

**Baldwin-Woodville Area School District**  
**403(b) UNIVERSAL AVAILABILITY NOTICE**

The Baldwin-Woodville Area School District (the “District”) offers a 403(b) plan for eligible employees of the District. 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 and/or after-tax (Roth) basis and have the contribution deposited into a 403(b) account that the employee sets up with a 403(b) vendor. Amounts deposited into a 403(b) account and any earnings on those contributions are generally not taxed until the employee makes a withdrawal from his or her 403(b) account following separation from service with the District, unless contributions are made on an after-tax basis.

The District maintains a list of approved 403(b) vendors and appropriate contact information for each vendor. A copy of this list is available from the district office. Employees should contact each vendor for information about the 403(b) products and services it offers.

To enroll in the 403(b) plan, an employee must complete a salary reduction agreement (SRA) and the vendor’s application. 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 District 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 Kelsey Brewer at the district administrative office. Additional information on District policies and other 403(b) plan rules can be obtained with the enrollment materials.

Annual contributions to the 403(b) plan are limited per IRS regulations. Below are the limits for the 2018 calendar year.

Year	Basic Contribution Limit	Elective Contribution	Age 50+ Catch-Up Contribution	15 Years of Service	Total Contribution Limit
2018	\$18,500		\$6,000	\$3,000	\$27,500

**Disclosure to employees:** The District has 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 District does not provide tax, legal or investment advice and recommends that employees seek advice from professionals who specialize in these areas.

The IRS may require complete severance from the District upon retirement, which means that if you are rehired by the District after you have retired, you may have to stop receiving distributions from your account during the time you are employed by the District after retirement – unless you are age 59½ or over.

**Distributions:**

The federal law restricts when distributions are permitted from your accounts. You or your beneficiary may receive a distribution upon your death, disability or upon retirement from the District. The IRS requires complete severance from the District upon retirement, which means that if you are rehired by the District after you have retired, you must stop receiving distributions from your account during the time you are employed by the District after retirement.

Distributions are also permitted from the Plan upon: severance from employment with the District or attainment of age 59 ½.

The Plan does not permit hardship withdrawals to be taken from your account.

**Loans:**

The Plan does not permit loans to be taken from your account.

**For More Information and Forms:**

Kelsey Brewer  
Executive Assistant  
550 US Highway 12  
Baldwin, WI 54002  
715.684.3411 Ext. 1105

## **APPENDIX A**

### **Authorized 403(b) Vendor List**

The following Vendors are authorized to received contributions and transfers under the Plan:

**Aspire Financial Services**

4010 Boy Scout Blvd. Suite 450  
Tampa, FL 33607-5727  
813-874-0671  
[www.aspireonline.com](http://www.aspireonline.com)

**TransAmerica IDEX Mutual Funds**

P.O. Box 219945  
Kansas city, MO 64121-9945  
888-233-4339  
[www.transamericanindex.com](http://www.transamericanindex.com)

**Vanguard**

P.O. Box 1106  
Valley Forge, PA 19482-1106  
800-662-2003  
[www.vanguard.com](http://www.vanguard.com)

**WEA Trust**

P.O. Box 7338  
Madison, WI 53707-7338  
800-279-4030  
[www.weabenefits.com](http://www.weabenefits.com)

As provided under the Plan, any Authorized Vendor names above agrees to share information necessary for compliance purposes with Employer, an Administrator, and/or any other 403(b) provider as may be required or desirable to facilitate compliance with the Plan and all applicable laws and regulations