

PLYMOUTH COMMUNITY SCHOOL CORPORATION

Office of the Superintendent

TELEPHONE 574-936-3115

FAX 574-936-3160

Administration Office

611 Berkley Street

Plymouth, IN 46563

2011

PLYMOUTH COMMUNITY SCHOOL CORPORATION 403(b) PLAN

UNIVERSAL AVAILABILITY NOTICE

This notice provides important information regarding the 403(b) plan in which you are eligible to participate (the "plan").

You may want to take this opportunity to either (1) begin making pre-tax and/or Roth 403(b) elective deferral contributions or (2) review your current elections and decide if you want to make changes. Before making any initial elections or changes, be sure to consult the written plan and any other materials provided to you that explain the terms of the plan.

When can I enroll?

You are eligible to enroll immediately upon your date of hire.

You may choose your initial elective deferral rate by completing the appropriate application and any other necessary forms at the time of your initial enrollment.

Follow your plan's normal process to obtain either a Salary Reduction Agreement or an Enrollment Form so that you may choose your elective deferral rate. This may be achieved by visiting <https://MyRetirement.lfg.com>, speaking with a Customer Service Representative, or requesting it through your Plan Administrator or Payroll Manager.

Can I change or stop my elective deferral contributions?

You may change your elective deferral contributions semi-annually during the plan year. You are permitted to revoke your election at any time during the plan year.

When are my elective deferral contributions effective?

After completing the enrollment requirements, your elective deferral contributions will begin on the next pay period or as soon as administratively possible.

What is the maximum amount that I can contribute?

The Internal Revenue Service (IRS) limits the annual contributions you can make to a 403(b) plan and the limits are adjusted each year. The 2011 limits are as follows:

- Elective Deferral Limit \$16,500
- Age 50 Catch-Up \$ 5,500
- Special 15 Years of Service Catch-Up \$ 3,000

(NOTE: If both the special service catch-up and the age 50 catch-up apply, the special service catch-up applies first to its maximum extent, and then the age 50 catch-up applies.)

Will my employer make additional contributions?

In addition to your pre-tax and/or Roth 403(b) elective deferral contributions, the plan may allow for additional employer contributions. Please see your written plan for additional contributions that may be available to you under the plan. (Our Plan does not allow for employer paid contributions)

Whom do I contact for additional information?

To learn more about 403(b) plans, please visit <http://www.irs.gov> and search for Publication 571. If you have any questions about how the plan works or your rights and obligations under the plan, please contact your Plan Administrator or Payroll Manager at:

Kandi Tinkey
611 Berkley Street
Plymouth IN 46563
574-936-3115 ext 5022
574-80-0995
kandi@plymouth.k12.in.us

Wendy Haenes
611 Berkley Street
Plymouth IN 46563
574-936-3115 ext 5023
whaenes@plymouth.k12.in.us