RANDOLPH
TOWNSHIP SCHOOLS

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# A 403(b) Plan is a Valuable Benefit

Whether you are just starting out or have been working many years, the 403(b) Plan can be an excellent way to help you build up your retirement savings. It offers the convenience of automatic payroll deductions and gives you the ability to save with pre-tax dollars—that means your contributions and any investment earnings can be tax-deferred until withdrawn. Here's some important information about the plan.

## Who Is Eligible

You are generally eligible to participate in the 403(b) Plan if you are a full-time or part-time employee.

However, IRS rules permit 403(b) Plans to exclude employees if any of the following apply. To learn about our 403(b) eligibility requirements, visit www.planconnect.com to log in to the plan website and select "*References* > *Plan Information* > *Your Plan Features*" on the main menu or contact PlanConnect using the contact information provided in the last section of this notice.

- Employee will contribute $200 annually or less.
- Employee is a non-resident alien who receives no compensation which constitutes U.S. source income.
- Employee normally work less than 20 hours per week and are either not expected to work 1,000 hours or more during the first year of employment or has worked less than 1,000 hours in the prior calendar year.
- Employee is eligible to participate in another 403(b), 401(k), or governmental 457(b) plan of the employer.
- Employee is a student performing services for a school, college, or university described in Section 3121(b)10 of the Internal Revenue Code.
- Employee is leased or an independent contractor.

## How to Enroll

### Current plan participants

You do not need to re-enroll in the plan or take any other action.

### New plan participants

You can enroll at any time. It's easy:

- First complete an annuity contract or custodial account application to set up your plan account. Application forms are available from the representative of the investment provider you select. For a list of available investment providers log on to **www.planconnect.com** and select *"Investments > Investment Provider".*
- Then, complete a salary reduction agreement form by either going on-line or by contacting PlanConnect at the phone number indicated in the last section of this notice.
- Your participation will begin at the start of the payroll period following the date PlanConnect® and our Payroll Department process your completed salary reduction agreement.

**The first time you log on to www.planconnect.com**

Your user ID is your Social Security Number (without any spaces or dashes) and your password is your date of birth (mmddyyyy). You can change your user ID and password any time after your initial login.

## Contributions to the Plan

### What type of contributions can I make to the plan?

The 403(b) plan accepts pre-tax salary deferral contributions and may permit other types of contributions. To learn more, please log into the plan website and select "References > Plan Information >Your Plan Features" or contact PlanConnect.

### Change or stop your contributions at any time

Just log in to **www.planconnect.com** and select "Log into Your Account". Or you can contact PlanConnect at the phone number indicated in the last section of this notice. The change will take effect at the start of the payroll period following the date our Payroll Department processes your request.

## Each year the IRS sets a limit on how much you can contribute

The current year elective deferral limits can be found at www.PlanConnect.com/limits. Under certain conditions, additional catch-up contributions may be permitted. For more information, log in to **www.planconnect.com** and select *"References > Plan Information > Your Plan Features"*.

Not sure how much you can contribute? Use the contribution calculator, located at **www.planconnect.com** under *"Learning Center > Tools & Calculators"* (no login needed).

## Each year the IRS sets a limit on how much can be contributed

The maximum Defined Contribution Plan (including employee deferral and employer contributions) annual limit for all contribution types can be found at www.PlanConnect.com/limits. However, certain participants (such as those who are at least age 50) may have a higher limitation, if provided for under the Plan.

All contributions to the plan must be aggregated. In certain circumstances, they must also be aggregated with other "qualified retirement plans" to determine whether they are within the maximum annual contribution limits under the law.

You must notify the Plan Administrator or TPA, PlanConnect, if you meet **all** the following conditions:

You make contributions to this Plan, you are "in control" of another company, and the other company maintains a "qualified retirement plan" and makes contributions to your account.

*Failure to provide the Plan Administrator or TPA with certain necessary and correct information may result in adverse tax consequences, including your inability to exclude the amounts contributed to this Plan from your taxable income.*

## What does it mean to be "in control" of another company?

For you to be considered "in control" of another business, you generally must have a significant ownership interest in the other business. Determining whether you are 'in control" of another business is complicated. Your tax advisor can assist you in making this determination.

Example: You are a doctor or professor that participates in this Plan, and you also own more than 50% of a private practice or consulting business. You are considered to be "in control" of the outside business.

## What types of retirement plans fall within the meaning of a "qualified retirement plan"?

For this purpose, a "qualified retirement plan" includes certain defined contribution plans that receive special tax benefits under the Internal Revenue Code. These include defined contribution plans that qualify under Code §401(a) (such as a profit sharing, 401(k) or money purchase plan), another 403(b) plan, or a simplified employee pension (SEP) plan.

## What amounts are counted for purposes of determining whether you exceed the maximum annual contribution limit?

The following amounts are counted towards the maximum annual contribution limit:

- Employer contributions (including matching contributions and SEP contributions)
- Salary deferrals
- After-tax contributions
- Certain other amounts allocated to your account (this does not include earnings or rollover amounts)

## www.planconnect.com is the place where you can:

- Learn about our 403(b) Plan.
- Enroll in our 403(b) Plan.
- Check your account balance in the Plan.
- Make changes to your contribution rate and/or initiate other plan transactions.
- Get a list of the Plan's investment providers.
- Access online tools and resources, which are designed to help you get and stay on track to reach your retirement savings goal.

## PlanConnect is Ready to Assist You

To enroll, initiate a contribution rate change, and/or learn more about the plan or benefits of a 403(b) Plan:

- Go to **www.planconnect.com**.
- Send us an e-mail at **support@planconnect.com**.
- Call us at **(800) 923-6669** (9 a.m.–5 p.m. ET, Monday through Friday).

PlanConnect is looking forward to connecting with you and helping you reach your retirement savings goals.

973-361-0808 25 School House Road Randolph, New Jersey 07869

**Protect Yourself and Your Future!**

# Provider Contact List

## Disability Providers

*Colonial*

Lisa Roberts
Account Services
Plan Administrator 800-256-7004
Broker 800-531-2002
LRobertsNEBilling@ColonialLife.com

*Prudential*

Kelly Ray
Insurance Representative
732-918-2000 ext 32
kray@educators-insurance.com

*Prudential*

Barbara Kloda
Billing Specialist
215-658-5937
Barbara.Kloda@prudential.com

*Aflac*

Beth Frederickson
District Sales Coordinator
973-652-8272
bethfredericksonaflac@gmail.com

## 403B-457 Providers

*Lincoln Investment (403B)*

Bill Blanche
Financial Representative
800-528-8924
609-330-3744 (cell)
wblanche@lincolninvestment.com

*Lincoln Investment (403B)*

Peter Rodick
Financial Representative
908-276-1181 Office
973-219-7273 (cell)
prodick@lincolninvestment.com

*AXA Equitable (403B)*

David Lynne
Financial Professional
732-236-2739 (cell)
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ABMM (Security Benefits)

John Bannan
Financial Advisor
201-660-7779
John.bannan@abmmfinancial.com