Chelsea Public Schools

403(b) UNIVERSAL AVAILABILITY NOTICE

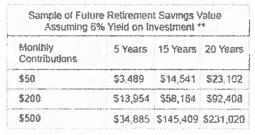
THE OPPORTUNITY

You have the opportunity to save for retirement by participating in your Employer's 403(b) retirement plan. A 403(b) plan is a retirement plan for certain employees of public schools, tax-exempt organizations and ministers. Contributions are made under a Salary Reduction Agreement (SRA) with your employer. This agreement allows your employer to withhold money from your paycheck to be contributed directly into a 403(b) account for your benefit. Usually, you do not pay income tax on these contributions until you withdraw them from the account.

We recommend that all employees view a brief, 3-minute video presentation called, "403(b). Why me?" which explains the 403(b) plan and how to contribute. The video can be viewed on OMNI's website at www.403bwhyme.com.

WHY SAVE WITH 403(B)?

- You do not pay income tax on allowable contributions until you begin making withdrawals from the plan, usually after your retirement.
- Investment gains in the plan are not taxed until distributed.
- Retirement assets can be carried from one employer to another in most cases.



^{**} OMNI® does not offer financial advice. Always consult your financial advisor before investing. For more information about 403(b) Plans, visit the IRS website.

HOW CAN I PARTICIPATE?

Prior to contributing you must open an account with an investment provider participating in the Plan, a list of which is available to the right. You may then complete a Salary Reduction Agreement online at www.omni403b.com.

HOW MUCH CAN I CONTRIBUTE ANNUALLY?

You may contribute up to \$18,000 in 2016. If you have at least 15 years of service with your employer or you are at least 50 years old, you may be entitled to make additional contributions. For appropriate limits for your particular circumstances, please contact OMNI's Customer Care Center at 877-544-6664.

Retirement

Ameriprise Financial Services, Inc. AXA Equitable Life Insurance Company Fidelity Management Trust Co. Great American Insurance Group Horace Mann Life Ins. Co. Jefferson National Life Lincoln Investment Planning Mass Mutual VA MetLife Oppenheimer Shareholder Svcs. VALIC Vanguard Fiduciary Trust Co. Voya Financial (Reliastar) Voya Financial (RRIAC) Great West Life Ins. Co. - 457 Voya Financial (VRIAC) - 457

WHAT IF LALREADY HAVE AN ACCOUNT?

If you are already contributing to your employers Plan, and you want to change your contribution amount or investment provider, simply complete and submit a new SRA.



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Listens.

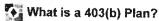
Leads.

Delivers. (()()()))°

PH: 877.544.6664 • FAX: 585.672.6194

403(b) NEW HIRE INFORMATION PACKET

Please take the time to review this information about the 403(b) retirement plan offered by your employer. While most employees choose to take advantage of their 403(b) plan immediately, even if you choose not to contribute at this time, it is important to be familiar with the opportunities associated with your plan.



A 403(b) plan is a tax sheltered retirement savings plan. Eligible employees can contribute pre-tax dollars to their plan, which are invested in either an annuity contract or custodial account (mutual fund). Contributions will be allowed to grow tax free until the funds in question are withdrawn (usually at retirement, although it may be possible to access your funds prior to retirement in certain circumstances). The OMNI Group strongly recommends that you seek the input of a financial professional to select the proper investments to meet your retirement planning goals.

Why should I contribute?

403(b) plans can play a vital role in building a secure retirement. The value of your investments may increase based upon fund performance and other factors, making it possible to build account balances that far exceed the amounts withdrawn from your paycheck. It is also important to remember that your taxable income will be lowered in proportion to the amount you choose to defer, minimizing the impact to your take home pay.

- Who is eligible to contribute to a 403(b) Plan? All full time employees are eligible. Part time employees may or may not be eligible, depending on the specifics of your employer's plan.
- How do I contribute? Your first step will be to contact a participating 403(b) investment provider to establish your investment account. A list of participating investment providers for your employer is available on OMNI's website at www.omni403b.com. After working with your provider to establish your account and select investment vehicle(s), you will then need to complete an OMNI online Salary Reduction Agreement (SRA) to initiate your deductions.
- Who/what is The OMNI Group? Do I need to invest with OMNI?

OMNI is a Third Party Administrator (TPA) of 403(b) plans. We work with your employer to help ensure compliance with IRS regulations governing the operation of 403(b) plans. OMNI also helps your employer remit 403(b) contributions to participating service providers. OMNI is NOT an investment provider- we do not offer and cannot recommend any specific investment vehicle.

- I don't want to contribute right now; do I still need to fill out a Salary Reduction Agreement (SRA)? IRS regulations mandate that all employees be provided meaningful notice of their eligibility to participate in a 403(b) plan. Accordingly, OMNI requires employees who do not wish to participate to complete a SRA form indicating that they do not wish to contribute for recordkeeping purposes.
- Who can I call if I have more questions? OMNI's Customer Care Team is available at 877-544-6664 between the hours of 7:30 AM and 8:00 PM Eastern Standard Time.

Please sign and date to acknowledge receipt of this notice, and return to your employer along with the completed Salary Reduction Agreement found on the next page. **Employee Signature** Date

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THE OMNI GROUP

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403(b) SALARY REDUCTION AGREEMENT FORM (SRA) For tex sheltered Annuities and Gustodial Accounts

- Please supply the information requested below.
- Read all agreements on this form before submitting.
- Fields having an asterisk notation are required.

IMPORTANT NOTICE: Before You Sign, Read All Information on this form:

403(b)

A Tax Sheltered Annulty ("TSA") is an investment account that is set aside for your retirement (only), and is paid for with "pre-tax" dollars. A Custodial Account ("CA") is the group or individual custodial account or accounts, established for each Employee, by the Employer, or by each Employee individually, to hold assets of the Plan. Unless utilizing the catch-up provisions, your Maximum Allowable Contribution ("MAC") cannot exceed \$17,500 (\$23,000 if age 50 or over). Both TSA & CA receive tax deferred treatment.

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Please check here if you	have contributed to anoth	er 403(b) or 401(k) plan with another	employer this cal	endar year. If so,	please provide th	
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other employer:		Secretary Company of the					
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Part 4: Agreements and Acknowledgements

The above named Employee where applicable, agrees as follows:

- 1. To modify his/her salary reduction as indicated above.
- 2. That his/her Employer transfers the above stated funds on Employee's behalf to OMNI for remittance to the selected Service Provider(s).
- 3. This SRA is legally binding and irrevocable with respect to amounts paid.
- 4. This SRA may be changed with respect to amounts not yet paid.
- This SRA may be terminated at any time for amounts not yet paid or available, and that a termination request is permanent and remains in effect until a new SRA is submitted.
- 6. (a) That OMNI does not choose the annuity contract or custodial account in which your contributions are invested.
 - (b) OMNI does not endorse any authorized Service Provider, nor is it responsible for any investments.
 - (c) OMNI makes no representation regarding the advisability, appropriateness, or tax consequences of the purchase of the TSA and/or CA described herein.
 - (d) (i) OMNI shall not have any liability whatsoever for any and all losses suffered by Employee with regard to his/her selection of the TSA and/or CA, its terms, the selection of any service provider, the financial condition, operation of or benefits provided by said service provider, or his/her selection and purchase of shares by any service provider. Nothing herein shall affect the terms of employment between Employer and Employee.
 - (ii) Employee acknowledges that Employer has made no representation to Employee regarding the advisability, appropriateness, or tax consequences of the purchase of the annuity and/or custodial account described herein.
 - (iii) The Employer shall not have any liability for any and all losses suffered by an Employee with regard to the selection(s) of any TSA and/or CA, any related terms and conditions, the selection of any service provider, the financial condition, operation of or benefits provided by any service provider or the selection and purchase of shares by any service provider.
- 7. To be responsible for setting up and signing the legal documents necessary to establish a TSA or CA.
- To be responsible for naming a death beneficiary under their TSA or CA. This is normally done at the time the contract or account is established. Beneficiary designations should be reviewed periodically.
- When provided all required information in a timely manner, OMNI is responsible for determining that salary reductions do not exceed the allowable contribution limits under applicable law, and will complete MAC calculations as required by law.
- 10. To contact OMNI and complete the appropriate OMNI forms for any requests for distributions, loans, hardship withdrawals, account exchanges plan-to-plan transfers or rollover contributions. Processing fees for the foregoing transactions may apply.
- 11. This SRA is subject to the terms of the Services Agreement between OMNI and Employer, and to the Information Sharing Agreement between OMNI and the Service Providers, copies of which may be obtained from Employer.
- 12. This agreement supercedes all prior salary reduction agreements and shall automatically terminate if Employee's employment is terminated

	terminate in Employee 3 employment is terminated.
Part 5: Employee Signature (Mandatory)	
Provisions for which i may be engicle. I fulfrier certify that my salar	lested salary reduction(s), if in excess of my base limit, represent(s) my wish to utilize any catch-u y reductions do not exceed contribution limits as determined by applicable law. I understand my that Employer take the action specified in this agreement. I understand that all rights under the by by my beneficiary, my authorized representative or me.
Employee Signature:	Date:
Part 6: Acknowledgement and Representation of	of Sales Agent/Representative (If Applicable)
I agree to comply with all pertinent written directives regarding annually for Employee contributing more than \$17,500 (\$23,00 (name)	the solicitation of Employee. A calculation of maximum allowance will be provided 10 if over 50) or utilizing the "catch-up provisions". Furthermore, my employer agrees to indemnify and hold harmless the Employer, any individual

(name)	g more than \$17,500 (\$23,000 if over 50) or utilizing the agrees to indemni nd the Employee participating in the 403(b) Program ag pon erroneous information provided by Employer or Em	ee. A calculation of maximum allowance will be provided e "catch-up provisions". Furthermore, my employer ify and hold hamiless the Employer, any individual
Sales Agent/Representative Name	Phone:	
Address:		
Signature:		Date:
Part 7: Employer Acknowle	edgement (If Applicable)	
Salary:	# of TSA/CA Pay Periods:	Effective Payroll Date:
Employer Name & Title:		
Employer Signature:		Date:

Please return this agreement to The OMNI Group, unless otherwise advised by your employer: The OMNI Group

Water Tower Park • 1099 Jay Street, Building F • Rochester, NY 14611

Toll Free: (877) 544-OMNI @ • Fax: (585) 672-6194

Please visit our website at www.omni403b.com

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