

## 403(b) UNIVERSAL AVAILABILITY NOTIFICATION

Dear Duanesburg Central School District Employee,

This notice is to inform you that as an employee of the Duanesburg Central School District, you are eligible to participate in the District-sponsored 403(b) retirement plan.

### Who is Eligible?

Your District's 403(b) Plan allows for all full-time and part-time employees to participate in the Plan. If you are currently not a contributing member and wish to become one, you must first open an account with one of your District's approved Investment Service Providers. You may only select an Investment Service Provider that has been approved by your District to participate in the Plan.

### Who is an Approved Investment Service Provider?

Benetech is your District's designated 403(b) Plan Third-Party Administrator (TPA). To obtain a list of your District's approved Investment Service Providers or to enroll in the Plan, please contact your payroll department or Benetech's Customer Care Center at 1(800) 698-4753. In addition, Benetech offers an online web portal, eBenefits Resource™ (<https://www.ebenefitsresource.com/beneweb/btlogin2.pgm?r=10.10.10.112>).

eBenefits Resource™ provides detailed information pertaining to your District's 403(b) Plan, including:

- a complete list of approved Service Providers;
- operational forms; and
- educational materials relating to the 403(b) Plan.

### How do I Make My Salary Deferral Elections?

After opening an account with one of the Plan's approved Investment Service Providers, you will need to complete your District's Salary Reduction Agreement. You may obtain and submit a Salary Reduction Agreement online via eBenefits Resource™ or obtain a copy from your District's payroll office and submit by fax or mail. By completing your District's Salary Reduction Agreement, you are confirming that you have established the necessary accounts with your selected Investment Service Provider(s) to participate in the Plan. Your Salary Reduction Agreement also confirms the proper amount of deferral you intend to have withheld from each paycheck.

### How Much Can I Contribute in 2018?

Under 50 years of age	\$18,500
50 years of age or turning 50 in 2018	\$24,500

If you have been with Duanesburg CSD for more than 15 years, you may be eligible to contribute an additional \$3,000. This may be dependent on the total amount contributed throughout your employment with the district and also the type of contributions which have been made to your 403b account within the current calendar year. Please contact Benetech for more information regarding contribution limits.

### Questions?

If you have any questions, you may contact Benetech directly via our Customer Care Center by calling 1(800) 698-4753.