Burnt Hills-Ballston Lake Central School District 403(b) Plan
PLAN HIGHLIGHTS

The Burnt Hills-Ballston Lake Central School District 403(b) Plan has been designed to help provide for your future. By participating in the plan, you:

- Build an excellent source of retirement income
- Lower your current taxable income
- Pay no taxes until you withdraw the money
- Take advantage of professional fund management in selecting your investments
- Access information about your account by visiting **www.drdirect.com**

PARTICIPATION IN THE PLAN
All eligible employees are allowed to participate in the 403(b) Plan upon date of hire.

EMPLOYEE CONTRIBUTIONS
You may elect to make Pre-tax Employee Contributions to your account through payroll deduction. In 2016, the maximum dollar amount you are allowed to defer is $18,000. Those participants age 50 and older may contribute an additional $6,000.

QUALIFIED SERVICE ORGANIZATION CATCH-UP CONTRIBUTION
If you have completed at least 15 years of service with the employer you may be eligible to make "qualified organization catch-up deferrals". We can assist you in calculating what you are eligible to make, providing you or the employer have kept accurate records.

EMPLOYEE ROLLOVER CONTRIBUTIONS
As a participant, you are permitted to deposit or "rollover" monies into the Plan which are distributions from previous Retirement Plans and certain IRA's.

INVESTMENT MANAGEMENT SERVICES
Direct Retirement Solutions serves as Investment Advisor for the Plan.

BENEFIT STATEMENTS
You will receive quarterly benefit statements.

NORMAL RETIREMENT DATE
Your Normal Retirement Date is the date on which you attain your Normal Retirement Age. You will attain your Normal Retirement Age when you reach your 55th birthday.

IN-SERVICE DISTRIBUTIONS
You can withdraw money from your account while you're working at age 59½ or older.

HARDSHIP DISTRIBUTIONS

The Plan allows for hardship distributions. A hardship distribution may be made to satisfy certain immediate and heavy financial needs. The reasons are: expenses for medical care, amounts necessary to prevent eviction from your residence, tuition, costs directly related to the purchase of your principal residence, payments for funeral expenses, and payment of expenses for repairs to your residence. If you take a hardship distribution you will not be allowed to make employee voluntary contributions to the Plan for a period of 6 months.

PARTICIPANT LOANS

Loans from the Plan will be permitted. The minimum loan amount will be $1,000 and the maximum loan amount will be the lesser of $50,000 or ½ of your vested account balance. All loan payments will be made through payroll deduction each pay period.

DISTRIBUTIONS UPON TERMINATION

If you terminate employment before your retirement age, you may take a distribution of your account balance.

If you do terminate employment, a Mandatory Distribution will be made to you if your vested balance does not exceed $5000 and you do not make an affirmative election to either rollover or receive the distribution. If your balance is between $1000 and $5000, you have the right to either receive or rollover the distribution to an IRA. If your balance does not exceed $1,000 then a lump sum distribution will be made to you.