

# School Administrative Unit #9

176 A Main Street  
Conway, New Hampshire 03818  
www.sau9.org

Telephone 603-447-8368  
Special Education 603-447-8951  
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Kevin Richard  
Superintendent of Schools

Kathryn Wilson  
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James W. Hill  
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October, 2019

RE: SAU #9 403(b) Deferred Compensation Plan (Ref. # 106187)  
Conway School District 403(b) Deferred Compensation Plan (Ref. # 105713)  
Bartlett School District 403(b) Deferred Compensation Plan (Ref. # 101722)  
Jackson School District 403(b) Deferred Compensation Plan (Ref # 106179)

Dear SAU #9 Employee:

The Internal Revenue Service has recently issued new, more stringent regulations regarding the administration of 403(b) programs. SAU #9, as the plan sponsor, has the responsibility to ensure that all 403(b) accounts are in compliance with these new regulations.

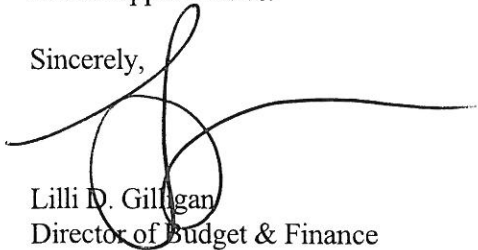
Therefore, we have engaged the services of The Omni Group to act as a third party plan administrator for the district's 403(b) Deferred Compensation Plan. The Omni Group, as our compliance partner, will assist us with our responsibilities by confirming that all contributions and transactional processes are within allowable regulatory guidelines. This not only protects the district, but it also protects you and your supplemental retirement account.

As part of their services to the district, The Omni Group will be able to assist you with general questions regarding SAU #9's 403(b) plan such as maximum contribution amounts. However, account information should continue to be obtained from your investment provider(s). If you are not currently participating in the 403(b) plan and would be interested in more information, please contact the district's Business Office at 603-447-8368.

Enclosed is a copy of 403(b) Universal Availability Notice, along with a **Notice of the 403(b) Plan Offered by Your Employer form (pink)** that we are requesting each employee to complete and return to SAU #9 along with your employment papers.

SAU #9 and The Omni Group look forward to partnering with you to provide you with the best benefit opportunities.

Sincerely,



Lilli D. Gilligan  
Director of Budget & Finance

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## 403(b) UNIVERSAL AVAILABILITY NOTICE

### The Opportunity.

You have the opportunity to save for retirement by participating in your Employer's 403(b) retirement plan. If there are any questions, you may contact the Plan's administrator, The OMNI Group at 877-544-6664.

We recommend that all employees view a brief, 3-minute video presentation called, '403(b). Why me?' explaining a 403(b) plan, and how to contribute. The video can be viewed on OMNI's website at [www.omni403b.com](http://www.omni403b.com).

### How Can I Participate?

You can participate in the Plan with pre-tax contributions by submitting a Salary Reduction Agreement ("SRA") online via OMNI's website or by submitting a completed SRA form, found on the same website, to OMNI either by facsimile to (585) 672-6194 or by mail to 1099 Jay St., Bldg F, Rochester, NY, 14611. Additionally, prior to contributing you must open an account with an investment provider participating in the Plan. A list of the Plan's participating investment providers may be viewed on OMNI's website after submitting your Employer's name and state.

### How Much Can I Contribute Annually?

You may contribute up to \$18,000 in 2016; this amount is subject to change annually. If you have at least 15 years of service with your employer or you are at least 50 years old, you may be entitled to make additional contributions. For appropriate limits for your particular circumstances, please contact OMNI's Customer Care Center at 877-544-6664.

### What If I Already Have An Account?

If you are already contributing to the Plan, and you want to change your contribution amount or investment provider, simply complete and submit a new SRA. See directions above for on-line and paper submission options.

### What If I Do Not Want To Contribute?

If you do not want to take advantage of this program, simply submit an SRA with the option "I do not wish to participate at this time" selected. See directions above for on-line and paper submission options.

### How can I get more information?

You can access further information at [www.omni403b.com](http://www.omni403b.com).

NOTICE  
OF THE 403(b) FORM  
OFFERED BY YOUR EMPLOYER

Employer: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

By signing, I hereby acknowledge I have received a copy of Important Benefit Information Regarding Your 403(b) plan and have been informed of my eligibility to participate in the Plan.

**Please check the box below that applies to your situation:**

- I am currently participating in the 403(b) Plan and I have completed a Salary Reduction Agreement and Investment Company Selection Form to continue participation.
  
- I am interested in participating in the 403(b) Plan and I would like additional enrollment information (Vendor List – CPI Participant Website Instructions).
  
- I am not interested in participating in the plan at this time. I understand my choice is completely voluntary and I may change my choice to participate at any time subject to our specific provisions.