Tax Deferred Solutions

403(b) OR 457(b) PLAN SETUP OR PLAN CHANGE INSTRUCTIONS

2012 Contribution Limits:

Normal Limit for 2012 for 403(b) and 457(b) plans …………………………. $17,000
Age-related annual "catch-up" limit for those age 50+ ……………………….. $ 5,500
You may also make an additional 402(g) "Lifetime" contribution; this amount varies and counseling by a financial advisor may be beneficial.

403(b) Instructions

Do Your Research
To get a wide perspective of the many investment providers available, visit the website **www.403bcompare.com**, operated by CalSTRS to provide comprehensive, unbiased information to public school employees. It is possible that not all provider choices will be available at your district, and your choice must be a provider included in the district's plan. Contact Tax Deferred Solutions, your district's Plan Administrator, at 866-446-1072 for more details.

403(b) Account Setup
Once you have selected the investment provider of your choice and completed the necessary application, go to www.403bcompare.com and click on "my employer" on the side menu. Enter your employers name, click search, and then select the appropriate match. From there you will be able to click on a link to go directly to your Salary Reduction Agreement (SRA). Complete this form and submit the completed SRA to your District Office; they will start the contribution process for you.

Changes to Your 403(b) Account
To make contribution changes to your 403(b) account go to go to www.403bcompare.com and click on "my employer" on the side menu. Enter your employers name, click search, and then select the appropriate match. From there you will be able to click on a link to go directly to your Salary Reduction Agreement (SRA) and complete the form with the desired changes. Turn in the revised SRA to your District office and they will implement the change for you.

457(b) Instructions

457(b) Account Setup
Contact the district's Plan Administrator, Tax Deferred Solutions, at 866-446-1072. Select option 4 to reach customer service. TDS will refer you to an approved Benefits Counselor that will work with you to select and establish your 457(b) account. The final step is to complete and submit the Salary Reduction Agreement (SRA), provided to you by the Benefits Counselor, to the District Office.

Changes to Your 457(b) Account
To make contribution changes to your 457(b) account, call your approved Benefits Counselor. If you do not have an approved Benefits Counselor contact the district's Plan Administrator, TDS, at 866-446-1072 and select option 4 to reach customer service. TDS will refer you to an approved Benefits Counselor that will make your desired changes, and provide you with the Salary Reduction Agreement (SRA) that needs to be given to the District Office.