

The School District of Sturgeon Bay

403(b) Universal Availability Notice

The School District of Sturgeon Bay (the “District”) offers a 403(b) plan for eligible employees of the District. All employees are eligible to participate in the 403(b) plan except those who normally work fewer than 10 hours per week.

A 403(b) plan is a tax-deferred retirement program that permits an employee to reduce his or her compensation on a pre-tax and/or after-tax (Roth) basis and have the contribution deposited into a 403(b) account that the employee sets up with a 403(b) vendor. Amounts deposited into a 403(b) account and any earnings on those contributions are generally not taxed until the employee makes a withdrawal from his or her 403(b) account following separation from service with the District, unless contributions are made on an after-tax basis.

The District maintains a list of approved 403(b) vendors and appropriate contact information for each vendor. A copy of this list is available from the Business Office. Employees should contact each vendor for information about the 403(b) products and services it offers.

To enroll in the 403(b) plan, an employee must complete a salary reduction agreement (SRA) and the vendor’s application to open an account. The SRA will only apply to amounts earned after enrolling in the plan. This contribution will continue unless it is modified or revoked in the future. The District has established policies that enable you to increase or decrease your contribution, stop your contribution, or change from one authorized 403(b) vendor to another. Changes to contributions will take effect the first payroll of the month following receipt of the SRA but no sooner than two weeks following receipt of said document. Employees may get the necessary enrollment forms from the Business Office. Additional information on District policies and other 403(b) plan rules can be obtained with the enrollment materials.

The basic elective contribution limit for 2013 is \$17,500. Contact your 403(b) vendor for the 2013 limits.

Disclosure to employees: The District has no liability for any employee’s election to participate in the 403(b) plan, choice of 403(b) vendor(s), or expected tax consequences resulting from participating in the 403(b) plan. The District does not provide tax, legal or investment advice and recommends that employees seek advice from professionals who specialize in these areas.