

## 403(b) Plan Eligibility Announcement to Employees

To: All Eligible Employees

Date: January 1, 2022

Re: Notice of your right to participate in the 403(b) Retirement Plan sponsored by:

Western Oklahoma State College  
(Employer)

In compliance with Internal Revenue Service (“IRS”) Universal Availability requirements, we are pleased to offer eligible employees the opportunity to voluntarily save for retirement by participating in the 403(b) Plan (“the Plan”). All employees who receive compensation reportable on an IRS Form W-2 are eligible to participate in the Plan, except for those who are specifically excluded by the Plan.

If eligible, you may participate in this Plan by establishing a 403(b) account with one of the Plan’s approved Investment Providers and completing a salary reduction agreement to make pre-tax contributions or (if permitted by the Plan) Roth 403(b) after-tax contributions.

Generally, salary reduction contributions can be made in an amount up to the lesser of 100% of includable compensation or the annual limitations set by the IRS. For the 2022 tax year, the annual contribution limit is \$20,500 with a catch-up contribution of up to \$6,500 for employees that are age 50 or older. If permitted in the Plan, you may also qualify for an additional catch-up contribution of up to \$3,000 if you have completed 15 years of service or more with the school district. To determine the amount of additional catch-up, a Maximum Allowable Contribution (MAC) worksheet must be completed with your sales agent and returned to the payroll department along with a completed salary reduction agreement for approval.

Please be aware that if you participate in more than one 403(b) Plan or another qualified Plan such as a 401(k), you will be responsible for tracking and reporting the amount of your total contributions to the school district so you do not exceed the annual contribution limitation as permitted by the IRS.

By electing to participate in the Plan, you are acknowledging and agreeing to abide by the Plan’s rules and all IRS regulations related to 403(b) Plans. To learn more about the 403(b) Plan, including, but not limited to, (1) exclusions to participation, (2) Plan distribution/transfer/rollover rules, and (3) a list of the Plan’ approved Investment Providers, please contact the school district. You may also contact our administrative services provider, AFPlanServ, by calling 866-560-6415 or by sending an email to [WG-Annuity-AF-PlanServ@americanfidelity.com](mailto:WG-Annuity-AF-PlanServ@americanfidelity.com).

For information about specific 403(b) investment products offered by each of our Plan’s approved Providers, it will be the employee’s responsibility to contact each company directly.

Please contact the school district if you have questions regarding this Notice and/or if you would like to participate in the Plan.

*This is a sample Plan Eligibility Announcement to Employees template has been created to facilitate the management of your fiduciary and compliance responsibilities. It is not intended to provide legal or tax advice, as AFPlanServ does not and cannot provide such advice. We encourage you to consult with your legal counsel or advisor and have them review your policies and any other governing documents to determine if this specimen will comply with your plan governance and procedures.*