

Enrollment Process in Anoka-Hennepin ISD#11 403(b) Plan

- Research the investment offerings and fees of each approved vendor
- Determine your investment goals and retirement strategies
- Choose one or more vendor from the approved four: P&A, ING, Amerprise, EFS
- Select the investment product(s) from the vendor offerings
- Establish your account with the vendor(s)

Complete all portions of the Salary Reduction Agreement (SRA) including required signatures.

Submit the completed SRA form to the payroll department at the ESC.

SRA forms completed and submitted by December 12, 2008 will have the new salary reductions implemented on the January 9, 2009 pay day. Completed SRA forms submitted after December 12, 2008 will be implemented on a subsequent pay day.

All voluntary salary reductions (elective deferrals) are taken over 20 pay days for school year or limited duty year employees. Employees on 260 day contracts have 26 salary reductions.

For those employees eligible for the District Match, the personalized SRA will indicate the maximum annual fiscal amount. Employees may elect an amount up to the maximum match amount listed. The School District Match will be allocated equally over the applicable pay days - 20 or 26 during the fiscal year.

FYI - Your current 403(b) contribution and match amount are listed on your biweekly paycheck stub.

Existing Vendors and Assets

All contributions to your current vendors will cease after the December 26, 2008 payday.

Employees may leave existing assets with your current investment provider.

Employees may transfer existing assets to one of our new vendors. Employees must research if there will be surrender charges or other fees if assets are transferred.

Employees continuing with the same vendor and same deduction amount must complete a new SRA.

Future Changes

Changes in vendor(s) and/or in elective deferral amounts require the completion of a new salary reduction agreement. Changes are implemented on the next available pay day.