

403(b) Universal Availability Notice  
**Burnt Hills / Ballston Lake CSD 403(b) Plan**

**Burnt Hills / Ballston Lake CSD** (the “District”) offers a 403(b) plan for eligible employees of the District. Employees are eligible to participate as described below:

- All employees are eligible to participate in the 403(b) plan.
- All employees are eligible to participate in the 403(b) plan except
  - those who normally work fewer than 20 hours per week (must be 20 or less and general equivalent to 1,000 or less in a normal work year.)
  - employees who are students performing services described in Internal Revenue Code Section 3121(b)(10) (e.g. student teachers)

A 403(b) plan is a tax-deferred retirement program that permits an employee to reduce his or her compensation on a pre-tax basis (a “deferral”) and have the deferral deposited into a 403(b) account that the employee sets up with a 403(b) vendor. Amounts deferred into a 403(b) account, and any earnings on those deferrals, are generally not taxed until the employee makes a withdrawal from his or her 403(b) account following separation from service with the District.

To enroll in the 403(b) plan, an employee must complete necessary paperwork, such as a salary reduction agreement (“SRA”). The SRA will only apply to amounts earned after enrolling in the plan. This contribution will continue unless it is modified or revoked in the future. You can make a change in or stop your contributions at any time. You will need to complete a new SRA and send it to the payroll office. The change will take effect on the next available payroll period after the new SRA is processed. Employees may get the necessary enrollment forms from the payroll department. Additional information on District policies and other 403(b) plan rules can be obtained with the enrollment materials.

The IRS limits the annual contributions you can make to a 403(b) plan. For 2017 the limit is \$18,000. If you have at least 15 years of service with the District or you are at least 50 years old, you may also be able to make additional catch-up contributions. Contact your investment provider for additional information on the amount you can contribute.

*Note: you must contribute at least \$200 per year to participate in this plan. In addition, if you are making pre-tax salary deferral contributions to another 403(b), 401(k), Simple IRA, or SARSEP plan, the total you can contribute to all plans combined is the amount indicated above.*

For more information about the plan, contact Courtney Cossey at (518) 399-9141 or [ccossey@bhbl.org](mailto:ccossey@bhbl.org).

**Disclosure to employees:** The District/Employer has no liability for any employee’s election to participate in the 403(b) plan or expected tax consequences resulting from participating in the 403(b) plan. The District/Employer does not provide tax, legal or investment advice and recommends that the employees seek advice from professionals who specialize in these areas..