

## **403(b) UNIVERSAL AVAILABILITY NOTICE**

*September 5, 2012*

### **The Opportunity.**

You have the opportunity to save for retirement by participating in the Hadley-Luzerne Central School District's 403(b) plan ("Plan"). We recommend that all employees view a brief, 3-minute video presentation explaining what a 403(b) plan is, and how to contribute.

The video can be reached at [www.403bwhyme.com](http://www.403bwhyme.com).

If there are any questions, you may contact The OMNI Group at 877-544-6664 or Cindy Woodcock at 518-696-2112 ext 136 or via email [woodcockcy@hlcs.org](mailto:woodcockcy@hlcs.org)

### **How Can I Participate?**

You can participate in the Plan with pre-tax contributions by completing and submitting a Salary Reduction Agreement ("SRA") (accompanying this letter). Please note that you need to set up an account with one of the participating providers first (list on back of this letter).

### **How Much Can I Contribute Annually?**

You may contribute up to \$17,000 in 2012; 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 also be able to make additional catch-up 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, fill out Part 1, Part 3 and sign Part 5 with your current information. If you want to change your contribution amount or service provider, simply complete Part 1, the new information under Part 3 and sign Part 5.

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

If you do not want to take advantage of this program, simply submit an SRA with Part 1 completed, the option "I do not wish to participate at this time" selected (Part 3, Option 3 of form) and sign Part 5 on back.

### **How can I get more information?**

You can access further information at [www.omni403b.com](http://www.omni403b.com) or [www.403bwhyme.com](http://www.403bwhyme.com). Links can be found on our district website.

**\*\*Please send all completed forms to Cindy at Central office\*\***