



# Claremore Public Schools

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Claremore Public School Employees

**Subject:** Notice of availability to participate in Claremore Public School's 403(b) Plan

Claremore Public School 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. Attached, are the following items for your review:

1. A Plan Summary Description including a list of participating investment providers and 403(b) investment products. This document provides an overview and outlines general provisions of the 403(b) Plan.
2. A Salary Reduction Agreement. This form should be used to begin participation in the Plan or change your current salary reductions. If you wish to begin participating in the Plan you should complete the Salary Reduction Agreement as instructed. You may obtain a list of financial representatives that can assist you by visiting [www.employeradmin.com](http://www.employeradmin.com). 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

You may also view other information about the plan at [www.employeradmin.com](http://www.employeradmin.com) including, a copy of the Plan Document, forms, processing instructions, and access a copy of the Employee Handbook.

Please sign below and return this letter to Phyllis Beekman by February 28<sup>th</sup>.

I have received this notification and understand my ability to participate and make salary reduction contributions under the (insert school name) 403(b) Plan.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_