October 2016
Revised: 1-9-2018

TRIO Wolf Creek Distance Learning Charter School #4095

Procedure 101

403(b) Universal Availability Notice

Trio Wolf Creek Distance Learning Charter School ISD #4095 (the "Charter School") offers a 403(b) plan for eligible employees of the Charter School. Employees are eligible to participate as described below:

All employees are eligible to participate in the 403(b) plan

A 403(b) plan is a tax-deferred retirement program that permits an employee to reduce his or her compensation on a pre-tax basis (a "deferral") and have the deferral deposited into a 403(b) account that the employee sets up with a 403(b) vendor. Amounts deferred into a 403(b) account, and any earnings on those deferrals, are generally not taxed until the employee makes a withdrawal from his or her 403(b) account following separation from service with the District.

The Charter School maintains a list of approved 403(b) vendors and appropriate contact information for each vendor. A copy of this list is available from Appendix 1 and 2 of the plan adoption agreements. Employees should contact the vendor for information about the 403(b) products and services it offers.

To enroll in the 403(b) plan, an employee must complete necessary paperwork, such as a salary reduction agreement ("SRA"). The SRA will only apply to amounts earned after enrolling in the plan. This contribution will continue unless it is modified or revoked in the future. The Charter School has established policies that enable you to increase or decrease your contribution, stop your contribution or change from one authorized 403(b) vendor to another. Employees may get the necessary enrollment forms from Trio Wolf Creek Distance Learning Charter School ISD #4095 payroll/benefits department. Additional information on Charter School policies and other 403(b) plan rules can be obtained with the enrollment materials.

If you have questions regarding this notice please contact the Payroll Coordinator at Chisago Lakes Schools (651-213-2004) as TRIO Wolf Creek purchases payroll services from this entity.

Disclosure to employees: The Charter School and Chisago Lakes School District have no liability for any employee's election to participate in the 403(b) plan, choice of 403(b) vendor(s), or expected tax consequences resulting from participating in the 403(b) plan. The Charter School does not provide tax, legal or investment advice and recommends that employees seek advice from professionals who specialize in these areas.