



BALDWIN COUNTY BOARD OF EDUCATION  
ATTN: 403(b) RETIREMENT PLAN COORDINATOR  
2600 N HAND AVENUE  
BAY MINETTE AL 36507

RE: Annual 403(b) Eligibility Notice

Plan ID# PSAL10109

Dear 403(b) Plan Sponsor,

The Universal Availability requirement of the 403(b) regulations requires that Plan Sponsors notify each eligible employee, at least once per calendar year, of their right to participate in the 403(b) Plan. The enclosed sample Plan Eligibility Notice ("Notice") has been provided for your convenience and may be used and distributed in its entirety or you may create your own Notice using the sample as a template.

To fully comply with Universal Availability, please make sure a Notice is distributed to all eligible employees as soon as possible. A Notice must also be provided to new employees and substitute teachers that are eligible to participate in the Plan at the time of their initial employment. If you are unsure who is eligible for participation, please refer to your Plan's Adoption Agreement, which can be found in the Plan binder AFPlanServ sent to you when your Plan was first established.

We also want to take this opportunity to remind you that your 403(b) Plan was amended last year (2017) to operate under a new Plan, cleared by the Internal Revenue Service ("IRS"). One specific change of the new Plan that we want to make you aware of is that hardship distributions and Plan loans (if allowed in the Plan) will no longer be permitted for Participants with non-approved Providers. This change was made to help ensure stronger Plan compliance with Internal Revenue Code ("IRC") distribution and loan limitations. Please contact our office if you have any questions, and/or to find out if your Plan will be impacted by this change.

We appreciate your continued cooperation with distributing the Plan Eligibility Notice each year, and for your assistance maintaining compliance of your 403(b) Plan.

If you have any questions regarding the Plan Eligibility Notice or your 403(b) Plan in general, please call AFPlanServ at 1-866-560-6415 or send an email to [WG-Annuity-AF-PlanServ@americanfidelity.com](mailto:WG-Annuity-AF-PlanServ@americanfidelity.com).

Cordially,

AFPlanServ®

## 403(b) Plan Eligibility Announcement to Employees

To: All Eligible Employees

Date: 2-7-18

Re: Notice of your right to participate in the 403(b) Retirement Plan sponsored by:

**BALDWIN COUNTY BOARD of EDUCATION**

(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"). All employees who receive compensation reportable on an IRS Form W-2 are eligible to participate in the Plan, except for those who are specifically excluded by the Plan.

If eligible, you may participate in this Plan by establishing a 403(b) account with one of the Plan's 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 2018 tax year, the annual contribution limit is \$18,500 with a catch-up contribution of up to \$6,000 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 \$3,000 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.

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 as permitted by the IRS.

By electing to participate in the Plan, you are acknowledging and agreeing to abide by the Plan's rules and all IRS regulations related to 403(b) Plans. To learn more about the 403(b) Plan, including, but not limited to, (1) exclusions to participation, (2) Plan distribution/transfer/rollover rules, and (3) a list of the Plan's approved Investment Providers, please contact the school district. You may also contact our administrative services provider, AFPlanServ, by calling 866-560-6415 or by sending an email to [WG-Annuity-AF-PlanServ@americanfidelity.com](mailto:WG-Annuity-AF-PlanServ@americanfidelity.com).

For information about specific 403(b) investment products offered by each our Plan's approved Providers, it will be the employee's responsibility to contact each company directly.

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

*Please be sure to consult with your legal or tax advisor before participating in the 403(b) Plan. AFPlanServ® does not provide tax or legal advice.*