



To: LABBB Employees  
From: Patric Barbieri, Executive Director  
English Levin, HR Manager  
Thomas Markham, Director of Contract Management and Human Resources  
Re: Annual Notice Regarding Participation in LABBB's 403(b) Plan  
Date: July 1, 2016

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LABBB currently offers eligible employees the opportunity to save for retirement through a 403(b) plan. The plan allows you to set aside money out of your payroll check before federal and state taxes are calculated and taken. This money accumulates on a tax-deferred basis in a fund until you retire, at which time you may be in a lower tax bracket.

**The following is the annual notice to benefits-eligible employees regarding participation in LABBB's 403(b) plan, effective 7/1/2016:**

1. You are eligible to participate in LABBB's 403(b) plan if you work a minimum of 20 hours per week and 1,000 hours per year. You must contribute at least \$200 per year to participate in this plan.
2. You can enroll in the plan at any time.
3. For new participants, you must complete a Voluntary Salary Deferral Agreement. Please contact English Levin for this form. You will likely be required to complete an account application to establish your investment account under the plan. Application forms and other investment account information can be obtained from a representative of the investment provider you select, which must be one of the eleven approved providers as follows:

**AllAmerica Financial**  
**American Funds/Capital Guardian**  
**AXA Equitable**  
**Fidelity**  
**Great American**  
**Mass Mutual**

**MetLife**  
**T. Rowe Price**  
**UBS/Manulife (Hancock Annuity)**  
**Variable Annuity Life (AIG)**  
**Waddell and Reed**

4. After the account with the 403(b) provider has been established, return all completed deferral and enrollment forms to Donna McCarthy (Payroll Manager). Your participation will begin at the start of the payroll period following the date that Donna processes your completed 403(b) forms.
5. The plan accepts pre-tax salary deferral contributions. The IRS limits the annual contributions you can make to a 403(b) plan. For 2016, the limit is \$18,000 for participants under age 50. Employees who are age 50 or over at the end of the calendar year can also make catch-up contributions of \$6,000 beyond the basic limit on elective deferrals.
6. You can make a change in or stop your contributions at any time. You will need to complete a new Voluntary Salary Deferral Agreement and send it to Donna McCarthy (Payroll Manager). The change will take effect on the next available payroll period after the new Voluntary Salary Deferral Agreement is processed.

If you have any questions, comments or concerns, please contact English at 339-222-5604, or via e-mail at [elewin@edcollab.org](mailto:elewin@edcollab.org).