

Shippensburg Area School District 403(b) and 457(b) Plans Universal Availability Notice

To: All Employees of Shippensburg Area School District

In compliance with the requirements of IRC §403(b)(12)(A)(ii) this Notice will advise you of the voluntary 403(b) and 457(b) programs established and maintained for the benefit of Shippensburg Area School District employees. The following information provides details of the Plan and outlines the procedures for enrollment.

Eligibility

All employees of the Employer are eligible to participate in the 403(b) and 457(b) plans.

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 or a 457(b) Plan that are deferred from your paycheck before federal income taxes are applied. State income taxes may or may not be applicable.

Roth Salary Deferrals. These amounts are also deferred from your paycheck, but are subject to federal and state income taxes. When you withdraw monies, however, the funds may be excluded from taxation. Special rules apply to Roth contributions and you should contact your tax advisor before electing this option.

- For **2025**, you may defer from your wages, a maximum of \$23,500 to the 403(b) Plan and an **additional** \$23,500 to the 457(b) Plan unless you will reach 50 years of age during the year. In that case, you would be eligible to contribute an **additional** \$7,500 **to each** Plan. Deferrals may not exceed 100% of your wages.

15-Year Catch-Up Contributions. If you meet certain qualifying conditions, you may also be able to defer an additional amount under this option. Special rules apply and documentation of eligibility must be provided before this election will be permitted.

Employer Contributions. The Plan also allows your Employer to make contributions to the Plan on your behalf.

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.

Limitation on Aggregate Annual Additions Notice

Your Elective Deferrals may not exceed contribution limits as determined by Applicable Law. There may be excess contributions to your 403(b) if you own more than 50% ("control") of another business and maintain a retirement plan for that business. In such event, the maximum contribution to all plans that you control and your 403(b) accounts or annuities for the year may not exceed IRC Section 415 limits, plus the age 50 catch-up limit, if applicable. Your Employer is responsible for knowing that you may control another business. You must notify your Employer that you have control of another business to ensure that you have not exceeded this maximum amount of contribution. If there is an excess between multiple plans, the excess must be removed from the 403(b).

Plan Investment Options

Your contributions to the 403(b) Plan must be made to an investment provider approved by your Employer.

NOTE: 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, the Plan's Third Party Administrator or Shippensburg Area School District Benefit's 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.

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Investment Provider Options

Provider Name	Product Type	Services Offered	Contact Information
Brighthouse Life Insurance Company	Annuities / Mutual Funds	403(b) only	Phone (800) 882-1292 www.brighthousefinancial.com
Equitable	Annuities	403(b) only	Phone (800) 628-6673 www.equitable.com
Fiduciary Trust Company of New Hampshire	Mutual Funds	403(b) only	Phone (877) 500-9590 https://www.fiduciary-trust.com/fiduciary-trust-new-england
Horace Mann Insurance Co	Annuities	403(b) only	Gary Cucchi Phone (717) 267-2767 gary.cucchi@horacemann.com
Horace Mann's Retirement Advantage	Mutual Funds	403(b) only	Phone (844) 895-0980 https://www.horacemann.com/retirementadvantage
Kades-Margolis	Mutual Funds	403(b) only	Phone (800) 433-1828 ext. 4 http://www.4kmc.com
Lincoln Investment Planning	Mutual Funds	403(b) and 457(b) Plans	Randy Taylor Phone (717) 530-6000 rtaylor@lincolninvestment.com Chase Polly Phone (717) 263-3500 chase@tardoskyagency.com
P & A Group	Mutual Funds	403(b) only	Phone (716) 852-2611 https://www.padmin.com
Security Benefit	Annuities	403(b) Plan	Phone (800) 888-2461 http://www.securitybenefit.com

Third Party Administrator

PenServ Plan Services, Inc.
Plan Record-keeper
Phone (800) 849-4001
www.penserv.com
Email: 403badministration@penserv.com

Plan Web Site is available at:

www.penserv.com

Select: Login to Your Account

Employer Benefits Administrator

Shippensburg Area School District
Cristy Lentz
Phone (717) 530-2700
Email: cristy.lentz@ship.k12.pa.us