

Cambridge Public Schools 403(b) Plan 2018 Universal Availability Notice

To: All Employees of Cambridge Public Schools

In compliance with the requirements of IRC §403(b)(12)(A)(ii) this Notice will advise you of the voluntary 403(b) program established and maintained for the benefit of our employees. The following information provides details of the Plan and outlines the procedures for enrollment.

Eligibility

All employees who are employed by the Employer and are not part of an Excluded Class are eligible to participate in the Plan upon date of hire. An Excluded Class is defined as an employee who:

- Is a student defined in IRC §3121(b)(10);

Contributions

When you enroll in the program, the amounts you designate as salary deferrals are withheld from your wages and forwarded to an investment provider of your choice. Contributions may be changed, started or stopped at any time. Several types of contributions are available in your Plan:

Pre-Tax Salary Deferrals. These are amounts contributed into a 403(b) plan that are deferred from your paycheck before federal income taxes are applied. State income taxes may or may not be applicable.

- For **2018**, you may defer from your wages, a maximum of \$18,500 to all 403(b) and 401(k) plans unless you will reach 50 years of age during the year. In that case, you would be eligible to contribute an additional \$6,000. Deferrals may not exceed 100% of your wages.

Rollovers. You may also rollover funds from another employer's plan if you receive an eligible rollover distribution. Before you can complete a rollover into this Plan, you must first receive an acceptance authorization before the monies to be applied to your account.

Plan Investment Options

Your contributions to the 403(b) Plan must be made to an investment provider approved by your Employer. **(Before enrolling in the Plan, you should first establish an account with one of the Providers listed in this Notice.)** Once you have executed an investment contract, you should establish an account through the Plan's web site and create a secure login and password.

Assistance

You may enroll in the Plan or receive assistance with these provisions by first contacting one of the Investment Companies listed in this Notice, contacting the Plan's Third Party Administrator, your Employer's Benefit Administrator. Additional information about the provisions and options in your Plan are available by contacting PenServ Plan Services, Inc. at (800) 849-4001 or from the Plan's web site.

Third Party Administrator

PenServ Plan Services, Inc.
Plan Recordkeeper
Phone 800.849.4001
www.penserv.com
Email: 403badministration@penserv.com

Employer Benefits Administrator

Cambridge Public Schools
Debbie Nordstrom, CPP
Phone: 617.349.6464
Email: dnordstrom@cpsd.us

Plan Web Site is available at:
www.penserv.com
Select: Login to Your Account

Employer Benefits Administrator

Cambridge Public Schools
Melissa Sousa
Phone: 617.349.6464
Email: mesousa@cpsd.us

**Cambridge Public Schools 403(b) Plan
2018 Universal Availability Notice**

Investment Provider Options

Provider and Product Name	Product Type	Contact
AMERICAN FUNDS – PENSERV	Mutual Funds	American Funds, General Enrollment Phone 800-849-4001
AMERIPRISE FINANCIAL SERVICES	Mutual Funds and Annuities	Ameriprise Financial Services, Existing Customers Phone (800) 862-7919 Ameriprise Financial Services, New Customers Phone (877) 267-7418 Kelly Woerdeman Phone: 774-253-2338 kwoerdeman@metlife.com
AXA – EQUITABLE LIFE INSURANCE COMPANY	Annuities	Brandon Eigenberg, AXA Advisors Phone (781) 237-8227 brandon.eigenberg@axa-advisors.com
COMMONWEALTH ANNUITY AND LIFE INSURANCE COMPANY	Annuities	http://www.commonwealthannuity.com
GREAT AMERICAN FINANCIAL RESOURCES	Mutual Funds and Annuities	Lisa Tursi, Great American Financial Phone 508-877-8555
HORACE MANN INSURANCE COMPANY	Annuities	Richard Bono, Horace Mann Phone 781-444-6280
LINCOLN INVESTMENT PLANNING, INC.	Mutual Funds	Stanton Green, Lincoln Investment Planning Phone (781) 647-3050 ext. 5426 sgreen@lincolninvestment.com
MASS MUTUAL LIFE INSURANCE COMPANY	Annuities	Phone 800-272-2216 http://www.massmutual.com
METLIFE	Mutual Funds and Annuities	Kelly Woerdeman, MetLife Resources Phone (774) 253-2338 kwoerdeman@metlife.com
METLIFE INSURANCE COMPANY USA	Mutual Funds and Annuities	Phone (800) 638-5433 http://www.metlife.com/mlr
OPPENHEIMER FUNDS INC. TRUST COMPANY	Mutual Funds	Phone (800) 835-7305 http://www.oppenheimerfunds.com Kelly Woerdeman, MetLife Resources Phone (774) 253-2338 kwoerdeman@metlife.com Frantz Balan Phone: 781-535-9257 Kyle Connelly Phone: 860-372-2949
SECURITY BENEFIT	Annuities	Kelly Woerdeman, MetLife Resources Phone (774) 253-2338 kwoerdeman@metlife.com
VARIABLE ANNUITY LIFE INSURANCE COMPANY (VALIC)	Annuities	Phone (800) 448-2542 http://www.aigvalic.com
VOYA RETIREMENT INS. & ANNUITY	Annuities	David Nathanson, Voya Financial Advisors, Inc. Phone (800) 654-8065
WADDELL & REED	Mutual Funds	Paul Sauerbrenn, Waddell & Reed Phone 781-933-2067