

New Employee Enrollment Packet

In order for a new employee to enroll in the 403(b) plan, they will need to make an election regarding how much of their compensation they wish to defer to the plan. Your employees will also need to select the vendor(s) to which they want to send their elective deferrals for investment. To make these elections, employees will need to contact the plan sponsor or can access the CPI Participant Website at <https://www.cpicrs.com>. Refer to the Approved 403(b) Plan Vendor List for the vendors who are approved to receive contributions under this 403(b) plan and their contact information.

The following enrollment materials must be provided to all new employees eligible to participate in the 403(b) plan at the time they are hired or begin their employment. All employees must receive this information to ensure the universal availability requirements are met. The cover letter for this packet should come from Raymond School District - SAU 33 and be placed on your letter head. Several of the forms in this packet will require that you fill in the missing information prior to distributing to your employees; these items have been highlighted for your convenience.

Section Index:

- **[New Employee Enrollment Letter](#)**
 - This letter welcomes new employees to join the 403(b) plan.
- **[Important Benefit Information Regarding Your 403\(b\) Plan](#)**
 - This document provides general information to employees regarding participation in the 403(b) plan.
- **[Approved 403\(b\) Plan Vendor List](#)**
 - This list informs employees which vendors are available to receive contributions.
- **[CPI Participant Website Instructions](#)**
 - This form should be provided to employees to instruct them how to access the website in order to enroll on-line, complete various transactions or make changes.
- **[Online Enrollment is Easy!](#)**
 - This form should be provided to instruct employees how to complete the enrollment process on-line. If an employee does not have internet access, the employee needs to complete the Election Deferral and Vendor Election Form.
- **[Election Deferral and Vendor Election Instructions and Form](#)**
 - This form should be provided to employees who do not have internet access to enroll in the 403(b) plan. Before distributing forms to employees, please fill in the highlighted fields with your contact information, should an employee need additional assistance.

We are pleased to offer you a 403(b) plan to help you save for your future retirement on a tax sheltered basis. This is a good time to consider supplementing your retirement savings by enrolling in the 403(b) plan. Enclosed is a paper titled "Important Benefit Information Regarding Your 403(b) Plan", which provides some general information. We are enclosing the Approved 403(b) Plan Vendor List which contains a complete list of the approved vendors and their investment products as well as their financial advisor's contact information. The list also includes vendors who are only approved to receive contract exchanges from other vendors under the 403(b) Plan maintained by the Raymond School District - SAU 33. The list of approved vendors can also be found on the CPI Participant Website at www.cpicrs.com.

In order to enroll in the plan, you will need to review the information on the Approved 403(b) Plan Vendor List and then contact the vendors to determine where you would like to invest your contributions. The financial advisor(s) will provide you with the form(s) that will set up the contract or account with the vendor. Once you complete the paperwork provided by your selected financial advisor(s) and have established an account you can use the website to make an election. The CPI Participant Website can be accessed 24 hours a day, 7 days a week. Enclosed is an instruction sheet, which outlines the features of the website and provides instructions for accessing the website. If you do not have access to the internet, please use the enclosed Elective Deferral and Vendor Election Form and return it to the address indicated on the instructions. If you need assistance please contact CPI Service Center at 877-488-4040.

In the future, to ensure that the requirements for loans and hardship withdrawals are met, you will need to obtain a voucher from CPI prior to receiving a loan or hardship withdrawal. The voucher can be obtained through the CPI Participant Website. This voucher will need to be provided to your vendor(s) along with their standard forms. The voucher is needed as it lets your vendors know that you have met the regulatory requirements. The voucher does not guarantee that a loan or hardship withdrawal can be made, as each vendor may apply additional restrictions, just that you have met the regulatory requirements to receive a loan or hardship withdrawal.

Also, if you want to make a contract exchange in the future between vendors, you will need to obtain a voucher from CPI. The voucher can be obtained through the CPI Participant Website. If you do not have access to the internet, you can contact CPI Service Center at 877-488-4040. If the contract exchange is approved, you will be provided with a voucher, which will need to be provided to the transferor vendor along with the vendors transfer request forms. It is important that a voucher is obtained before assets are transferred. Any transfer that is made that does not comply with the final regulations could cause the loss of the tax-qualified status of the money transferred to the vendor. If this happens, the money will become taxable to the participant.

If you have any questions regarding this information, please contact CPI Service Center at 877-488-4040.

Sincerely,

Raymond School District - SAU 33

Important Benefit Information Regarding Your 403(b) Plan

What is a 403(b) retirement plan?

A 403(b) is a tax-deferred retirement plan for employees of public educational institutions and certain other non-profit organizations. A 403(b) plan allows you to contribute a portion of your compensation on a pre-tax basis in order to save for your retirement. Contributions are made to the plan by payroll deduction.

Can I make contributions to the 403(b) plan?

You have the right to make contributions/elective deferrals to the 403(b) plan. If you wish to start contributing to the plan, refer to the question titled "What do I need to do in order to start making elective deferrals?" for information on how to get started.

What are the benefits of contributing to a 403(b) plan?

- Contributing to a 403(b) plan helps to ensure that you will have funds to provide yourself with an income during retirement.
- The pre-tax elective deferrals that you make to the plan now are not taxed until you withdraw them. This means you are lowering your taxable income now, and will potentially lower the amount of income tax you will pay on those funds at the time of withdrawal when you may be in a lower tax bracket.
- Both your pre-tax elective deferrals and earnings grow tax free until they are withdrawn.

What do I need to do in order to start making elective deferrals?

You will need to make an election regarding how much of your compensation you wish to defer to the 403(b) plan. To make this election, access the CPI Participant Website at <https://www.cpicrs.com>.

You can locate a list of vendor(s) approved with in the plan to receive contributions under this 403(b) plan and their contact information by visiting the CPI Participant Website or on the Approved 403(b) Vendor list enclosed. The financial advisor representing the vendor(s) will provide you with their form that will set up the contract or account with the vendor. Once you have completed paperwork provided by the selected financial advisor please enroll using the enclosed enrollment form, once you have completed this form please return it to Human Resources so that the correct amount is deducted from your payCPI Common Remitter and Compliance Services, P.O. Box 110, Great Bend, KS 67530 or by faxing it to (620) 792-5622.

If you are unable to access the website or want additional information, please contact the CPI Participant Service Center.

How much can I contribute to a 403(b) plan?

In 2010 you can make elective deferrals up to \$16,500. As this amount is subject to cost of living increases as set by the government, this amount will increase over time. In addition, if you have met certain conditions, you may have the opportunity to contribute above this limit; these contributions are known as "catch-up contributions." The first catch-up contribution is the "Age-50 Catch-up Contribution". If you are at least age 50 by the end of a calendar year, you have the ability to contribute an additional \$5,500 a year. This amount is also subject to cost of living increases as set by the government, so it will increase over time. The second contribution limit is known as the "15 Year of Service Catch-up Contribution". If you have at least 15 years of service with Raymond School District - SAU 33 you may be eligible to contribute up to \$3,000 a year above the elective deferral limit until the amount of the additional catch-up contributions made using this special rule equals \$15,000. Both the Age-50 Catch-up Contribution and the 15 Year of Service Catch-up Contribution can be used in the same year.

When can funds be withdrawn from a 403(b) plan?

A 403(b) retirement plan is intended as a way to save over the long-term for your retirement. Therefore, distribution of the funds are only allowed when you separate from service, are disabled, die or are at least age 59 ½.

Taking a non-taxable loan or a hardship withdrawal are options available to you should it be necessary for you to withdraw funds from your 403(b) plan prematurely. Taking a hardship withdrawal must meet the requirements that be an immediate and heavy financial need. However, certain income taxes and tax penalties may apply depending on the situation.

For more information on enrolling in your 403(b) Plan, making changes to your current deferral or vendor elections, or any other questions or requests for information, please contact the CPI Participant Service Center at (877) 488-4040 from 7:00 a.m. to 7:00 p.m. Central time, Monday through Friday. You can also send an e-mail to Participant.ServiceCenter@cpicrs.com.

APPROVED 403(b) PLAN VENDOR LIST

Plan Name: Raymond School District - SAU 33 403(b) Plan

Plan Sponsor: Raymond School District - SAU 33

Effective Date: 10/13/2009 Ref. No.: 105657

This list identifies the investment vendors available under the 403(b) plan maintained by Raymond School District - SAU 33, on or after the effective date of this list. The information can also be found on the CPI Participant Website. After you have logged onto the site using your User Name and Password, click on "Plan Contacts" near the top right of the screen. A new screen will appear that will contain the list of vendors. By clicking on the arrow to the left of the vendor's name, you will be able to view the contact information.

A. The following Vendors are authorized to receive contributions and contract exchanges between vendors under the 403(b) Plan:

<u>Name of Vendor</u>	<u>Contact Information for Local Investment Representative</u>	
403(b) FundSource	General Number	866-634-5873
AIG Advisor Group	General Number	800-528-2011
Ameriprise Financial Services Inc.	General Number	(800) 862-7919
AXA Equitable	General Number	(800) 628-6673
First Investors Corporation	General Number	800-423-4026
Great American Financial Resources Incorporated	General Number	800-789-6771
Horace Mann Companies	General Number	866-999-1945
MetLife	General Number	(800) 638-5433
New York Life Insurance and Annuity Corporation	General Number	800-710-7945
Putnam Investments	General Number	(800) 662-0019
The Variable Annuity Life Insurance Company	General Number	(800) 448-2542
Waddell & Reed Financial Services	General Number	888-923-3355

CPI PARTICIPANT WEBSITE INSTRUCTIONS

for Raymond School District - SAU 33 403(b) Plan

In order to bring our 403(b) plan services as close as your fingertips, we provide a Participant Website. The website features step by step instructions to guide you through all of the features and options.

CPI makes it easy for you to:

- Obtain vendor contact information
- Make changes to the amount of your deferral elections
- Make changes to your vendor(s)
- Request vouchers for loans and hardship withdrawals
- Request vouchers for contract exchanges

The website is available 24 hours a day, 7 days a week.

HOW TO GET STARTED

To access the system for the first time, log onto the website at <https://www.cpicrs.com>. For prompt access, please have your six-digit plan reference number 105657, the last four digits of your social security number (SSN) and date of birth available. The first time you log onto the website, you will be required to choose a new user name other than the last four digits of your SSN. You will also be prompted to establish a password of your choosing.

Once you have changed your user name and established a password, the Plan Contact feature will provide a list of all approved vendors as well as the financial advisors' contact information.

Under the Request a Transaction feature you will have access to:

- **Change Salary Deferral Contribution** - Make a change to your election for future contribution amounts as well as make changes to your current vendors. The Vendor Elections shown on the Website will be used until you change them through the website or by submitting an Elective Deferral and Vendor Election Form, which can be obtained by contacting the CPI Participant Service Center at (877) 488-4040 or by sending an e-mail to Participant.ServiceCenter@cpicrs.com. The Vendor Elections shown on the website will be used until you change them through the website or by submitting an Elective Deferral and Vendor Election Form, which can be obtained by contacting the Human Resources department. On the website you will also have access to several retirement planning tools to assist you in deciding how much you should be deferring in order to meet your retirement goals.
- **Request a Loan and Hardship Withdrawal** - Request a loan and hardship withdrawal from any of the approved vendors for which you have invested contributions by requesting a voucher. This voucher is needed as it lets your vendors know that you have met the regulatory requirements. The voucher does not guarantee that a loan and hardship withdrawal can be made as each vendor may apply additional restrictions.
- **Request a Contract Exchange** - Request a voucher to exchange your account balance to another approved vendor. If your contract exchange between vendors is approved, you will be provided with a contract exchange voucher, which you will need to provide to the transferor vendor along with the vendor's transfer request forms. It is important that before you exchange assets that you first obtain a voucher. Any contract exchange that is made that does not comply with the final regulations could cause the loss of the tax-qualified status of the money transferred to the vendor. If this happens, the money will become taxable to you.

You will need Version 6 or greater of Netscape Navigator or Version 5 or greater of Internet Explorer to access the website. Most people have at least one of these versions on their computer.

If you do not have Internet access, have questions regarding the website, or want to make a request contact the Participant Service Center.

PARTICIPANT SERVICE CENTER

Participant Service Center (877) 488-4040, from 7 a.m. to 7 p.m. Central Time, Monday through Friday. You can also send an e-mail to Participant.ServiceCenter@cpicrs.com. For prompt assistance, please have your six-digit plan reference number 105657, the last four digits of your social security number and date of birth available.

On-line Enrollment is Easy!

Instructions on using the On-line Enrollment System

Before you enroll, you will need to log in to the website, select a User Name and Password.

- ◆ **Log in to the Website** - Log in to the Website at <https://www.cpicrs.com>. If this is your first time on the site you will need to create a User Name and Password that is unique to you and confirm it. You will be given the option to provide a question and answer to be used as a hint, should you forget your Password at a later date. This is verified by using the last four digits from your social security number, your date of birth and the plan reference number 105657. If your employer has more than one plan with CPI, you will be asked to click on the name of the plan that you would like to access.
- ◆ **Review and Update Contact Information** - The next screen will show you the mailing/home address we have on file for you as well as an e-mail address if provided. You will be requested to correct and/or update this information, if needed. This address information will be provided to your employer in order to change their records. However, until this address information is updated in your employer's payroll records, the contribution files provided by your employer will over-ride your changes temporarily.

After you finish with these preliminary screens, you will go to the Welcome to On-Line Enrollment screen. Click on "Enroll Now" to begin.

Here are the Easy Steps to On-line Enrollment:

- Step 1. – Provide a valid e-mail address** — This will allow you to receive confirmation emails as well as other important information on transactions you have requested. In addition, to expedite the process for receiving a voucher for hardship withdrawals, loans, and contract exchanges between vendors, it is important to have an e-mail address in our Website.
- Step 2. – Use Retirement Planning Tools** — You have the option to use these tools as little or as much as you wish during the enrollment process. Using the Retirement Savings Calculator and Mastery POINT Financial Analyzer, you can project different rates of deferral to determine a hypothetical account balance at age 65 based on your personal factors (age, marital status, tax bracket, etc.).
- Step 3. – Vendor Contracts** — Please enter the account/contract number in the box(es) next to the vendor(s) for which you have established an account. If an account has not yet been established, you cannot select the vendor at this time.
- Step 4. – Salary Deferral Election** — Select how much salary you wish to contribute by entering a dollar amount where indicated. This amount will automatically be deducted from your pay each pay period.
- Step 5. – Vendor Election** — Select how much you would like to invest in the available vendors by entering a dollar election next to each vendor. Please keep in mind that you will first need to contact each vendor that you have selected in order to have your account set-up prior to completing this step.
- Step 6. – Confirm Your Enrollment** — On this screen, you can review your elections. If you wish to make changes, you may select a previous screen from the menu on the left or click on "Previous Screen" until you arrive at the applicable screen. Once you are satisfied, you can select "Enroll Me" to complete the enrollment process or "Quit", if you decide to enroll at a later date. If you select Quit, you will lose all of the information you have input and will need to start over.

Once you select Enroll Me, you will go to a confirmation screen that shows your elections. If you previously provided us with a valid email address we will send you a confirmation of this transaction for your records. Your email address can be updated at anytime through the Maintenance option found on the Website. When you are done, you can logout of the website.

If you need assistance, you can call our Participant Service Center (877) 488-4040 from 7 a.m. to 7 p.m. Central Time, Monday through Friday. You can also send an e-mail to Participant.ServiceCenter@cpicrs.com. For prompt assistance, please have your six-digit plan reference number 105657, the last four digits of your social security number and date of birth available.

Elective Deferral and Vendor Election Instructions

Please enroll in the 403(b) plan maintained by Raymond School District - SAU 33 using the Elective Deferral and Vendor Election Form. New employees must complete all sections. Current participants need to complete the applicable sections to make changes to their current elective deferral amounts or their vendor(s). The instructions for each section of this form are provided below:

At the top of the form, the eligible Employee/Participant should check one of the options to indicate the reason for completing the form in order to ensure complete processing.

Section A

Your Info

All Employees/Participants completing this form must enter the information requested in this section as indicated so that they will be properly identified as the originator of the election form.

Section B

Your Election

New Employees must complete this section and indicate the dollar amount they wish to contribute to the plan.

Current Participants should complete this section if they wish to change the dollar amount they are currently deferring to the plan.

Your deferrals will start once your Employer has had sufficient time to update their payroll system. If you do not see your deferral starting within a reasonable time, please contact your Employer.

Section C

Your Vendor Direction

The vendors approved to receive current contributions are listed in this section. New Employees enrolling in the plan must complete this section of the form to choose the vendors to which they wish to invest contributions and to indicate the dollar amount that will be allocated to each vendor.

Current participants should complete this section if they wish to make changes with whom they are investing their contributions. You must also indicate the account/contract number to which the monies are being allocated with the appropriate vendor. This information should be provided to you by the vendor at the time you opened the account/contract. If you have not established the account/contract, you cannot select the new vendor at this time.

Once this information has been provided, CPI will input the election(s) amount along with the vendor(s) you have chosen for such allocations.

Participants should complete the Employer section(s), whether or not they are eligible. Since Raymond School District - SAU 33 will be determining the amount to be allocated, we ask that you indicate the percentage that is to be allocated to each vendor.

Section D

Sign

New employees and current participants should read this section carefully and sign where indicated in order for their election(s) to take effect.

Mailing Instructions:

Upon completion of the Elective Deferral and Vendor Election Form, the form should be mailed, faxed, scanned or e-mailed to the following address:

CPI Common Remitter and Compliance Services
4903 10th Street
Great Bend, KS 67530
Fax: (620) 792-5622
E-mail: info@cpicrs.com

If you need assistance completing this form, you can call our Participant Service Center (877) 488-4040 from 7 a.m. to 7 p.m. Central Time, Monday through Friday. You can also send an e-mail to Participant.ServiceCenter@cpicrs.com. For prompt assistance, please have your six-digit plan reference number, the last four digits of your social security number and date of birth available.

