

**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, offer the option to contribute to a 403(b) Plan. 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](http://www.tsacg.com) and follow these steps:

- Click on the “Plan Sponsor Pages” tab.
- Click on the drop down arrow for “Select Your State”. Click on “Vermont”.
- Select your “Employer/Plan Sponsor” from the drop down menu 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, you will need to complete a Salary Reduction Agreement and forward to the payroll department at Central Office.
- 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 Provider list is available on the district website at [www.wsesu.org](http://www.wsesu.org) under resources, employee resources.

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

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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.**