



**National Plan Administrators**

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## **403(b) EMPLOYEE HANDBOOK**

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## Instructions

National Plan Administrators (NPA) provides a 403(b) platform that your employer utilizes in the administration of its 403(b) retirement plan. NPA does not recommend investment products or investment providers participating in your employer's Plan; instead, NPA's role is that of gatekeeper and Administrator responsible for the administration and compliance of each employee participating in the Plan as well as your employer's Plan as a whole.

### Getting started:

The first step that a 403(b) participant, or potential participant, should complete is the review of the list of approved investment providers under your employer's 403(b) Plan.

[www.natplan.com](http://www.natplan.com) – please follow the below steps to locate said list of providers.

Please select the "For Employees" link in the bottom right portion of the webpage. Then select the link "Select Your State and Employer," under the Tax Sheltered Accounts heading in the bottom right portion of the webpage. Select your state. Select your employer. To view the list of approved investment providers, select the "Approved 403(b) Providers" link.

- If the investment provider is on the "Approved 403(b) Providers" list and:
  - If you are currently making contributions to said provider
    - Your contributions will continue to flow to your current provider(s)
    - You can change/cancel contributions at any time by completing a Salary Reduction Agreement (SRA) and returning it to NPA
  - If you are NOT currently making contributions to said provider
    - You can start contributions at any time by completing a Salary Reduction Agreement (SRA) and returning it to NPA
- If the investment provider is NOT on the "Approved 403(b) Providers" list,
  - The investment provider you work with, or would like to work with, may have chosen not to participate in your employer's 403(b) Plan
  - Contributing to investment providers not on the "Approved 403(b) Providers" list is not allowed and will be discontinued if the investment provider's approved status changes while you are actively participating

**It is important to note that you are not required to move the assets of your account, should they exist in an investment provider not on the "Approved 403(b) Providers" list. But, it is equally as important to understand that contributions cease and more restrictions exist due to the non-approved status of your investment provider.** The following steps will assist you in selecting a new 403(b) investment provider.

**Step 1** - Review and become acquainted with all the information contained within this booklet.

**Step 2** - Select an investment provider from the "Approved 403(b) Providers" list and contact them for assistance in setting up a new 403(b) account.

**Step 3** - Once an account is established with an approved investment provider, complete the Salary Reduction Agreement (SRA) attached to this handbook and submit a copy to NPA.

**Step 4** - If you would like to consolidate assets from another account with the new account you've established then complete the Transaction Authorization Form (TAF) attached to this handbook and submit a copy to NPA.

### Contact Information:

National Plan Administrators, Inc  
P.O. Box 161630  
Austin, TX 78716  
Email: [tsa@natplan.com](mailto:tsa@natplan.com)  
Toll Free: 1-800-880-2776  
Fax: (512) 275-9395

Keep this handbook for future reference, regardless of whether or not you are a participant, as you will need the attached SRA, Transaction Authorization Form (TAF) and Instructions to either begin a new account or to make future changes to your current account.



### **403(b) Plan Highlights**

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The following are frequently asked questions surrounding 403(b) contributions.

#### **Contributions:**

##### **What kinds of contributions may be made to this plan?**

- There are two types of 403(b) contributions, pre-tax salary reduction contributions and post-tax, also known as “Roth,” salary reduction contributions. Please consult your financial representative, your employer’s benefits department, or your Plan Administrator, NPA, regarding the types of contributions available in your employer’s Plan, as they may not allow for both.
- Pre-tax contributions are deducted **before** income tax is taken from your paycheck, and are then invested in products that grow tax-deferred. However, the contributions and any earnings are eventually taxed when you take a distribution from the Plan.
- Post-tax contributions are deducted **after** income tax has been taken from your paycheck, and are invested in products that grow tax-deferred. Since “Roth” contributions are already taxed, they are not taxed again when you take a distribution from the Plan. However, since the interest earned on post-tax Roth contributions is tax-deferred and is considered income, the interest may be taxed when taken as a distribution from the Plan. With that being said, the interest earned on post-tax Roth contributions will never be taxed if you are 59 ½, die, or become disabled and have held the Roth account for at least 5 years at the time of its distribution from the Plan.

##### **Is there a minimum or maximum amount of contributions I can make?**

- There is no minimum contribution requirement with regard to your employer’s Plan or the IRS Code regulating the 403(b) industry; however, there may be a minimum contribution requirement for specific investment providers or their specific products.
- There is a maximum allowable contribution limit, designated by IRS regulations. Currently (2019) the maximum allowable contribution limit is \$19,000.00, but this is subject to change and may do so on an annual basis. You are eligible to contribute up to 100% of your compensation to this plan, but your employer may require that you keep a minimum amount for your actual paycheck for payroll purposes.
- If you have 15 years of continual service with your employer, you may be eligible to make additional contributions of up to \$3,000.00 per year, with a maximum of \$15,000.00 total for all years.
- If you are age 50 or older you may be eligible to contribute additional contributions of up to \$6,000.00 per year as a “catch-up” provision.
- Please consult your financial representative, your employer’s benefits department, or your Plan Administrator, NPA, regarding whether or not the “15 years of service catch-up” and “Age 50 catch-up” are provisions available in your employer’s Plan. Please note that the values of each “catch-up” provision are subject to change and may do so on an annual basis. Values listed above are good through 2019.

##### **What happens to my 403(b) if I leave my employer?**

- Assets can be moved to your new employer’s 403(b) plan, if permitted by that plan. Check with your old employer and new employer for details concerning if and how this may be accomplished.
- Assets may be moved, via a Rollover, into an Individual Retirement Account (IRA). This will permit the money to continue to grow tax deferred. Check with the investment provider currently holding your 403(b) assets and the investment provider you wish to “Roll” the assets to for more details.
- You can leave the money in your old employer’s plan and continue to enjoy tax-deferred growth on what you have contributed thus far.
- You can perform a distribution and withdrawal a portion of the assets or all of the assets. If you have not attained the age of 59½, early withdrawal penalties and significant tax consequences may occur.

##### **Why contribute to a 403(b)?**

Most employees of educational institutions and various non-profit organizations will receive a pension upon retirement. However, few pension plans provide an amount equal to a salary. Having a 403(b) can provide a good supplement to help bridge the gap between pension and salary.



### **What do I have to do to start contributing?**

Review the “Approved 403(b) Providers” list and contact the investment provider you would like to make contributions to. The investment provider will assist you in filling out an application and setting up an account. Only after the account is established can you then complete a Salary Reduction Agreement (you can use the SRA attached to this handbook) and submit it to NPA via any of the means listed under the “Contact Information” section on page 1 of this handbook.

### **Investments:**

#### **How do I judge the financial soundness of an investment provider?**

Ask for the company’s ratings. Five nationally recognized rating agencies publish ratings on life insurance companies. In alphabetical order, these are A.M. Best Company, Fitch, Moody’s Investor Services, Standard & Poor’s and Weiss Research.

#### **How are my contributions invested?**

Most likely working with a financial representative, you will select how you want your contributions to be invested from among the investment options available under each approved investment provider’s product list. Investment providers and their products differ so you should research and locate the investment(s) that best covers your needs.

### **Distributions, Loans, Exchanges and Transfers:**

#### **When can I take a distribution (remove money) from this plan?**

The 403(b) is a retirement account and is set up and regulated so that you can build for your retirement. Taking a distribution from your account under your employer’s plan is allowed by IRS regulations only when you satisfy certain events.

- You can perform a distribution when you retire or obtain severance of employment from your employer
- You can perform a distribution if you become permanently disabled (as defined by IRS regulations)
- If you do not perform any distributions, IRS regulations require that you begin distributions soon after you obtain the age of 70½

Please note that you can perform a distribution even if you are still employed. This is called an “in-service distribution,” and is only allowed when you obtain the age of 59½.

#### **How else can I access my money while I am still employed?**

- Hardship withdrawals for certain financial emergencies
- Loans

Please consult your financial representative, your employer’s benefits department, or your Plan Administrator, NPA, regarding in service access to your 403(b) assets, as your employer’s Plan may not allow for Hardships or Loans. Furthermore, if your employer’s plan allows for either Hardships or Loans you will also have to check with your investment provider as the investment product your assets reside in may not allow for them.

#### **Will I always be taxed on my distribution?**

This depends on what kind of distribution you are performing. For instance you may be able to avoid current income taxes by performing a Rollover, which is a type of distribution, and “rolling over” your assets to another tax-qualified retirement plan or Individual Retirement Account (IRA). Most other distributions, such as Distribution Withdrawals and Hardship Withdrawals, cannot be “rolled over” and will therefore be subject to taxes (of course Roth exceptions may apply if the account is set up as such).

#### **Can I change investment providers?**

“Exchanges” and “Rollovers” can be utilized to change investment providers and consolidate assets. Unlike Rollovers, Exchanges are not a distribution and therefore do not require a qualifying event to perform. An Exchange is the movement of your 403(b) assets from one investment provider to another 403(b) account with a



different, or same, investment provider. With an Exchange the money never leaves the employer's 403(b) Plan, while with a Rollover the money is distributed from the employer's 403(b) Plan, either into an IRA or another employer's 403(b) Plan, or another tax qualified Plan. It is important to note that your investment provider may charge you a surrendering fee.

### **Account Charges:**

#### **Are there any fees associated with my 403(b) account?**

Your investment provider may charge you for your 403(b) account, but the fees may vary depending on investment provider and depending on the product you have chosen to invest in. Fees are usually required to be disclosed to you, but you should inquire about fees before setting up an account and refer to the prospectus and other materials associated with the custodial account or annuity contract you select as well. Some examples of 403(b) associated fees are:

- Record keeping fee (usually quarterly or annually)
- Investment Management fee, designed to cover the cost of managing and administering investments. Various other fees may be associated with the specific product you chose, such as fees associated with riders on your account. For example having a guarantee on income benefits would most likely have a fee associated with it. Speak with your financial representative or your investment provider for more details on associated fees.
- As previously stated some investment providers may charge you a surrendering fee when moving accounts between investment providers or taking certain distributions.



### **Transaction Guide**

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To complete any transaction request you would like to make you can use the following instructions and the attached Transaction Authorization Form (TAF), or you can go to the NPA website and print off a copy for your use ([www.natplan.com](http://www.natplan.com)).

Please select the "For Employees" link in the bottom right portion of the webpage. Then select the link "Select Your State and Employer," under the Tax Sheltered Accounts heading in the bottom right portion of the webpage. Select your state. Select your employer. For a copy of the TAF select the link, "403(b) Transaction Authorization Form," and then for instructions on how to fill out the TAF you will select the specific link for your type of request with the words "Instructions for" in the heading. For example, for instructions on how to fill the TAF out for a Distribution Withdrawal, you would select the link "Instructions for Distributions."

#### **Completing a Distribution Request:**

Generally you may request a Distribution/Withdrawal from your voluntary retirement plan if:

- You are retired or separated from service from the employer that made salary reduction contributions to your 403(b) retirement account.
- You become permanently disabled (as defined by IRS regulations)
- You have attained the age of 59½

Your retirement plan may have additional restrictions on distributions. Please consult your financial representative, your employer's benefits department, or your Plan Administrator, NPA, to determine if you are eligible to make a full or partial withdrawal from your voluntary retirement plan.

Please be sure to read the special tax notice regarding tax withholding and potential tax penalties of making a withdrawal from your voluntary retirement plan. This information should be provided to you by your current investment provider.

NPA requires all forms necessary to complete a transactional request be submitted through NPA. Therefore, you should contact your financial representative or investment provider to get a copy of the paperwork they require to complete a Distribution/Withdrawal.

Next, you will complete the NPA Transaction Authorization Form indicating your desire to process a Distribution/Withdrawal from your plan. Fill out section one (1) of the TAF, providing general information about who you are, what school district(s) are involved, and what investment provider(s) are involved. Section two (2) of the TAF consists of nine (9) subsections. When requesting a Distribution/Withdrawal, please fill out ONLY the subsection for "Distribution/Withdrawal" located on page two (2) of the TAF. Complete the form by signing and dating the request on the third page. Please note that it is important to carefully read the entire TAF as it will assist you in completing it correctly.

For NPA to correctly and successfully process your request please submit the completed Transaction Authorization Form and the completed investment provider Distribution/Withdrawal paperwork to NPA via any of the means listed at the base of the TAF. Your financial representative can assist you in filling out and completing all forms.

Once your request has been reviewed and approved it will be forwarded to the applicable investment provider for processing.



### **Completing Exchanges, Transfers, and Rollover Requests:**

The following instructions explain how to:

- Exchange your voluntary retirement plan assets between approved investment providers and products within your retirement plan
- Transfer your voluntary retirement plan assets between different 403(b) Plan Sponsors (employers) with approved investment providers and products
- Rollover your voluntary retirement plan assets to an IRA or retirement plan with another employer

Your retirement plan may have additional restrictions on Exchanges, Transfers, or Rollovers. Please consult your financial representative, your employer's benefits department, or your Plan Administrator, NPA, to determine if you are eligible to perform each of the previously mentioned transaction types under your voluntary retirement plan. To process an Exchange, Transfer or Rollover you must complete a Transaction Authorization Form.

### **Exchanging or Transferring your 403(b) retirement plan assets:**

Exchanges and Transfers may not be made to investment providers who are not authorized as an approved provider under your employer's 403(b) Plan.

- For an Exchange you need to verify that the new investment provider is an approved provider under your employer's 403(b) Plan. You may view the "Approved 403(b) Providers" list on NPA's website.
- For a Transfer (if you are keeping the same account and simply moving it to a new employer's plan) you need to verify that your investment provider is approved in your new employer's 403(b) Plan. If you are moving your assets to a new investment provider under a new employer's 403(b) Plan, then you need to verify that the new investment provider is on your new employer's "Approved 403(b) Provider" list.

Contact the desired representative or new investment provider to complete an investment application and salary reduction agreement if contributions will be directed to a new investment provider. Your representative can provide you with the required forms. The NPA Salary Reduction Agreement is available on NPA's website via the "403(b) Salary Reduction Agreement" link. For contributions to begin under a new investment provider or under a new employer's 403(b) Plan a completed NPA SRA would have to be submitted to NPA.

NPA requires all forms necessary to complete a transactional request be submitted through NPA. Therefore, you should contact your financial representative or investment provider to get a copy of the paperwork they require to complete an Exchange or Transfer.

Next, you will complete the NPA Transaction Authorization Form indicating your desire to process an Exchange, or a Transfer if that's the case. Fill out section one (1) of the TAF, providing general information about who you are, what school district(s) are involved, and what investment provider(s) are involved. Section two (2) of the TAF consists of nine (9) subsections. When requesting an Exchange, please fill out ONLY the subsection for "Provider-to-Provider Exchange" located on page one (1) of the TAF. When requesting a Transfer, please fill out ONLY the subsection for "Plan-to-Plan Transfer" located on page one (1) of the TAF. Complete the form by signing and dating the request on the third page. Please note that it is important to carefully read the entire TAF as it will assist you in completing it correctly.

For NPA to correctly and successfully process your request please submit the completed Transaction Authorization Form and the completed investment provider Exchange, or Transfer, paperwork to NPA via any of the means listed at the base of the TAF. Your financial representative can assist you in filling out and completing all forms.

Once your request has been reviewed and approved it will be forwarded to the applicable investment provider for processing.



### **Rollover plan assets to an IRA, or retirement plan with another employer:**

Rollovers are considered a distribution, and therefore the same requirements apply to performing Rollovers as they do for performing Distribution/Withdrawals:

- You are retired or separated from service from the employer that made salary reduction contributions to your 403(b) retirement account.
- You become permanently disabled (as defined by IRS regulations)
- You have attained the age of 59½

Your retirement plan may have additional restrictions on Rollovers. Please consult your financial representative, your employer's benefits department, or your Plan Administrator, NPA, to determine if you are eligible to perform the specific Rollover you would like to process on your voluntary retirement plan.

Regardless of whether you want to Rollover your plan assets, or a portion of your plan assets, into an IRA, or if you want to Rollover your assets from a former employer's voluntary retirement plan into your new employer's voluntary retirement plan, NPA requires all forms necessary to complete a transactional request be submitted through NPA. Therefore, you should contact your financial representative or investment provider to get a copy of the paperwork they require to complete a Rollover.

Next, you will complete the NPA Transaction Authorization Form indicating your desire to process a Rollover from your plan. Fill out section one (1) of the TAF, providing general information about who you are, what school district(s) are involved, and what investment provider(s) are involved. Section two (2) of the TAF consists of nine (9) subsections. When requesting a Rollover, please fill out ONLY the subsection for "Rollover" located on page three (3) of the TAF. Complete the form by signing and dating the request on the third page. Please note that it is important to carefully read the entire TAF as it will assist you in completing it correctly.

For NPA to correctly and successfully process your request please submit the completed Transaction Authorization Form and the completed investment provider Rollover paperwork to NPA via any of the means listed at the base of the TAF. Your financial representative can assist you in filling out and completing all forms.

Once your request has been reviewed and approved it will be forwarded to the applicable investment provider for processing.

Please note, if you are performing a Rollover from your voluntary retirement plan into an IRA, or any other retirement plan that is not a 403(b) then the company you are Rolling to is not required to be on the employer's "Approved 403(b) Providers" list. However, if you are Rolling your assets from a non-403(b) product or from a former employer's voluntary retirement plan to your new employer's voluntary retirement plan

- and you would like to keep your current investment provider the same, then your investment provider needs to be on your new employer's "Approved 403(b) Providers" list
- and you would like to switch investment providers as well, then the investment provider you would like to Rollover your assets to needs to be on your new employer's "Approved 403(b) Providers" list.





### **Completing a Hardship Withdrawal Request:**

Generally, you may request a Hardship Withdrawal from your voluntary retirement plan if you meet the following requirements:

- You have a qualified financial hardship
  - Deductible Medical Expenses
  - Post secondary education, tuition, room and board or related fees
  - Purchase of principal residence (excluding mortgage payments)
  - Prevent eviction from principal residence
  - Funeral expenses for immediate family members
  - Casualty loss of principal residence

The IRS requires that evidence, or backup, such as bills and statements, be provided as proof of Hardship. The Hardship Withdrawal cannot be in excess of the amount indicated by the backup and taxes attributable to the Hardship Withdrawal.

Your retirement plan may have additional restrictions on Hardship Withdrawals. Please consult your financial representative, your employer's benefits department, or your Plan Administrator, NPA, to determine if you are eligible to perform a Hardship Withdrawal. It is important that you read the special tax notice regarding tax withholding and potential tax penalties of making withdrawals from your voluntary retirement provider. This information should be provided to you by your current investment provider.

NPA requires all forms necessary to complete a transactional request be submitted through NPA. Therefore, you should contact your financial representative or investment provider to get a copy of the paperwork they require to complete a Hardship Withdrawal, and then obtain a copy of the backup for your hardship (i.e. bills, statements, etc).

Next, you will complete the NPA Transaction Authorization Form indicating your desire to process a Hardship Withdrawal from your plan. Fill out section one (1) of the TAF, providing general information about who you are, what school district(s) are involved, and what investment provider(s) are involved. Section two (2) of the TAF consists of nine (9) subsections. When requesting a Hardship Withdrawal, please fill out ONLY the subsection for "Financial Hardship Withdrawal" located on page two (2) of the TAF. Complete the form by signing and dating the request on the third page. Please note that it is important to carefully read the entire TAF as it will assist you in completing it correctly.

For NPA to correctly and successfully process your request please submit the completed Transaction Authorization Form, the Hardship backup, and the completed investment provider Hardship Withdrawal paperwork to NPA via any of the means listed at the base of the TAF. Your financial representative can assist you in filling out and completing all forms.

Once your request has been reviewed and approved it will be forwarded to the applicable investment provider for processing.



### **Completing a Loan Request:**

Please consult your financial representative, your employer's benefits department, or your Plan Administrator, NPA, to determine if your employer's voluntary retirement plan allows for Loans.

While your employer's Plan may allow Loans, your investment product may not, which is why it is important for you to consult with your investment provider or financial representative regarding the availability of loans within your specific contract/account.

- No loan to a Participant under the Plan may exceed the lesser of (a) or (b) below:
  - (a) \$50,000, reduced by the greater of:
    - (1) the outstanding balance on any loan from the Plan to the Participant on the date the loan is made or
    - (2) the highest outstanding balance on loans from the Plan to the Participant during the one-year period ending on the day before the date the loan is approved by the Administrator (not taking into account any payments made during such one-year period)
  - (b) one half of the value of the Participant's vested Account Balance (as of the valuation date immediately preceding the date on which such loan is approved by the Administrator)

Any loan from any other plan maintained by your employer, and any related employer, shall be treated as if it were a loan made from your 403(b) Plan, and your vested interest under any such other plan shall be considered a vested interest under your 403(b) Plan; provided, that the provisions of this paragraph shall not be applied so as to allow the amount of a loan to exceed the amount that would otherwise be permitted in the absence of this paragraph.

NPA requires all forms necessary to complete a transactional request be submitted through NPA. Therefore, you should contact your financial representative or investment provider to get a copy of the paperwork they require to complete a Loan request.

Next, you will complete the NPA Transaction Authorization Form indicating your desire to process a Loan request from your plan. Fill out section one (1) of the TAF, providing general information about who you are, what school district(s) are involved, and what investment provider(s) are involved. Section two (2) of the TAF consists of nine (9) subsections. When requesting a Loan, please fill out ONLY the subsection for "Loan Request" located on page two (2) of the TAF. Complete the form by signing and dating the request on the third page. Please note that it is important to carefully read the entire TAF as it will assist you in completing it correctly.

For NPA to correctly and successfully process your request please submit the completed Transaction Authorization Form, and the completed investment provider Loan request paperwork to NPA via any of the means listed at the base of the TAF. Your financial representative can assist you in filling out and completing all forms.

Once your request has been reviewed and approved it will be forwarded to the applicable investment provider for processing.



### **Completing a Non-Financial Request:**

The following instructions explain how to make non-financial changes to your voluntary retirement plan including:

- Name Changes
- Address Changes

NPA requires all forms necessary to complete a transactional request be submitted through NPA. Therefore, you should contact your financial representative or investment provider to get a copy of the paperwork they require to complete a Non-Financial Request.

Next, you will complete the NPA Transaction Authorization Form indicating your desire to process a Non-Financial Request on your account within your employer's plan. Fill out section one (1) of the TAF, providing general information about who you are, what school district(s) are involved, and what investment provider(s) are involved. When performing a Non-Financial Request, please fill out section three (3), "Non-Financial Request," on page three (3) of the TAF. Non-Financial Requests are the only type of requests that can be completed on the same TAF as another request. All other requests require a separate TAF. Complete the form by signing and dating the request on the third page. Please note that it is important to carefully read the entire TAF as it will assist you in completing it correctly.

For NPA to correctly and successfully process your request please submit the completed Transaction Authorization Form, and the completed investment provider Non-Financial Request paperwork to NPA via any of the means listed at the base of the TAF. Your financial representative can assist you in filling out and completing all forms.

Once your request has been reviewed and approved it will be forwarded to the applicable investment provider for processing.

### **Completing a Permissive Service Credit:**

A Permissive Service Credit (PSC) is performed when buying different service credits that may be purchased from an approved governmental pension plan. The most common is the purchase of additional years of service (not worked) to increase a person's income benefits under the plan. Even though you are removing money from your employer sponsored 403(b) account to purchase years of service Permissive Service Credits are not considered distributions, therefore qualifying PSCs are tax-free transactions (though surrender fees may apply). Furthermore, since PSCs are not distributions they do not require a qualifying event.

Please consult your financial representative, your employer's benefits department, or your Plan Administrator, NPA, to determine if your employer's voluntary retirement plan allows for PSCs.

NPA requires all forms necessary to complete a transactional request be submitted through NPA. Therefore, you should contact your financial representative or investment provider to get a copy of the paperwork they require to complete a PSC.

Next, you will complete the NPA Transaction Authorization Form indicating your desire to process a Permissive Service Credit request from your plan. Fill out section one (1) of the TAF, providing general information about who you are, what school district(s) are involved, and what investment provider(s) are involved. Section two (2) of the TAF consists of nine (9) subsections. When requesting a PSC, please fill out ONLY the subsection for "Permissive Service Credit" located on page two (2) of the TAF. Complete the form by signing and dating the request on the third page. Please note that it is important to carefully read the entire TAF as it will assist you in completing it correctly.

For NPA to correctly and successfully process your request please submit the completed Transaction Authorization Form, and the completed investment provider PSC request paperwork to NPA via any of the means listed at the base of the TAF. Your financial representative can assist you in filling out and completing all forms.

Once your request has been reviewed and approved it will be forwarded to the applicable investment provider for processing.



### **Salary Reduction Guide**

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The following instructions explain how to initiate, change, redirect or cancel salary reduction contributions to your voluntary retirement plan(s).

The very first step that a 403(b) participant, or potential participant, should complete, is the review of the list of approved investment providers under your employer's 403(b) Plan. Select an investment provider from the "Approved 403(b) Providers" list and contact them for assistance in setting up a new 403(b) account. Once an account is established with an approved investment provider, complete the NPA Salary Reduction Agreement (SRA) attached to this handbook and submit a copy to NPA. A copy of the NPA SRA can be located on the NPA website, [www.natlplan.com](http://www.natlplan.com) - Please select the "For Employees" link in the bottom right portion of the webpage. Then select the link "Select Your State and Employer," under the Tax Sheltered Accounts heading in the bottom right portion of the webpage. Select your state. Select your employer. You will find a link, "403(b) Salary Reduction Agreement," that you can select to bring up a printable PDF document.

NPA's contact information is listed at the bottom of the SRA, and NPA can assist you in completing the SRA if you are still unsure of how to fill it out correctly after reading the instructions below. Salary reductions will be made to your voluntary retirement plan starting the month designated on your SRA if submitted and processed before your employer's cutoff date.

#### **Beginning contributions to your voluntary retirement account:**

Complete a SRA, filling in all the requested information (the more information you provide the easier it will be to complete your request. Note all information requested is required, except for the Employee ID Number and an email address.

- Fill out the first portion of the SRA, providing general information about who you are
- Indicate how you are paid (monthly, semi-monthly or bi-weekly) if you are unsure contact your employer's benefits department for further clarification.
- Since you are beginning a new 403(b) account you will select the box "New," under Deduction 1
- Select the type of 403(b) contributions you are making (403(b) or 403(b) Roth) (check with employer for contribution type availability)
- Provide your investment provider's name in the section "Service Provider Name," under Deduction 1
- If you indicated being paid on a monthly basis then you will enter your desired contribution value in the "Monthly Reduction Amount" area, but if you indicated being paid on a semi-monthly or bi-weekly basis then you will enter your desired contribution value in the "Per Pay Period Amount" area
- "Start" and "End" dates can be entered, "Start" dates will be followed as long as the SRA has been submitted prior to your employer's cut-off date (check with your employer or Plan Administrator for the cut-off date).
- Complete the SRA by signing the participant authorization section on page two and return a copy to NPA. It is recommended that you obtain your financial representative's signature as well, but not required.

#### **Increasing or Decreasing contributions to your voluntary retirement account:**

For increasing or decreasing contributions you would follow the same steps above with a few minor alterations.

- Fill out the first portion of the SRA, providing general information about who you are
- Indicate how you are paid (monthly, semi-monthly or bi-weekly) if you are unsure contact your employer's benefits department for further clarification.
- Since you are increasing or decreasing contributions to an already established 403(b) account you will select the box "Change Existing," under Deduction 1
- Select the type of 403(b) contributions you are making (403(b) or 403(b) Roth)
- Provide your investment provider's name in the section "Service Provider Name," under Deduction 1
- If you indicated being paid on a monthly basis then you will enter your desired contribution value in the "Monthly Reduction Amount" area, but if you indicated being paid on a semi-monthly or bi-weekly basis then you will enter your desired contribution value in the "Per Pay Period Amount" area
- "Start" and "End" dates can be entered, "Start" dates will be followed as long as the SRA has been submitted prior to your employer's cut-off date (check with your employer or Plan Administrator for the cut-off date).



- If you have more than one 403(b) account you must make sure you enter them all on your SRA regardless of whether or not you are making changes to each account
  - For example let's say you have two 403(b) accounts, we'll call them "A" & "B" for the purposes of the example, and you are currently making \$300 monthly contributions to both of them, but you would like to increase to \$500 monthly contributions to account "A" ONLY, while keep account "B" the same. This would require that you fill in Deduction 1 of the SRA with the new desired contribution value of \$500 to account "A", but you would also need fill in Deduction 2 on the same SRA indicating \$300 monthly contributions to account "B," showing that it remains the same.
  - If account B contributions are omitted from the SRA then they will be cancelled
- Complete the SRA by signing the participant authorization section on page two. It is recommended that you obtain your financial representative's signature as well, but not required.

### **Redirecting contributions to your voluntary retirement account:**

For redirecting contributions you would follow the same steps above with a few minor alterations.

- Fill out the first portion of the SRA, providing general information about who you are
- Indicate how you are paid (monthly, semi-monthly or bi-weekly) if you are unsure contact your employer's benefits department for further clarification.
- For any catch-up provisions please refer back to the contributions section under 403(b) Plan Highlights
- If you are redirecting current contributions from an already established 403(b) account to a new 403(b) account you will select the box "New," under Deduction 1
- By simply omitting information about your already established 403(b) account, where contributions are flowing, and providing your desired new contribution information, the former contributions will be cancelled
- Select the type of 403(b) contributions you are making (403(b) or 403(b) Roth)
- Provide your new investment provider's name in the section "Service Provider Name," under Deduction 1
- If you indicated being paid on a monthly basis then you will enter your desired contribution value in the "Monthly Reduction Amount" area, but if you indicated being paid on a semi-monthly or bi-weekly basis then you will enter your desired contribution value in the "Per Pay Period Amount" area
- "Start" and "End" dates can be entered, "Start" dates will be followed as long as the SRA has been submitted prior to your employer's cut-off date (check with your employer or Plan Administrator for the cut-off date).
- Complete the SRA by signing the participant authorization section on page two and return a copy to NPA. It is recommended that you obtain your financial representative's signature as well, but not required.

### **Canceling contributions to your voluntary retirement account:**

For canceling contributions you would follow the same steps above with a few minor alterations.

- Fill out the first portion of the SRA, providing general information about who you are
- Locate the blank space, below Deduction 3, where it allows you to provide your "Service Provider Name" next to a line that says "Terminate my existing 403(b) Reduction to (If Applicable)"
  - Enter the name of each Investment Provider that you would like contributions cancelled for
- "Start" and "End" dates can be entered, "Start" dates will be followed as long as the SRA has been submitted prior to your employer's cut-off date (check with your employer or Plan Administrator for the cut-off date).
- Complete the SRA by signing the participant authorization section on page two and return a copy to NPA. It is recommended that you obtain your financial representative's signature as well, but not required.



### Participating in Catch-up Contributions:

There are two types of catch-up contribution provisions that your employer's voluntary retirement plan may include, the "Age 50 Catch-up" and the "15 Years of Service Catch-up." Please refer back to the contributions section under 403(b) Plan Highlights for specific catch-up values. Please consult your financial representative, your employer's benefits department, or your Plan Administrator, NPA, regarding whether or not the "15 years of service catch-up" and "Age 50 catch-up" are provisions available in your employer's Plan. If either catch-up provision is available under your employer's voluntary retirement plan and you are eligible to participate and would like to do so then you would fill out an SRA, following the same instructions for which ever above section (beginning, increasing, decreasing, redirecting) best suites your needs with a few alterations.

- After filling in the SRA for one of the above mentioned sections you will locate the statement "I elect to use the following catch-up provision(s) (if allowed by employer)"
  - After the statement you will see both options provided for selection, make the selection you are eligible for. **If your Plan allows for both provisions and you are eligible for both then you are required to exhaust your 15 years of service catch-up prior to being able to participate in the Age 50 catch-up.**
- Please note that 15 years of service catch-up contributions must go through an approval process by filling out the 403(b) Transaction Authorization Form and submitting a copy of the TAF along with the completed SRA and the IRS required calculations to prove years of service.

For NPA to correctly and successfully process your request please submit the completed Transaction Authorization Form and the completed Salary Reduction Agreement to NPA via any of the means listed at the base of the TAF or the SRA. Your financial representative can assist you in filling out and completing all forms.

Once your request has been reviewed, verified and approved a copy of the approval will be sent to your employer as proof of authorization.