

SAN DIEGO CITY UNIFIED SCHOOL DISTRICT
San Diego, California

ENROLLMENT PROCEDURES AND ADDITIONAL INFORMATION
FOR TAX SHELTERED ANNUITIES

The San Diego City Unified School District has established and makes available 403(b) and 457(b) Tax Sheltered Annuity (TSA) Plans for the benefit of its employees. The TSA plans comply with the requirements of the Internal Revenue Code. It is not the purpose of the District, by providing these plans, to recommend the use by any individual employee. The fact that a particular contract or custodial account may be available under the District's Tax Sheltered Annuity Plan does not constitute an endorsement, recommendation, or approval of any kind and the District does not warrant any particular tax consequence to the employees who elect to participate.

GENERAL INFORMATION:

Each employee of the District is given an opportunity to participate in the District's approved TSA Plans by entering into an amendment of employment contract through the use of an electronic Salary Reduction Agreement "SRA" except as limited below:

- (a) Employees whose salary reduction would not exceed \$200 per year, or
- (b) Employees who are students enrolled and regularly attend classes of this employer; or
- (c) Elected or appointed governing board member of the District, or
- (d) Persons who are not employees (independent contractors) of the District.

ENROLLMENT PROCEDURES:

To establish a TSA as a new participant, or make a change to an existing TSA as a current participant, employees must follow the process outlined below.

New Participants:

To establish a 403(b) Salary Reduction Agreement (403b deduction):

- 1) Choose your 403(b) TSA provider from the District's Approved Provider List (https://staff.sandiegounified.org/departments/controller/fiscal_control/retirement_benefits_information)
- 2) Establish an account with this provider
- 3) Log on to <https://www.MyRetirementManager.com>, select Participant Login, click the link "First time user? Get started"
- 4) Answer identification questions and create a new user ID and password
- 5) Select I want to "Change contributions", select a plan, select paycheck date, click Next,
- 6) Select type of contribution "Ongoing Flat Dollar (\$) Contribution, enter the amount in the box, click Next
- 7) Enter a percent (%) of 100 to indicate which Investment Provider(s) your contribution will be directed, click Next
- 8) Enter email address, then click Submit.

To establish a 457(b) Salary Reduction Agreement (457b deduction):

- 1) Contact AIG Enrollment Center 1-888-569-7055 or 818-551-7312 to establish an account with this provider. Group ID is 1375002
- 2) Log on to <https://www.MyRetirementManager.com>, select Participant Login, click the link "First time user? Get started"
- 3) Answer identification questions and create a new user ID and password
- 4) Select I want to "Change contributions", select a plan, select paycheck date, click Next,
- 5) Select type of contribution "Ongoing Flat Dollar (\$) Contribution, enter the amount in the box, click Next
- 6) Enter a percent (%) of 100 to indicate which Investment Provider(s) your contribution will be directed, click Next
- 7) Enter email address, then click Submit.

For Retirement Manager website login support, please contact their Client Care Center at 866-294-7950.

Current Participants:**To increase or decrease your salary reduction amount or change your 403(b) provider**

- 1) log on to <https://www.MyRetirementManager.com>
- 2) enter web site using user ID# and previously created password
- 3) Follow the above step 5-8

TERMINATE (STOP) YOUR SALARY REDUCTION AGREEMENT:

To discontinue your TSA contributions, log on to <https://www.MyRetirementManager.com>. Enter website using user ID# and previously created password. Select Change contributions, select a plan, select paycheck date, click Next, Select type of contribution change, select "Stop Contribution"; then click Next at the bottom of the page, then follow the instructions.

SALARY REDUCTION AGREEMENT:

A Salary Reduction Agreement must be entered in advance of payment of any salary to be reduced. The SRA must be electronically submitted at <https://www.MyRetirementManager.com>. Changes to a 457(b) must be submitted prior to the 1st of the month in which they will take affect. Changes to a 403(b) must be submitted by the 15th of the month in which they are to take affect. The Salary Reduction Agreement will remain in effect until it is changed or terminated by the employee.

CATCH UP PROVISION:

If you are eligible to the catch up provision and plan on exceeding the allowable contribution limit, a Maximum Amount Contributable (MAC) form must be completed and submitted to the Fiscal Control Department no later than October 31st of the current tax year. Contact your financial advisor and request a calculation. If you do not have an advisor, calculation worksheets are available from the Internal Revenue Service within Publication 571 (www.irs.gov). For additional information call the district Fiscal Control unit at 619-725-7669.

403b COMPARE:

Vendors must be registered with the 403b Compare Web site in order to sell new 403b plans to our employees under California Education Code, Sections 25100 et seq. The 403bCompare Web site (www.403bCompare.com) will display vendor contact information employees can use to get more information regarding a particular product.

THE DISTRICT DOES NOT PROVIDE TAX ADVICE TO ANY EMPLOYEE NOR DOES THE DISTRICT REVIEW THE MAC CALCULATIONS FOR ACCURACY
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