

## Notice of Employee Eligibility to Participate in 403(b) Retirement Plan

All employees, excluding student workers, are eligible to participate in the Delta College 403(b) Retirement Plan immediately upon hire. Eligible employees may elect to make pre-tax salary reduction contributions to the 403(b) plan up to the maximum allowed by the IRS each tax year. Each participating employee chooses among the available investment options offered by the approved investment vendors under the plan. Employee contributions and the related investment earnings are tax deferred until withdrawn from the plan.

Employees may enroll in the 403(b) plan by contacting one or more of the Delta College approved 403(b) vendors at any time throughout the year to speak to a representative. A list of approved vendors and representatives is available at <http://www.delta.edu/humres/annuities.aspx>.

After establishing a 403(b) account and making investment and beneficiary choices with a vendor representative, a completed Salary Reduction Agreement must be submitted to the Delta College Finance Office to begin making bi-weekly payroll deduction contributions to a 403(b) account. The Salary Reduction Agreement is available. <http://www.delta.edu/files/Human%20Resources/403bSalaryReductionAgt.pdf>. This form may also be used to stop deductions or to make changes to the deduction amount. We ask that employees limit making changes to their salary reduction to 4 times per year.

Links to the Plan Document and Adoption Agreement for the Delta College 403(b) Retirement Plan as amended 01/01/09 are as follows:

Plan Document: <http://www.delta.edu/files/Human%20Resources/403bRetirementPlanDocument.pdf>

Adoption Agreement: <http://www.delta.edu/files/Human%20Resources/403bAdoptionAgreement.pdf>

Please contact Jeanne Doyle at extension 9390 or [jpdoyle@delta.edu](mailto:jpdoyle@delta.edu) with any questions.