

NOTICE OF AVAILABILTY TO PARTICIPATE IN A 403(b) PLAN

Windham Southeast Supervisory Union

Windham Southeast School District

Vernon School District

The plan sponsors/employers listed above, all within the Windham Southeast Supervisory Union, each offer a 403(b) Tax Sheltered Account Plan to employees. As an eligible employee you have the ability to participate in the Plan by making voluntary salary reduction contributions to the Plan.

For information and forms for setting up a 403(b) account, please go to www.tsacg.com and follow these steps:

- Click on “Plan Sponsor Pages” tab
- Click on the drop down arrow for choosing the state, click on “Vermont”
- Select your “Plan Sponsor/Employer” from the drop down menu – wait a second for the screen to populate and you will see all of the information regarding the plan and any forms you may need. Once your account is set up with a Provider on our list of Authorized Providers (provided at time of hire AND updated on WSESU website/employee resources) you will need to complete a Salary Reduction Agreement which is the form that you will use to indicate the per pay contribution amount and forward to Payroll.
- You may set up your account with a Financial Representative of your choice as long as they are authorized to work with one of our Authorized Providers. A list of Financial Representatives that have asked to be included on our list is attached for your convenience.

Please sign below indicating you have been informed of your ability to participate in our Plan.

I have received the notification and understand my ability to participate and make salary reduction contributions under the 403(b) Plan offered by any or all of the above mentioned employers of which I will receive a W-2 from.

Print Name: _____

Signature: _____

Date: _____

COMPLETE THIS SECTION AND RETURN THIS ONE PAGE NOTICE TO WSESU CENTRAL OFFICE/HUMAN RESOURCES. THANK YOU.