



Alton Community Unit School District #11

To: All Employees/Substitutes of ACUSD #11
From: Chris Norman/Director of Financial Services
Re: Annual Notice Regarding the Alton School District's 403(b) Plan

***Please return this signed form to Kelli McCormick at the Administrative Center by FEB. 1st. The IRS requires us to provide this annual notice. Please read the information below, then print and sign your name indicating that you have received notice of Universal Availability. Doing so does not sign you up for a 403(b) plan, it simply acknowledges that you received this information.**

What is a 403(b) plan:

- A voluntary retirement plan allowing you to make a pre-tax contribution through payroll deduction, (please see our financial website for a list of approved annuity providers)

Who is Eligible:

- Full-time or Part-time Employee/Sub of ACUSD#11
- Employee/Sub who normally works 20 hours per week or more
- Employee/Sub who will contribute \$200 per year or more

Who is Not Eligible:

- Employee/Sub who normally works fewer than 20 hours per week
- Employee/Sub who will contribute less than \$200 per year
- Student Teacher
- Student Worker
- Leased/Independent Contractor
- Non-resident alien

Enrolling in the Plan:

- When can I enroll? You can enroll in the plan immediately upon becoming employed or begin to sub, by the ACUSD #11 or you can enroll in March or September. (An employee/sub may discontinue his/her 403(b) Salary Reduction at any time.)
- How do I enroll? To enroll you must complete a Salary Reduction Agreement, found on the district's website, or you can request a copy by emailing kmccormick@altonschools.org Please have an Investment Agent/Provider sign the Salary Reduction Agreement then return it to the Payroll Department at the Administrative Center.

For More Information:

- Please visit the district's website: <https://www.altonschools.org> for more information and/or
- Email Kelli McCormick at kmccormick@altonschools.org or call (618) 433-7842

Signature

Date

Print Name Legibly