

Employee Retirement Savings Newsletter 2011-2012

Provided by your employer and First Financial Administrators, Inc

WELCOME TO ANOTHER SCHOOL YEAR!

We hope you had a relaxing and productive summer.

YOUR EMPLOYERS 403(b) PLAN

UNIVERSAL AVAILABILITY NOTICE

This notice provides important information regarding the 403(b) plan in which you are eligible to participate (the "plan"). You may want to take this opportunity to either (1) begin making pre-tax and/or Roth 403(b) elective deferral contributions or (2) review your current elections and decide if you want to make changes. Before making any initial elections or changes, you should be sure to consult the written plan summary at www.ffga.com choose Retirement Services then pick your employer in order for you to see the options available as well as the approved providers in the plan.

When can I enroll or make changes?

You are eligible to enroll immediately upon your date of hire.

You may choose your initial elective deferral rate by completing the appropriate vendor enrollment application and any other necessary forms that the vendor may require. In addition to the vendor forms you will also need to complete the First Financial Salary Reduction Agreement (SRA) at initial enrollment.

This contribution will continue unless it is modified or revoked in the future by you providing a new SRA.

You may change your elective deferral contributions monthly during the plan year. You are permitted to revoke your election at any time during the plan year. Please contact your Plan Administrator for further instructions.

All completed SRA forms need to be faxed to your Plan Administrator, First Financial Administrators, Inc. at 866-265-4594.

When are my elective deferral contributions effective?

After completing the enrollment requirements, your elective deferral contributions will begin on the next pay period or as soon as administratively possible. Please refer to www.ffga.com for the summary page regarding due dates.

What is the maximum amount that I can contribute?

The Internal Revenue Service (IRS) limits the annual contributions you can make to a 403(b) plan and the limits may be adjusted each year. The 2011 limits are as follows:

- Elective Deferral Limit \$16,500
- Age 50 Catch-Up \$ 5,500



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Will my employer make additional contributions?

In addition to your pre-tax and/or Roth (if plan permits) 403(b) elective deferral contributions, the plan may allow for additional employer contributions. Please see your written plan summary for additional contributions that may be available to you under the plan.

Contact an agent or financial advisor.

Be aware that your agent must have completed the enrollment on our website prior to submitting a Salary Reduction Agreement form. Agent enrollment and the Salary Reduction Agreement forms can be found at www.ffga.com.

Agent signatures are only required on new accounts. You are considered a new account if you are starting contributions to a new vendor or starting contributions with a new school.

Transferring to a new school district and want to continue 403(b) contributions?

Contact your vendor and advise them that you have changed districts and your contributions will be submitted from your new employer. Your annuity vendor may require new enrollment paperwork.

Complete a Salary Reduction Agreement for the new school district. On the SRA, circle "new" because you are a new employee with the school district. Remember that the vendor must be an approved vendor with your new district/employer.

Do you need an agent? Find one at www.ffga.com/403b/zipsearch.aspx

Whom do I contact for additional information?

To learn more about 403(b) plans, please visit <http://www.irs.gov> and search for Publication 571. If you have any questions about how the plan works or your rights and obligations under the plan, please contact your Plan Administrator, Retirement Specialist at:

E-Mail Address:

retirement@ffga.com, or see the summary page for your Retirement Specialist information



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