

Columbus County Schools of N.C. 403(b) Plan 2018 Universal Availability Notice

To: All Employees of **Columbus County Schools of N.C.**

In compliance with the requirements of IRC §403(b)(12)(A)(ii) this Notice will advise you of the voluntary 403(b) program established and maintained for the benefit of our employees. The following information provides details of the Plan and outlines the procedures for enrollment.

Eligibility

All employees who are employed by the Employer and are not part of an Excluded Class are eligible to participate in the Plan upon date of hire. An Excluded Class is defined as an employee who:

- Is a non-resident alien with no U. S. income;
- Is a student defined in IRC §3121(b)(10);
- Works less than 20 hours per week and who has never worked more than 1,000 hours in any year; or

Contributions

When you enroll in the program, the amounts you designate as salary deferrals are withheld from your wages and forwarded to an investment provider of your choice. Contributions may be changed, started or stopped at any time. Several types of contributions are available in your Plan:

Pre-Tax Salary Deferrals. These are amounts contributed into a 403(b) plan that are deferred from your paycheck before federal income taxes are applied. State income taxes may or may not be applicable.

- For **2018**, you may defer from your wages, a maximum of \$18,500 to all 403(b) and 401(k) plans unless you will reach 50 years of age during the year. In that case, you would be eligible to contribute an additional \$6,000. Deferrals may not exceed 100% of your wages.

Rollovers. You may also rollover funds from another employer's plan if you receive an eligible rollover distribution. Before you can complete a rollover into this Plan, you must first receive an acceptance authorization before the monies to be applied to your account.

Plan Investment Options

Your contributions to the 403(b) Plan must be made to an investment provider approved by your Employer. **(Before enrolling in the Plan, you should first establish an account with one of the Providers listed in this Notice.)** Once you have executed an investment contract, you should establish an account through the Plan's web site and create a secure login and password.

Assistance

You may enroll in the Plan or receive assistance with these provisions by first contacting one of the Investment Companies listed in this Notice, contacting the Plan's Third Party Administrator, your Employer's Benefit Administrator. Additional information about the provisions and options in your Plan are available by contacting PenServ Plan Services, Inc. at (800) 849-4001 or from the Plan's web site.

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Investment Provider Options

Provider and Product Name	Product Type	Contact
AXA Equitable	Annuities	(800) 628-6673 www.axaonline.com
Horace Mann Insurance Co.	Annuities	(800) 999-1030 https://www.horacemann.com
Life Insurance Co. of the Southwest	Annuities	(800) 579-2878

Third Party Administrator

PenServ Plan Services, Inc.

Plan Recordkeeper

Phone 800.849.4001

www.penserv.com

Email: 403badministration@penserv.com

Employer Benefits Administrator

Columbus County Schools of N.C.

Jan Bartley

Benefits Coordinator

Phone: 910.642.5168

Email: jabartley@columbus.k12.nc.us

Plan Web Site is available at:

www.penserv.com

Select: Login to Your Account