



To: LABBB Employees
From: Maria Walsh, HR Manager
Re: Annual Notice Regarding Participation in LABBB's 403(b) Plan
Date: January 1, 2023

LABBB currently offers eligible employees the opportunity to save pre-tax dollars towards their retirement through a 403(b) plan. This money accumulates on a tax-deferred basis in a fund until you retire. To be eligible for this benefit, you must work at least 20 hours per week and 1,000 hours per year. You can enroll, make changes, or terminate contributions to your 403B account at any time.

For 2023, the maximum amount you can contribute to a 403B is:

- \$22,500 (or \$937.50 per paycheck) for participants under age 50
- \$30,000 (or \$1,250 per paycheck) for participants 50 years or older

Current 403B Participants

If you would like to make a change in the amount you contribute to your 403B, please contact your 403B representative and complete a change form with them. You'll also need to complete the Voluntary Salary Reduction Agreement and submit a copy of both to Maria Walsh who will update your payroll deduction.

New 403B Participants

For new participants, you must complete a Voluntary Salary Reduction Agreement; however, you're also required to complete an application obtained from the 403B provider.

We currently have a relationship with the following 403B provider for new participants:

Fidelity Investments

Once we receive your Voluntary Salary Reduction Agreement and the application from your respective 403B provider, Maria Walsh (HR Manager) will start taking your approved payroll deduction on a bi-monthly basis directly from your paycheck.

If you have any questions, please contact Maria Walsh at 339-222-5645 or via e-mail at mwalsh@labbb.net.