Memorandum: From CSFO, Dale County Schools
- 403(b) Plan Eligibility Announcement to Employees

To: All Eligible Employees
Date: March 1, 2016
Re: Notice of your right to participate in the 403(b) Retirement Plan sponsored by
THE DALE COUNTY BOARD OF EDUCATION, OZARK, ALABAMA.

In compliance with the 403(b) regulation, we are pleased to offer eligible employees the opportunity to
voluntarily save for retirement by participating in the 403(b) Plan ("the Plan"). All employees who
receive compensation reportable on an Internal Revenue Service (IRS) Form W-2 are eligible to
participate in the plan, with the exception of those specifically excluded by the Plan.

If eligible, you may participate in the Plan by establishing a 403(b) account with one of the Plan’s
approved Investment Providers and then completing a salary reduction agreement to make pre-tax
contributions or (if permitted by the Plan) Roth 403(b) after-tax contributions. A list of the Plan’s
approved Investment Providers as well as a salary reduction agreement form can be obtained from the
school district or on the website of our 403(b) administrative services provider, AFPlanServ, at

Generally, salary reduction contributions can be made in an amount up to the lesser of 100% of
includable compensation or the annual limitations set by the IRS. For the 2016 tax year, the annual
contribution limit is $18,000 with a catch up contribution of up to $6,000 for employees that are age 50
or older. If you have completed 15 years of service or more with the school district, you may qualify for
an additional catch-up contribution of up to $3,000. A separate calculation must be done with your sales
agent in order to determine eligibility. Any change to salary reduction must be requested by completing
a new salary reduction agreement and returning to the payroll department.

If you participate in more than one 403(b) plan or another qualified plan such as a 401(k) or 401(a), you
will be responsible for tracking and reporting the amount of your total contributions to the school
district so you do not exceed the annual contribution limitation permitted by the IRS.

By electing to participate in the Plan, you are acknowledging and agreeing to abide by the Plan’s rules
and all IRS regulations related to 403(b) Plans. To learn more about the 403(b) Plan, including, but not
limited to, (1) exclusions to participation, (2) Plan distribution rules, and (3) a listing of approved
Investment Providers, please visit the website of our administrative services providers, AFPlanServ, at
www.afplanserv.com and use the Plan Search feature to locate the Plan.

For information about 403(b) products and services offered by each approved Provider, employees will
need to contact each company directly.

If you have questions regarding this Notice or if you need assistance locating the Plan on the AFPlanServ
website, please contact AFPlanServ at 866-560-6415.

Please be sure to consult with your legal or tax advisor before participating in the 403(b) Plan, AFPlanServ does not
provide tax or legal advice.