

403(b) Plan Eligibility Announcement to Employees

To: Employees

Date: 7/1/24

Re: Notice of your right to participate in the 403(b) Retirement Plan sponsored by:
Deer Creek Public Schools
(Employer)

In compliance with Internal Revenue Service (IRS) Universal Availability requirements, we are pleased to offer eligible employees the opportunity to voluntarily save for retirement by participating in the 403(b) Plan ("the Plan").

If eligible, you may participate in this Plan by establishing a 403(b) account with one of the Plans' approved Investment Providers and completing a salary reduction agreement to make pre-tax contributions or (if permitted by the Plan) Roth 403(b) after-tax contributions.

Generally, salary reduction contributions can be made in an amount up to the lesser of 100% of includable compensation or the annual limitations set by the IRS. For the 2024 tax year, the annual contribution limit is \$23,000 with a catch-up contribution of up to \$7,500 for employees that are age 50 or older. If permitted in the Plan, you may also qualify for an additional catch-up contribution of up to \$10,000 if you have completed 15 years of service or more with the school district. To determine the amount of additional catch-up, a Maximum Allowable Contribution (MAC) worksheet must be completed with your sales agent and returned to the payroll department along with a completed salary reduction agreement for approval. You can access the MAC worksheet within this digital document, page 19 - <https://www.irs.gov/pub/irs-pdf/p571.pdf>.

Please be aware that if you participate in more than one 403(b) Plan or another qualified Plan such as a 401(k), you will be responsible for tracking and reporting the amount of your total contributions to the school district, so you do not exceed the annual contribution limitation.

By electing to participate in the Plan, you are acknowledging and agreeing to abide by the Plan's rules and all Internal Revenue Code (IRC) regulations related to 403(b) Plans. To learn more about the 403(b) Plan, including, but not limited to, (1) Plan Participation Eligibility, (2) Plan distribution/transfer/rollover rules, and (3) a list of the Plan' approved investment providers, please contact your school district, or you may contact our administrative services provider, AFPlanServ, by calling 866-560-6415 or emailing WG-Annuity-AF-PlanServ@americanfidelity.com.

For information about specific 403(b) investment products offered by each of our Plans' approved providers, it will be your responsibility to contact each company directly. It is also your responsibility to (1) understand the possible tax and investment consequences of the investment options you select, (2) understand the costs of the investment selected and any administrative charges. You are encouraged to seek investment, legal and/or tax advice. IRS Publication 571 (Tax Sheltered Annuity Programs for Employees of Public Schools) is available at www.irs.gov (the IRS's website) for further information and reference.

Please contact the school district if you have questions regarding this Notice and/or if you would like to participate in the Plan.

This is a sample Plan Eligibility Announcement for employers to send to their employees and has been created to facilitate the management of your fiduciary and compliance responsibilities. It is not intended to provide legal or tax advice, as AFPlanServ does not and cannot provide such advice. We encourage you to consult with your legal counsel or advisor and have them review your policies and any other governing documents to determine if this specimen will comply with your plan governance and procedures.

403(b) PROVIDER PLAN INFORMATION GUIDE
for Voluntary Employee Contributions

SECTION I. EMPLOYER INFORMATION

Name of Employer: DEER CREEK PUBLIC SCHOOLS
Employer's Address: 20701 N MACARTHUR BLVD
EDMOND, OK 73003
Telephone Number: 4053486100 **Fax:** 4053483049
Contact Person: DEE MCDANIEL
Telephone/Extension: (405) 348-6100 **Contact Email:** DEEMCDANIEL@DCSOK.ORG

For information on plan administration, please contact AFPlanServ® as indicated in Section V of this document.

SECTION II. PLAN INFORMATION

Name of Plan: DEER CREEK PUBLIC SCHOOLS 403(b) Plan.

Eligibility:

Except as otherwise selected below, all employees are immediately eligible to make contributions under the Plan. Eligibility for Employer Contributions is based on applicable employment agreements or collective bargaining agreements to which an employee is subject.

The plan shall not include:

- Employees who are eligible to participate during the calendar year in one or more plans described under Section 403(b)(12)(A) of the Internal Revenue Code 401(k), 403(b), 457(b) sponsored by the Employer.
- Employees who are students and regularly attending classes at the Employer institution during the calendar year (limited to Employers that are educational institutions).
- Employees who normally work fewer than 0 hours per week.
(Must be 20 or less. The inclusion of all common law employees will prevent an inadvertent violation of the eligibility requirements of Internal Revenue Code Section 403(b)(A)(ii).)
- Employees who are non-resident aliens.

SECTION III. CONTRIBUTIONS

Employee Contributions (in addition to pre-tax contributions)

Roth 403(b) Contributions to the Plan (Emergency Savings Account limited to \$2,500) are are NOT permitted.

Emergency Savings Roth Contributions to the Plan are are NOT permitted.

Age Related Catch Up Contributions are permitted under the plan.

15 Years of Service Catch Up Contributions

The Plan will will not permit employees with 15 years of service with the Employer that satisfy the conditions for the Special Section 403(b) Catch-up Limitation for Employees With 15 Years of Service to increase their Elective Deferrals limitation. If allowed under the Plan, a copy of the worksheet calculating the maximum annual contribution amount must be completed, the employer must approve the data used in the calculation, and the worksheet must be submitted to AFPlanServ® with the salary reduction agreement.

Investment Options: Any Annuity Contracts and/or Custodial Accounts provided by Vendors authorized on Appendix I, which may be revised from time to time, are authorized to accept contributions under the Plan.

Employer Contributions

Except as otherwise described here, all employees who are eligible for employee contributions, are eligible for employer contributions. Eligibility for Employer Contributions is based on applicable employment agreements or collective bargaining agreements to which an employee is subject.

Other Eligibility Rules:

403(b) Employer-Paid contributions to the Plan are are NOT permitted.

Matching Contributions on qualified student loans are are NOT permitted.

Matching Contributions on a Roth basis are are NOT permitted.

Loans from 403(b) Employer-Paid contributions are are NOT permitted.

Hardship Distributions from 403(b) Employer-Paid contributions are are NOT permitted.

Distributions of earnings on Employer Contributions are are not permitted under the Plan.

SECTION IV. OTHER TRANSACTIONS

In-Service Distributions Out of the Plan: The Plan will will not allow Participants to withdraw funds penalty free for victims of domestic abuse

The Plan will will not allow Participants to withdraw funds for Long Term Care contract premium payments. Eff. 2025 (this option may not be elected to be effective prior to 1/1/2025)

The Plan will will not allow Participants to withdraw funds for Qualified Birth or Adoption

The Plan will will not allow Participants to withdraw funds for Qualified Federally Declared Disasters

The Plan will will not allow Participants to withdraw funds for emergency expenses (\$1,000 limit)

Exchanges Within the Plan: The Plan will will not permit Participants to make Exchanges.

Transfers Into the Plan: The Plan will will not accept Transfers from another Employer's 403(b) plan.

Transfers Out of the Plan: The Plan will will not permit Transfers from the Plan to another 403(b) plan, if requested by a former Participant.

Rollovers Into the Plan: The Plan will will not permit rollovers from another eligible qualified Plan.

If permitted, the Plan will accept a direct rollover of an eligible rollover distribution from the following types of retirement plans. Rollovers of after-tax contributions will not be accepted unless otherwise indicated.

- An annuity contract described in section 403(b) of the Internal Revenue Code,
 - including after-tax contributions.
 - A governmental plan under section 457(b) of the Code which is maintained by a State.
 - An individual retirement account or annuity (IRA) described in section 408(a) or 408(b) of the Internal Revenue Code.
 - Direct rollovers from other Roth 403(b), Roth 401(k), or governmental 457(b) plans.
- Not applicable if Roth Contributions are not permitted to the Plan.*
- A qualified plan described in section 401(a) or 403(a) of the Internal Revenue Code,
 - including after-tax contributions.

Repayments:

If permitted, the Plan will permit the following types of Repayments into the Plan. If not checked, then the type of Repayment is not permitted.

- Repayment of Birth or Adoption Distributions
- Federally Declared Disaster Distributions
- Federally Declared Disaster Loans (includes additional 180-day repayment period)

Financial Hardship Distributions:

Hardship Distributions from 403(b) Employee contributions are *are not* permitted under the Plan.

Self-Certification is *is not* permitted under the Plan.

Employee earnings are *are not* permitted under the Plan.

Loans: Loans are *are not* permitted under the Plan subject to availability and any additional conditions that may apply under a Participant's 403(b) Individual Agreement(s).

Federally Declared Disaster Loans (includes additional 180-day repayment period) are *are not* permitted under the Plan.

SECTION V. PLAN ADMINISTRATION

Plan Administration: The Employer has chosen to designate an outside entity to provide certain administrative services. The Employer has named AFPlanServ® to act in this capacity.

Salary Reduction Agreements: Salary reduction agreements must be completed by the provider and submitted to the administrator for approval prior to the first salary reduction. Forms will be available through the employer or the administrator's website as indicated below. Please allow at least 3 weeks from the time of submission of the salary reduction agreement to the effective date of the deduction. If not received by AFPlanServ® in proper order or if the agreement cannot be approved by the effective date, the effective date will be the next payroll date after the approval or the payroll date for which the change may be affected administratively.

Transaction Approval: All transactions, except Required Minimum Distributions, must be approved by AFPlanServ® prior to being processed by the investment provider.

Contact Information:

Mailing Address: AFPlanServ
P.O. Box 269008
Oklahoma City, OK 73126-9008

Website: www.afplanserv.com

Email: info@afplanserv.com

Phone Number (toll free): 1-866-560-6415

Fax Number (toll free): 1-866-578-0962

APPENDIX I
Approved 403(b) Investment Option Providers
Effective Date 09/09/2024
DEER CREEK PUBLIC SCHOOLS

| <u>Provider Name</u> | <u>Provider Contact</u> | <u>Provider Telephone</u> |
|---|-------------------------|---------------------------|
| AMERICAN FIDELITY ASSURANCE | CUSTOMER SERVICE | (800) 662-1113 |
| AMERICO FINANCIAL LIFE & ANNUITY INSURANCE CO | GREG BANACH | (800) 231-0801 |
| COREBRIDGE FINANCIAL | CUSTOMER SERVICE | (800) 448-2542 |
| EQUITABLE LIFE INSURANCE COMPANY | 403B DESK | (800) 628-6673 |
| GWN MARKETING CUSTODIAL ACCOUNTS | CUSTOMER SUPPORT | (866) 425-7991 |
| HORACE MANN LIFE INSURANCE COMPANY | CUSTOMER SERVICE | (800) 999-1030 |
| MODERN WOODMEN OF AMERICA | CUSTOMER SERVICE | (800) 447-9811 |
| NATIONAL LIFE GROUP | PLAN OPERATIONS | (800) 228-4579 |
| SECURITY FINANCIAL RESOURCES | | (800) 888-2461 |
| VOYA RELIASTAR LIFE INSURANCE COMPANY | CUSTOMER SERVICE | (877) 884-5050 |

Important Notes:

1. As provided under the Plan, any authorized Vendor named in Appendix I has agreed to share information necessary for compliance purposes with Employer, an Administrator and/or with any other 403(b) provider as may be required to facilitate compliance with the Plan and all applicable laws and regulations.
2. Each Vendor named above is required to maintain records of the Funding Vehicles offered under the Plan to comply with the information sharing requirements of the Plan and applicable information sharing agreements.

This Appendix is dated: July 1, 2024