



LAKE SHORE PUBLIC SCHOOLS

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“We build successful futures for all – one student at a time.”

December 1, 2016

To: All Employees

From: Payroll

Re: 403(b) Participation

Notice to Employees

Opportunity to Make Elective Deferrals to a 403(b) Plan

This is to notify you that if you are a **Lake Shore Public Schools** employee, you are eligible to make a pre-tax elective deferral from your salary to the 403(b) Plan (the "Plan"). To make an elective contribution to the Plan, you must submit a Salary Reduction Agreement to the Plan's Third Party Administrator, MidAmerica Administrative & Retirement Solutions. You may make, change, or stop such an election to contribute as often as you wish, and it will be effective on the date indicated on the Salary Reduction Agreement or the next payroll date after it is approved by MidAmerica.

Such elective contributions are subject to applicable Internal Revenue Code limits and the terms of the Plan. The contributions may be suspended for six months following a distribution to you from the Plan if you take a financial hardship withdrawal.

You can submit a Salary Reduction Agreement by logging in to the 403(b)/457 Participant Website at <https://fe2.midamerica.biz/login.aspx>. If you are logging in for the first time, please register by selecting, "Create a Participant Account."

Once logged in, select the "Tutorials" icon located under the Popular Tools menu on the left-hand side of the webpage. From here, you have access to a library of educational videos and downloadable guides. Additional details on how to submit your Salary Reduction Agreement online are available through this library.

If you are a new participant, you may need to submit a Salary Reduction Agreement via hardcopy for your initial election. For a copy of the Salary Reduction Agreement or a summary of the Plan—or if you have any other questions—please contact MidAmerica Administrative & Retirement Solutions at (866) 873-4240 or visit their website at <https://www.midamerica.biz/forms/participants/>.

This Notice is to provide general information regarding availability of the Plan. You should consult with your own financial, tax, or legal advisor as to whether you should contribute to the Plan. Should there be any difference between the information in this Notice and the Plan, the terms of the Plan will control. The information in this Notice is not intended or written to be used, and cannot be used, for the purpose of avoiding penalties under the Internal Revenue Code or promoting, marketing, or recommending to any transaction or matter addressed herein.