

Retirement Plans for School Employees



SchoolsFirst Plan Administration

As your Third Party Administrator (TPA), we provide assistance with compliance and retirement plan education. We are the nation's largest credit union for school employees and have been administering retirement plans for more than 30 years. We hold ourselves to the highest standard of integrity, professional ethics, and cooperation.

As a school employee, you have the rare opportunity to choose from different retirement plan options. Contact us to learn more about those options today.

WE ARE HERE TO HELP



Call 800.462.8328, ext. 4727



Click pa.schoolsfirstfcu.org



Find Your Approved Provider List on www.403bCompare.com



Access TPA Forms Online at www.schoolsfirstfcu.org
Select Investments & Retirement

SCHOOLSFIRST 

Plan Administration, LLC

Know Your Choices When Planning Your Retirement¹

457(b)

- Employer-sponsored Deferred Compensation Plan (DCP)
- Allows you to save pre-tax dollars, reducing your taxable income
- Contributions grow tax-deferred until they are withdrawn

403(b)

- Tax-Sheltered Account (TSA)
- Allows you to save pre-tax dollars, reducing your taxable income
- Contributions grow tax-deferred until they are withdrawn

Roth 403(b)

- Tax-Sheltered Account (TSA)
- Contributions are made after taxes have been taken from your paycheck
- Allow earnings to grow tax-free²



When it's time to retire, will your pension be enough? Some experts estimate that CalSTRS and CalPERS will only make up 55-60% of your pre-retirement income.³ For many school employees, you'll need a plan to bridge that gap — we can help.

	457(b)	403(b)	Roth 403(b)
Taxes	Contributions are made pre-tax. Taxes are paid on withdrawals, typically in retirement when you will likely be in a lower tax bracket.		Contributions are made after taxes have been paid, and withdrawals taken within the limits of your plan are tax-free. ²
Distributions	You may withdraw from your 457(b) when you leave your employer, at age 59 1/2, or in the case of death, disability or unforeseen emergency.	You may withdraw from your 403(b) when you leave your employer, at age 59 1/2, or in the case of death, disability or eligible hardship. ⁴	Your account must have been open for five consecutive years AND you are either 59 1/2, have left your employer, or in the case of disability or death. A hardship distribution may also qualify.
Loans	A loan may be taken while you are still employed. Availability, repayment terms and interest rates are determined by the individual investment provider.		

¹. SchoolsFirst Plan Administration, LLC is a wholly-owned affiliate of SchoolsFirst Federal Credit Union. Securities sold, advisor services offered through CUNA Brokerage Services, Inc. (CBSI), member FINRA/SIPC, a registered broker/dealer and investment advisor. CBSI is under contract with SchoolsFirst FCU to make securities available to Members. Not NCUA/NCUSIF/FDIC insured. May lose value, no financial institution guarantee. Not a deposit of any financial institution. CUNA Brokerage Services, Inc., is a registered broker/dealer in all fifty states of the United States of America. For specific tax advice, please consult a qualified tax professional. ². Distributions from contributions are tax-free; distributions from earnings are federally tax-free if certain conditions are met. State tax may apply. ³. Published information from CalSTRS/CalPERS. ⁴. Early distribution penalty is 10%.

RE: Your 403(b)/457(b) Retirement Plan

Dear District Employee:

SchoolsFirst Plan Administration is the third-party administrator of your 403(b) and/or 457(b) retirement plan. This letter is to inform you of the options available to help you save for retirement by participating in a 403(b) and/or 457(b) plan. These plans are designed to assist you in building and growing your savings for retirement by complimenting your pension income at retirement.

What is a 403(b) / 457(b) plan?

The IRS created retirement savings plans for various groups to encourage retirement savings by offering tax benefits. They developed the 403(b) for non-profit organizations and the 457(b) for state employees. Contributions to these plans are made directly from your paycheck before taxes are taken out - reducing your tax bill while saving for retirement.

What if I already have a 403(b)/ 457(b)?

Great News! You always have the opportunity to increase your contributions to the 403(b) and/or 457(b) plan any time during the year, contact us and we will be happy to assist you.

How much may I contribute?

You may contribute up to \$23,500 in 2025 to each plan, in addition to qualifying for additional catch-up limits. We would be happy to review these options with you in addition to answering questions you may have related to your retirement.

Get Started

If you would like to start contributions to a 403(b) and/or 457(b) plan, you must first establish an account with an approved investment provider. If you are already working with a financial advisor or agent, please feel free to continue to do so. If you do not have a financial advisor or agent, we are here to help!

Our goal as your district's third-party administrator is to provide you with the very best personal service. If you have questions regarding the administration of your retirement plans, please contact **SchoolsFirst Plan Administration** at 800.462.8328, x4727 or at rpa@schoolsfirstfcu.org.

Sincerely,



Diana Valdez
Vice President, Retirement Planning & Administration

2026 Retirement Plan Limits

CODE SECTION	EXPLANATION	2026	2025	2024	2023
402(g)(1) Elective Deferrals	Maximum amount employees can contribute to a 401(k) or 403(b) plan	\$24,500	\$23,500	\$23,000	\$22,500
457(b)(2) and 457(c)(1) Limits	Maximum amount an employee and/or employer can contribute to a 457 plan	\$24,500	\$23,500	\$23,000	\$22,500
414(v)(2)(B)(i) Catch-up Contributions	Additional amount those over age 50 can contribute to a 401(k), 403(b) plan or governmental 457(b) plan	\$8,000	\$7,500	\$7,500	\$7,500
414(v)(2)(E) (i) Catch-up Contributions	Additional amount for those ages 60, 61, 62 and 63 can contribute to a 401(k), 403(b) plan or governmental 457(b) plan (amount includes over age 50 catch-up)	\$11,250	\$11,250	N/A	N/A
414(v)(7)(A) Roth Catch-up Contribution Wage Threshold	Roth catch-up wage threshold used to determine whether age based catch-up contributions to a 401(k), 403(b) plan, or governmental 457(b) plan must be designated as Roth contributions	\$150,000	\$145,000	N/A	N/A
414(q)(1)(B) Highly Compensated Employee Threshold	Compensation amount used to determine highly compensated employees (lookback year)	\$160,000	\$160,000	\$155,000	\$150,000
415(c)(1)(A) Defined Contribution Limits	Annual limit on all contributions (employee and employer) for 401(k) and 403(b) plans	\$72,000	\$70,000	\$69,000	\$66,000
Annual Compensation Limit	Maximum compensation for qualified plan purposes	\$360,000	\$350,000	\$345,000	\$330,000
Taxable Wage Base	Social Security wage base	\$184,500	\$176,100	\$168,600	\$160,200

Retirement planning advisors and services provided as a benefit to SchoolsFirst FCU Members by SchoolsFirst Plan Administration, LLC, a wholly-owned affiliate of SchoolsFirst FCU. Not NCUA/NCUSIF/FDIC insured, may lose value, no financial institution guarantee. Not a deposit of any financial institution.

For more information, please call (800) 462-8328, ext. 4727 or visit schoolsfirstfcu.org.

1. Participant Information

First Name	Last Name	Social Security Number (REQUIRED)	Date of Birth	Date of Hire
Street Address		City	State	Zip Code
				Phone Number
School District		County		
Employee ID (Required for LA Districts Only)		Participant Email Address		

☐ Certificated ☐ Classified

2. Action

This agreement supersedes all prior Salary Reduction Agreements (SRA) on file, only the instructions identified below will be completed. SRAs must be submitted at least 30 days, but not more than 90 days, prior to the effective date. For your convenience, you may also make your deferral change online at pa.schoolsfirstfcu.org.

I WANT TO : ☐ BEGIN Contribution(s) ☐ CHANGE Future Contribution(s) ☐ CANCEL All Contributions

Effective date: ☐ Next Available Pay Date ☐ Future Pay Date _____

Investment Provider:

Dollar Amount

☐ Empower / FBC 457(b)

\$ _____

Total Deduction Per Paycheck \$ _____

3. Financial Advisor/Agent Information

Financial Advisor/Agent Name	Financial Advisor/Agent Phone Number
Financial Advisor/Agent Email Address	☐ OK to contact my agent on my behalf

4. Signatures

I understand and agree to the following:

1. This Salary Reduction Agreement (Agreement) is an agreement between me and my employer that I have entered into voluntarily.
2. This Agreement supersedes and replaces all prior 457(b) Salary Reduction Agreements.
3. The Agreement is legally binding and irrevocable with respect to amounts paid or available while this agreement is in effect.
4. The Agreement may be terminated or modified at any time for amounts not yet paid or available.
5. Nothing herein shall affect the terms of my employment with the Employer.
6. This Agreement shall automatically terminate if my employment is terminated.
7. In accordance with IRC Section 457(b)(4), a salary reduction agreement must be signed, dated and received by SchoolsFirst Plan Administration for processing the calendar month prior to which you wish your deferrals to begin.

I authorize the automatic cancellation of this Salary Reduction Agreement in the event of any of the following: (1) if SchoolsFirst Plan Administration believes additional contributions will cause me to exceed limits under Code Section 457(b)(3), (2) if I take a hardship distribution, if available.

I have read and understand the information contained in this Agreement. I understand that by making this application the release of my confidential information to third parties may occur as necessary to administer the Plan in accordance with the Internal Revenue Code.

Participant Signature (REQUIRED)	Date
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1. Participant Information

First Name _____		Last Name _____		Social Security Number (REQUIRED) _____	Date of Birth _____	Date of Hire _____
Street Address _____		City _____	State _____	Zip Code _____	Phone Number _____	
School District _____			County _____			☐ Certified ☐ Classified
Employee ID (Required for LA Districts Only) _____				Participant Email Address _____		

2. Action

This agreement supersedes all prior 403(b) Salary Reduction Agreements (SRA) on file, only the instructions identified below will be completed. SRAs must be submitted at least 30 days, but not more than 90 days, prior to the effective date. For your convenience, you may also make your deferral change online at pa.schoolsfirstfcu.org.

Effective date: ☐ Next Available Pay Date ☐ Future Pay Date _____

Requested Action	Investment Provider Name	Type of Deferral		Amount
		Pre-Tax 403(b)	Roth 403(b)	
☐ Begin ☐ Resume ☐ Change ☐ Cancel	_____	☐	☐	\$ _____
☐ Begin ☐ Resume ☐ Change ☐ Cancel	_____	☐	☐	\$ _____
☐ Begin ☐ Resume ☐ Change ☐ Cancel	_____	☐	☐	\$ _____
Total Deduction Per Paycheck				\$ 0

3. Financial Advisor/Agent Information (This section is optional)

Financial Advisor/Agent Name (Optional) _____	Financial Advisor/Agent Phone Number (Optional) _____
Financial Advisor/Agent Email Address (Optional) _____	☐ OK to contact my advisor on my behalf

4. Acknowledgement of Existing 403(b) Account

In order for salary reduction amounts to be applied to a 403(b)/Roth 403(b) account, an account must be open with the investment provider under the sponsoring school district. I, the Participant, understand that by initialing below I am certifying that I have established a 403(b) and/or Roth 403(b) account with the above listed investment provider(s) under the school district listed on this SRA. I understand that if no account is available at the time the deferral is remitted to the investment provider, it will result in a Contribution in Error and a delay in applying the deferral to a retirement account.

Acknowledgement: _____ (Initials)

5. Signatures

I understand and agree to the following:

1. This Salary Reduction Agreement (Agreement) is an agreement between me and my employer that I have entered into voluntarily.
2. This Agreement supersedes and replaces all prior Salary Reduction Agreements.
3. The Agreement is legally binding and irrevocable with respect to amounts paid or available while this agreement is in effect.
4. The Agreement may be terminated or modified at any time for amounts not yet paid or available.
5. Nothing herein shall affect the terms of my employment with the Employer.
6. This Agreement shall automatically terminate if my employment is terminated.
7. SchoolsFirst Plan Administration, LLC charges a third-party administration fee of \$2 for each month in which you make a contribution. This fee is paid by your investment provider. Your investment provider may charge the fee against your account directly or indirectly. Contact your investment provider if you have questions about how the fee is handled.

I authorize the automatic cancellation of this Salary Reduction Agreement in the event of any of the following: (1) if SchoolsFirst Plan Administration believes additional contributions will cause me to exceed limits under Code Section 415 or 402(g), (2) if receipt of returned contributions due to no account establishment

I have read and understand the information contained in this Agreement. I understand that by making this application the release of my confidential information to third parties may occur as necessary to administer the Plan in accordance with the Internal Revenue Code.

Participant Signature (REQUIRED) _____	Date _____
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