Question:** This code is used as an identifier in case you forget your account password or need assistance from a participant services representative.

**Email Address:** Required for communication purposes and notification of changes applied to your account.

## Step 2 Select investments for your new contributions.

The investment elections you enter will be applied to the Money Source you selected. Please note that once you have completed the enrollment process, you can always change your investment elections. **STOP: Before completing this step, please ensure you have established a contract or custodial account with the investment provider of your choice.**

## Step 3 Review and confirm your entries.

Please review the information you provided for the Plan. Be certain you check the entries carefully; the data will be used to establish permanent plan records and access to your account.

### Congratulations! Your enrollment is complete.

You may access your account through the Plan's website (displayed above) at any time using your Username and Password. If you elected to receive email confirmations, you will receive confirmation of your enrollment at the email address entered during the Enrollment Process.

### Important Security Information

The Password you have entered for your account is secured by the system and should be protected and not shared. Anyone requesting access to this information will be denied unless the information you have entered can be provided.