

South Washington County Schools has partnered with **Aviben** (formerly Educators Benefit Consultants, LLC) as our TPA (third party administrator) for 403B transaction paperwork requiring a TPA signature. This includes rollovers, transfers, exchanges, hardship withdrawals, loans, etc.

In order to have your paperwork reviewed and processed, you may mail, fax or use Aviben's secure ShareFile to get your forms to Aviben.

Please note that you should only fax the forms if the paperwork does not need to remain on the original forms.

For security reasons, Aviben does not accept forms via email.

Phone: 763.552.6053 or 1.888.507.6053

Mailing Address:

Aviben
Attn: 403(b) ACS Division
1995 E Rum River Dr S
Cambridge, MN 55008



Website Upload Process

Go to the Aviben web site: <https://aviben.com/>

For Step #2, select "Upload 403(b) 457(b) Transaction Document"

