

Branchburg Township School District 2019 Universal Availability Notice

To: All Employees of Branchburg Township School District

In compliance with the requirements of IRC §403(b)(12)(A)(ii) this Notice will advise you of the voluntary 403(b) and 457(b) programs established and maintained for the benefit of Branchburg Township School District 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.

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 or a 457(b) Plan that are deferred from your paycheck before federal income taxes are applied. State income taxes may or may not be applicable.

- For **2019**, you may defer from your wages, a maximum of \$19,000 to the 403(b) Plan and an **additional** \$19,000 to the 457(b) Plan unless you will reach 50 years of age during the year. In that case, you would be eligible to contribute an **additional** \$6,000 **to each** Plan. Deferrals may not exceed 100% of your wages.

15-Year Catch-Up Contributions. If you meet certain qualifying conditions, you may also be able to defer an additional amount under this option. Special rules apply and documentation of eligibility must be provided before this election will be permitted.

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 and/or the 457(b) Plan must be made to an investment provider approved by Branchburg Township School District. **(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.

Other Employer Sponsored Retirement Plans

As stated above, Branchburg Township School District also offers a 457(b) Plan to all employees as an added benefit. You are eligible based on the stipulations above and can contribute up to an additional \$19,000 (excluding 403(b) contributions). For 2019, you may defer an additional \$6,000 if you will be age 50 or older. For additional information please contact PenServ Plan Services, Inc.

2019	403(b)	457(b)
Maximum annual contribution (to each Plan type)	\$19,000.00	\$19,000.00
Age 50 "Catch up" (additional contribution amount permitted)	\$6,000.00	\$6,000.00

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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 or Branchburg Township School District Benefit's 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.

Investment Provider Options

Provider Name	Product Type	Services Offered	Contact Information
AXA Equitable	Annuities	403(b) and 457(b)	Christopher Faust Phone (732) 865-4504 Christopher.faust@axa-advisors.com Phone (800) 628-6673 https://www.axaonline.com
Fidelity Investments	Mutual Funds	403(b)	Phone (800) 343-0860 https://www.fidelity.com
Lincoln Investment Planning Inc	Mutual Funds	403(b) and 457(b)	James Burr Phone (201) 424-2356 jburr@lincolninvestment.com

Third Party Administrator

PenServ Plan Services, Inc.
Plan Record-keeper
Phone (800) 849-4001
www.penserv.com
Email: 403badministration@penserv.com

Employer Benefits Administrator

Branchburg Township School District
Donna Eckel
Benefits
Phone (908) 722-3335 ext. 4770
Email: deckel@branchburg.k12.nj.us

Plan Web Site is available at:

www.penserv.com

Select: Login to Your Account