

# WSESU

**From: Cindy Symonds, Payroll Officer**  
**Subject: 403(b) Plan**

A Third Party Administrator (TPA) is the outside company that helps our school districts administer its 403(b) retirement plan. **TSA Consulting Group, Inc.** is the third party administrator that has been hired by our school districts to administer this program effective July 1, 2014.

If you are interested in learning about our 403(b) plan, setting up a new 403(b) account or making a change to your existing 403(b) account, you will need to access the necessary information and forms at [www.tsacg.com](http://www.tsacg.com) or on the school districts website or you can email me with questions at [csymonds@wsesdvt.org](mailto:csymonds@wsesdvt.org).

**IMPORTANT NOTE:** Your employer is one of the following three employers within the Supervisory Union. You need to know who your employer is. Please refer to your contract or your paycheck. They are as follows:

Windham Southeast Supervisory Union  
Windham Southeast School District  
Vernon School District

The steps that are involved to set up a 403(b) account are as follows:

1. From the list on the website [www.tsacg.com](http://www.tsacg.com) choose a Provider (list is also available on district website)
2. Choose a Financial Representative that you would like to work with, a list of reps that have asked to be on our list is available on the school districts website, or I can email you one, or you may use a rep of your choice that can set up an account with one of our authorized Providers.
3. Make an appointment with the Financial Representative who will set up your 403(b) account.
4. Complete the "Salary Reduction Agreement" (SRA) and FORWARD TO ME, Cindy Symonds in Payroll at Central Office.
5. If you need any assistance you can contact me at 802-246-1584.

Once the SRA (Salary Reduction Agreement) reaches payroll at the Central Office your contribution will begin on the upcoming payroll or on the date you have designated on the agreement.

All transactions to your 403(b) account **MUST** go through TSA Consulting Group, Inc. The only form that comes directly to me is the SRA (Salary Reduction Agreement).

If you want to make a change to your per payroll contribution amount you would need to complete an SRA (Salary Reduction Agreement) indicating the new total amount that you want to contribute and send the form directly to me.

I am available if you have any questions or need assistance (802)246-1584.