

## *Tehama County Department of Education*

### *Retirement Savings Plan*

We would like to make our employees aware of the retirement plans that we sponsor which include a 403(b) Tax Sheltered Annuity Plan (TSA/403(b) Plan) and a 457(b) Deferred Compensation Plan (DCP/457(b) Plan) (the Plans). Participation is voluntary, allowing you to make pre-tax salary deferral contributions via payroll deduction. One of the benefits of participating in the Plans is the ability to defer from current taxation salary that would otherwise be currently taxable and also defer income taxes on the earnings credited to your account.

The amounts you contribute to the TSA/403(b) Plan have an independent limit from the amounts that you contribute to the DCP/457(b) Plan. You may make pre-tax salary deferral contributions to the TSA/403(b) Plan, the DCP/457(b) Plan only, or you may make pre-tax contributions to both Plans simultaneously. See the chart below for the maximum contribution limits.

<b>Year</b>	<b>403(b) TSA</b>	<b>457(b) DCP</b>	<b>Total</b>
2016 Basic Limit	\$18,000	\$18,000	\$36,000
Age 50+ Catch-up	\$6,000	\$6,000	\$12,000
<b>Total</b>	<b>\$24,000</b>	<b>\$24,000</b>	<b>\$48,000</b>

We are pleased to be able to offer the benefits of these voluntary pre-tax savings plans for you, because we recognize that many of you wish to defer current income taxes to your post retirement years, while accumulating additional savings for retirement.

Please note that if you also make contributions, or have contributions made for you, to a 401(a) or 401(k) plan you are limited by the overall 415(c)(1)(A) limit for all plans including 403(b), 401(a) and 401(k). If you are a participant in another retirement plan (excluding CalSTRS or CalPERS), please advise Envoy Plan Services, Inc.

**If you wish to learn more about participating in the 403(b) Plan and the 457(b) Plan, please visit the website of our retirement plans administrator Envoy Plan Services, Inc. at [www.envoyplanservices.com](http://www.envoyplanservices.com).**

### *Getting Started*

- ❑ Logon to [www.envoyplanservices.com](http://www.envoyplanservices.com)
- ❑ Click onto Client Center; then Click onto your State, County and Employer.
- ❑ You are now on your Employer's home page on the Envoy website.
  - **403(b) and 457(b) Plan Providers** – A complete list of Approved Providers currently available in the Plan is listed on the Employer's home page.
  - **Forms Tab** – A Forms tab is at the top of the home page. Clicking on this tab will provide you with Definitions, Enrollment Procedures, Plan Highlights, Salary Reduction Agreement (SRA), Transaction Request Form and Instructions. Please download applicable forms and read carefully!
  - **Frequently Asked Questions** – A list of frequently asked questions and the responses to the questions is provided for your reference.
  - **Educational Videos** are provided for your viewing.

**IMPORTANT NOTE: IF YOU HAVE A 403(b) AND/OR 457(b) PLAN ACCOUNT WITH A PREVIOUS EMPLOYER, YOU MUST ESTABLISH A NEW ACCOUNT TO ENROLL IN THIS PLAN. YOUR SALARY DEFERRAL CONTRIBUTIONS IN THIS EMPLOYER'S 403(b) AND 457(b) PLAN CANNOT BE INVESTED IN THE 403(b) AND 457(b) PLAN OF A PREVIOUS EMPLOYER.**

### Step 1: Enrolling with a 403(b) or 457(b) Provider

- ❑ Locate the provider of your choice from the list on your Employer's home page.
- ❑ Contact information is listed for each approved provider.
- ❑ Contact the provider directly to request enrollment forms and instructions.
- ❑ Work directly with the provider to complete their enrollment process. (*Envoy Plan Services will not accept Provider enrollment forms*).

### Step 2: Establish Salary Reduction Agreement (SRA)

- ❑ After you have established your 403(b) or 457 account, you will need to submit a completed SRA to begin your payroll deduction contributions. (**New Participants: your initial SRA must be submitted via Paper.**)

**Paper:** To obtain a paper SRA form logon to the website at [www.envoyplanservices.com](http://www.envoyplanservices.com)

- a. Click on Customer Service Center, then click on your state, then click on your county, then click on your employer's section, then click on the Forms tab, then click on Salary Reduction Agreement.
- b. Complete the SRA form (it is a fillable PDF file), print it, sign and date and fax it to Envoy's toll free fax number 877-513-2272.

**Online: If you are currently contributing to a 403(b) or 457 you can submit an SRA online.**

- a. To submit an online SRA logon to Envoy's website at [www.envoyplanservices.com](http://www.envoyplanservices.com) and click on the Red Login Button at the top right of the page.
  - b. Username: enter your Social Security Number (SSN)
  - c. Password: Your default password will be the last 4 digits of your SSN
  - d. If this is your initial login, go to the next page for instructions on how to change your password to a more personal and secure one. Otherwise, you will be directed to the Main Menu.
- ❑ The SRA must be received by Envoy no later than **the last business day of the month prior to the month that you want** your first payroll deduction or the date you would like the change(s) to be effective.

### Transactions:

- ❑ Transactions for the Plan include: loans, transfers, rollovers, contract exchanges, and all distributions.
- ❑ All transactions must be sent to Envoy for approval prior to submission to your provider for processing.
- ❑ If you are transferring and closing your 403(b) account, YOU MUST submit a new SRA to stop or change your payroll deduction salary deferral contributions, or your payroll deductions will not stop.
- ❑ To submit a transaction request to Envoy for approval follow the steps below:

#### **Paper:**

- a. Contact your provider and request their specific paperwork.
- b. Go to Envoy's website and obtain the Transaction Request Form and Instructions (located from Envoy's website home page under Forms and Tools)
- c. Complete and mail all of the paperwork to Envoy at the address below, or you can fax the paperwork toll free at 877-513-2272.

#### **Online:**

- a. Logon to Envoy's website at [www.envoyplanservices.com](http://www.envoyplanservices.com) and click on the red Login Button at the top right of the page
- b. Username: enter your Social Security Number (SSN)
- c. Password: Your default password will be the last 4 digits of your SSN
- d. If this is your initial login, go to the next page for instructions on how to change your password to a more personal and secure one. Otherwise, you will be directed to the Main Menu.

### **ENVOY PLAN SERVICES, INC.**

c/o MidAmerica

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