

TO: St. Louis County ISD2142 Employees  
RE: 403(b) Universal Availability Notice

The IRS requires that St. Louis County Schools SD2142 provide to all eligible employees a “Universal Availability Notice” regarding the District’s 403(b) Plan. This notice must be provided once per year to inform employees of their eligibility to participate in the District’s 403(b) Plan. No Action is required by you. If you have any questions regarding your eligibility or enrollment, please contact the Benefits Coordinator, at (218) 749-8130 ext. 1115.

### 403(b) Universal Availability Notice

The Employer (the “District”) offers a 403(b) plan for eligible employees of the District. Employees are eligible to participate as described below:

- All employees are eligible to participate in the 403(b) plan.
- All employees are eligible to participate in the 403(b) plan except those who normally work fewer than X hours per week (must be 20 or less and generally equivalent to 1,000 hours or less in a normal work year).
- Other (describe) \_\_\_\_\_

- A 403(b) plan is a tax-deferred retirement program that permits an employee to reduce his or her compensation on a pre-tax basis (a “deferral”) and have the deferral deposited into a 403(b) account that the employee sets up with a 403(b) vendor. Amounts deferred into a 403(b) account, and any earnings on those deferrals, are generally not taxed until the employee makes a withdrawal from his or her 403(b) account following separation from service with the District.
- The District maintains a list of approved 403(b) vendors and appropriate contact information for each vendor. If you would like a copy of this list, please contact the Benefits Coordinator at (218) 749-8130 ext. 1115. 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 necessary paperwork, such as a salary reduction agreement (“SRA”). 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. Employees may get the necessary enrollment forms from the benefits department. Additional information on District policies and other 403(b) plan rules can be obtained by calling the District office at (218) 749-8130 ext. 1115.

**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.