

Max Tanner, Superintendent
Tony Sappington, Asst. Superintendent



Breanna Rogers, Business Finance Manager
Cindy Lovelace, Payroll Clerk
Danna McGuire, Activity Fund Custodian

January 15, 2021

To: Oologah-Talala Public School Employees
From: Oologah-Talala Public Schools
Subject: Notice of availability to participate in Oologah-Talala 403(b) Plan

Oologah-Talala Public Schools offers a 403(b) Tax Sheltered Account Plan. As an eligible employee you have the ability to participate in this Plan by making voluntary salary reduction contributions to the Plan. The salary deferrals can be before tax (regular 403b) or after tax (Roth 403b).

A Plan Summary Description including a list of participating investment providers and 403(b) investment products can be viewed and obtained by going to www.employeradmin.com. You may also view other information about the plan including, a copy of the Plan Document, forms, processing instructions, and access a copy of the Employee Handbook.

If you wish to begin participating in the Plan you should complete the Salary Reduction Agreement as instructed. Once you have accessed the website please follow these instructions:

- Select "Employee" from the top menu
- Select your state from the drop-down menu
- Select your employer from the second drop down menu
- Select the "Provider/Products" tab