



## **Welcome! We're PlanConnect – Huron City Schools' 403(b) and 457(b) Plan Administrator**

Your plan sponsor, Huron City Schools, selected PlanConnect® as the third-party administrator for its 403(b) and 457(b) Plans. We are excited to be working with Huron City Schools and are committed to providing you with information, tools, and resources you can use to help you get the most out of the plan.

### **Your Employer's 403(b) and 457(b) Plans are a Valuable Benefit**

Whether you are just starting out or have been working many years, the 403(b) and 457(b) Plans can be an excellent way to help you build up your retirement savings. They offer the convenience of automatic payroll deductions and give you the ability to save with pre-tax dollars—that means your contributions and any investment earnings can be tax-deferred until withdrawn. Here's some important information about the plans.

### **Who Is Eligible**

You are generally eligible to participate in your employer's 403(b) plan if you are a full-time or part-time employee.

However, IRS rules permit 403(b) Plans to exclude employees if any of the following apply. To learn about your employer's 403(b) and 457(b) eligibility requirements, visit [www.planconnect.com](http://www.planconnect.com) to log in to the plan website and select "*References > Plan Information > Your Plan Features*" on the main menu or contact PlanConnect using the contact information provided in the last section of this notice.

- Employee will contribute \$200 annually or less.
- Employee is a non-resident alien who receives no compensation which constitutes U.S. source income.
- Employee normally work less than 20 hours per week and are either not expected to work 1,000 hours or more during the first year of employment, or has worked less than 1,000 hours in the prior calendar year.
- Employee is eligible to participate in another 403(b), 401(k), or governmental 457(b) plan of the employer.
- Employee is a student performing services for a school, college, or university described in Section 3121(b)(10) of the Internal Revenue Code.
- Employee is leased or an independent contractor.

### **How to Enroll**

#### **Current plan participants**

You do not need to re-enroll in the plan or take any other action. To log in to your employer's plan, visit [www.planconnect.com](http://www.planconnect.com).

#### **New plan participants**

You can enroll at any time. It's easy:

- First establish an annuity contract or custodial account with an investment provider approved under your employer's plan. Application forms are available from the representative of the investment provider you select. Enclosed is a list of currently available investment providers and their representatives.
- Then, submit a salary reduction form by working with the representative of the investment provider you select or by completing the enclosed 403(b) Salary Reduction or 457(b) Deferred Compensation Agreement(s).
- Your participation will begin at the start of the payroll period following the date PlanConnect your Payroll Department processes your completed 403(b) Salary Reduction and/or 457(b) Deferred Compensation Agreement(s), unless the plan's provisions specify otherwise.

### **Contributions to the Plan**

#### **What type of contributions can I make to the plan?**

Your employer's plan accepts pre-tax salary deferral contributions and may permit other types of contributions. To learn more, please log into the plan website and select "*References > Plan Information > Your Plan Features*" or contact PlanConnect.

#### **Change or stop your contributions at any time**

Just log in to [www.planconnect.com](http://www.planconnect.com) and select "Log Into Your Account". Or, you can contact PlanConnect at the phone number indicated in the last section of this notice. The change will take effect at the start of the payroll period following the date your Payroll Department processes your request.

#### **As a current plan participant, the first time you log on to [www.planconnect.com](http://www.planconnect.com)**

Your user ID is your Social Security Number (without any spaces or dashes) and your password is your date of birth (mmddyyyy). You can change your user ID and password any time after your initial login.

## Each year the IRS sets a limit on how much you can contribute

The current year elective deferral limits can be found at [www.PlanConnect.com/limits](http://www.PlanConnect.com/limits). You may also make “catch-up” contributions if you will be age 50 or older by December 31<sup>st</sup> of this year. And, under certain conditions, additional catch-up contributions may be permitted. For more information, log in to [www.planconnect.com](http://www.planconnect.com) and select “References > Plan Information > Your Plan Features”.

Not sure how much you can contribute? Use our contribution calculator. It's on [www.planconnect.com](http://www.planconnect.com) under “Learning Center > Tools & Calculators” (no login needed).

## Each year the IRS sets a limit on how much you and your employer combined can contribute

The maximum Defined Contribution Plan (including employee deferral and employer contributions) annual limit for all contribution types can be found at [www.PlanConnect.com/limits](http://www.PlanConnect.com/limits). However, certain participants (such as those who are at least age 50) may have a higher limitation, if provided for under the Plan.

All of your contributions and your employer's contributions to the plan must be aggregated. In certain circumstances under a 403(b) Plan, they must also be aggregated with other “qualified retirement plans” to determine whether they are within the maximum annual contribution limits under the law. Therefore, if you meet all of the conditions below, the Internal Revenue Service requires that you contact the Plan Administrator (employer) or Third Party Administrator (TPA), PlanConnect, to determine whether or not you have or will exceed your maximum annual contribution limit. *Failure to provide the Plan Administrator or TPA with certain necessary and correct information may result in adverse tax consequences, including your inability to exclude the amounts contributed to this Plan from your taxable income.*

You must notify the Plan Administrator or TPA, PlanConnect, if you meet **all** the following conditions:

You make contributions to this Plan, you are “in control” of another company, and the other company maintains a “qualified retirement plan” and makes contributions to your account.

## What does it mean to be “in control” of another company?

For you to be considered “in control” of another business, you generally must have a significant ownership interest in the other business. Determining whether you are “in control” of another business is complicated. Your tax advisor can assist you in making this determination.

Example: You are a doctor or professor that participates in this Plan and you also own more than 50% of a private practice or consulting business. You are considered to be “in control” of the outside business.

## What types of retirement plans fall within the meaning of a “qualified retirement plan”?

For this purpose, a “qualified retirement plan” includes certain defined contribution plans that receive special tax benefits under the Internal Revenue Code. These include defined contribution plans that qualify under Code §401(a) (such as a profit sharing, 401(k) or money purchase plan), another 403(b) plan, or a simplified employee pension (SEP) plan.

## What amounts are counted for purposes of determining whether you exceed the maximum annual contribution limit?

The following amounts are counted towards the maximum annual contribution limit:

- ☐ Employer contributions (including matching contributions and SEP contributions)
- ☐ Salary deferrals
- ☐ After-tax contributions
- ☐ Certain other amounts allocated to your account (this does not include earnings or rollover amounts)

## We Are Ready to Assist You

To enroll, initiate a contribution rate change, and/or learn more about the plan and retirement issues, go to [www.planconnect.com](http://www.planconnect.com), send us an e-mail at [support@planconnect.com](mailto:support@planconnect.com), or call us at **(800) 923-6669** (9 a.m.–5 p.m. ET, Monday through Friday).

We look forward to connecting with you and helping you reach your retirement savings goals.

Sincerely,



Renea Dumas  
President

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## www.planconnect.com is the place where you can:

- Learn about your employer's Plan.
- Enroll in the Plan.
- Check your account balance in the Plan.
- Make changes to your contribution rate and/or initiate other plan transactions.
- Get a list of the Plan's investment providers.
- Access online tools and resources, which are designed to help you get and stay on track to reach your retirement savings goal.

GENERAL SERVICE	Toll-free, Monday through Friday, 9AM-5PM ET  (800) 923-6669
BY FAX	  (800) 657-2826
BY EMAIL	  support@planconnect.com
ON THE INTERNET	Homepage and Account Login:  www.planconnect.com
REGULAR MAIL	PlanConnect P.O. Box 4940 Syracuse, NY 13221
EXPRESS MAIL	PlanConnect 100 Madison Street Syracuse, NY 13202

**HURON CITY SCHOOLS 403(B) PLAN**  
**403(b) Governmental AA**  
**Plan ID B1NOH0014613**  
**Plan Document Summary**

This Plan Document Summary ("Summary") is intended to provide you with a high-level overview of the major features of your plan based on the most recently drafted plan document in our files. The Summary is not intended to replace your plan document or Summary Plan Description (SPD). If this Summary describes any provisions of your plan that have not been adopted (including provisions in an amendment to the plan that has not been signed), those provisions will not be operational until the plan or amendment has been signed and dated. Finally, if the provisions described in this Summary and the plan document or SPD conflict, the provisions of the plan document and SPD govern.

**EMPLOYER/PLAN INFORMATION**

[AA §1 / AA §2]

**EFFECTIVE DATE OF PLAN:**

- **Plan restatement/amendment effective:** 1-1-2010
- **Original effective date:** 1-1-2007

**PLAN NUMBER:** 001

**EMPLOYER INFORMATION**

**Name:** Huron City Schools  
**Address:**  
712 Cleveland Road E  
Huron, OH 44839  
**Phone:** 419-433-1234  
**EIN:** 34-6400668

**PARTICIPATING ERS:** No

**MULTIPLE EMPLOYER PLAN:** No.

**PLAN ADMINISTRATOR:** Plan Administrator is Employer

**ENTITY TYPE:** Public School

**EMPLOYER TAX YEAR END:** 12/31

**PLAN YEAR:** Calendar Year

**COMPENSATION**

[AA §5]

**DEFINITION OF PLAN COMPENSATION:**

**TOTAL COMPENSATION:** W-2 Compensation

Deferrals	Employer Contributions	Matching Contributions
PLAN COMPENSATION: No exclusions COMPENSATION PERIOD: Plan Year	PLAN COMPENSATION: No exclusions COMPENSATION PERIOD: Plan Year COMPENSATION ONLY WHILE PARTICIPANT: Yes	PLAN COMPENSATION: No match

**EXCLUDED EMPLOYEES**

[AA §3]

Deferrals	ER Contributions	Match
No excluded Employees	No excluded Employees	No Matching Contributions

**MINIMUM AGE AND SERVICE**

[AA §4]

Deferrals	ER Contributions	Match
Minimum Age: None	Minimum Age: None Minimum Service: None Computation Period: Shift to Plan Year	No match

**ENTRY DATES**

[AA §4-2]

Deferrals	Employer Contributions	Matching Contributions
Entry Dates: Immediate	Entry Dates: Immediate	No match

**SALARY DEFERRALS**

[AA §6A]

**AGE 50 CATCH-UP CONTRIBUTIONS:** Yes

**SPECIAL CATCH-UP CONTRIBUTIONS:** Yes

**FREQUENCY OF DEFERRAL CHANGES:** As designated in Salary Reduction Agreement (or other written procedures)

**ROTH CONTRIBUTIONS:** Yes

**IN-PLAN ROTH CONVERSIONS:** Yes

**DATE ROTH CONTRIBUTIONS MAY BEGIN:** 1-1-2007

**EMPLOYER CONTRIBUTIONS**

[AA §6]

**EMPLOYER CONTRIBUTION FORMULA:**

- Discretionary contribution with Employee group allocation using following groups:
  - Each participant in his/her own group

**ALLOCATION CONDITIONS:**

- No allocation conditions for Employer Contributions

**MATCHING CONTRIBUTIONS**

[AA §6B]

**NO MATCHING CONTRIBUTIONS**

**SAFE HARBOR CONTRIBUTIONS**  
[AA §6C]

**PLAN IS NOT SAFE HARBOR**

**AFTER-TAX CONTRIBUTIONS**  
[AA §6D]

**NOT ALLOWED**

**MANDATORY CONTRIBUTIONS**  
[AA §6-6]

**NOT ALLOWED**

**VESTING**  
[AA §8]

ER Contributions	Match
	No Matching Contributions

**SPECIAL RULES:**

Employer Contributions	Matching Contributions
No special rules apply	No Matching Contributions

**FORFEITURES:**

Employer Contributions	Matching Contributions
	No Matching Contributions

**RETIREMENT AGE AND DISTRIBUTIONS**  
[AA §7 / AA §9 / AA §10]

**NORMAL RETIREMENT AGE:** Age 65

**FORM OF DISTRIBUTION:**

- Lump sum
- and all forms of distributions available under each funding vehicle.

**TIMING OF DISTRIBUTIONS – ABOVE \$5,000:** Reasonable time following termination

**TIMING OF DISTRIBUTIONS – NOT EXCEEDING \$5,000:**  
Reasonable time following termination

Deferrals	Employer Contributions	Matching Contributions
<b>In-Service Distributions:</b> <ul style="list-style-type: none"> <li>• Age 59 1/2</li> <li>• Hardship</li> </ul>	<b>In-Service Distributions:</b> <ul style="list-style-type: none"> <li>• Age 59 1/2</li> </ul>	<b>In-Service Distributions:</b> No Matching Contributions

**ROLLOVER CONTRIBUTIONS:** May be distributed at any time

**ADMINISTRATIVE PROVISIONS**  
[AA §11 / APPENDIX A / APPENDIX B / APPENDIX C]

Deferrals	Employer Contributions	Matching Contributions
<b>VALUATION DATE:</b> Dates determined by the investment providers in the plan.	<b>VALUATION DATE:</b> Dates determined by the investment providers in the plan.	<b>VALUATION DATE:</b> No Matching Contributions

**LOANS:** Permitted

**PARTICIPANT DIRECTION:** Allowed from all accounts. See AA §C-1

**ROLLOVERS:** Yes

**CONTRACT EXCHANGES:** Yes

**PLAN-TO-PLAN TRANSFERS:** Yes

# Huron City Schools

## 403(b) Plan Financial Advisors

Investment Providers	Financial Advisor	Phone/Email
American Funds	Customer Service	(800) 421-6019
Ameriprise	Customer Service	(800) 862-7919
ASPIre	Customer Service	<a href="https://www.pcsretirement.com/aspire">https://www.pcsretirement.com/aspire</a>
Brighthouse Financial	Customer Service	(800) 638-5433
Corebridge Financial (AIG Retirement)	Customer Service	(800) 448-2542 <a href="http://www.valic.com">www.valic.com</a>
Edward Jones / CPI	Customer Service <a href="https://www.pcsretirement.com/aspire">https://www.pcsretirement.com/aspire</a>	<a href="https://www.myretirementfuture.com/">https://www.myretirementfuture.com/</a>
Equitable	Robert Brown	(440) 320-3459
Franklin Templeton	Customer Service	(800) 527-2020
Horace Mann (Annuity)	Customer Service	(877) 602-1870 <a href="http://www.horacemann.com">www.horacemann.com</a> – Click on 'Financial Services'
Invesco (Formerly Oppenheimer)	Customer Service	(800) 525-7048
Mass Mutual Ascent (Great American)	Customer Service	(800) 854-3649 <a href="http://www.greatamericaninsurancegroup.com">www.greatamericaninsurancegroup.com</a>
MetLife Investors	Customer Service	(800) 638-5433
Putnam Investments	Customer Service	(888) 661-7684
Security Benefit Group	Customer Service	(785) 438-3000
VOYA Financial (ING)	Customer Service	(800) 584-6001

**HURON CITY SCHOOLS 457(B) PLAN**  
**457(b) Governmental AA**  
**Plan ID G7NOH0014713**  
**Plan Document Summary**

This Plan Document Summary ("Summary") is intended to provide you with a high-level overview of the major features of your plan based on the most recently drafted plan document in our files. The Summary is not intended to replace your plan document. If this Summary describes any provisions of your plan that have not been adopted (including provisions in an amendment to the plan that has not been signed), those provisions will not be operational until the plan or amendment has been signed and dated. Finally, if the provisions described in this Summary and the plan document conflict, the provisions of the plan document govern.

**EMPLOYER/PLAN INFORMATION**  
[AA §1 / AA §2]

**EFFECTIVE DATE OF PLAN:**

- **Plan amendment effective:** 8-19-2024

**PLAN NUMBER:** 001

**EMPLOYER INFORMATION**

**Name:** Huron City Schools  
**Address:**  
712 Cleveland Road E  
Huron, OH 44839  
**Phone:** 419-433-1234  
**EIN:** 34-6400668

**PLAN ADMINISTRATOR:** Plan Administrator is Employer

**ENTITY TYPE:** Public School District

**EMPLOYER TAX YEAR END:** December 31

**FICA REPLACEMENT PLAN:** No

**PLAN YEAR:** Calendar Year

**TRUSTEE:** No Trustee. Plan is funded with custodial accounts, annuity contracts and/or insurance contracts.

**COMPENSATION**  
[AA §5]

**DEFINITION OF PLAN COMPENSATION:**

**TOTAL COMPENSATION:** W-2 Compensation

Deferrals	ER Contributions	Match
<b>PLAN COMPENSATION:</b> No exclusions <b>COMPENSATION PERIOD:</b> Plan Year <b>COMPENSATION ONLY WHILE PARTICIPANT:</b> Yes	<b>PLAN COMPENSATION:</b> No exclusions <b>COMPENSATION PERIOD:</b> Plan Year <b>COMPENSATION ONLY WHILE PARTICIPANT:</b> Yes	<b>PLAN COMPENSATION:</b> No match

**EXCLUDED EMPLOYEES**  
[AA §3]

Deferrals	ER Contributions	Match
No excluded Employees	No excluded Employees	No match

**INDEPENDENT CONTRACTORS:** Independent Contractors may not participate in the Plan

**MINIMUM AGE AND SERVICE**  
[AA §4]

Deferrals	ER Contributions	Match
<b>Minimum Age:</b> None <b>Minimum Service:</b> None	<b>Minimum Age:</b> None <b>Minimum Service:</b> None	No match

**ENTRY DATES**  
[AA §4-2]

Deferrals	ER Contributions	Match
<b>Entry Dates:</b> Immediate	<b>Entry Dates:</b> Immediate	No match

**SALARY DEFERRALS**  
[AA §6A]

**CATCH-UP CONTRIBUTIONS:** Yes

**ROTH CONTRIBUTIONS:** Yes

**IN-PLAN ROTH CONVERSIONS:** Yes

**DATE ROTH CONTRIBUTIONS MAY BEGIN:** 7-1-2007

**EMPLOYER CONTRIBUTIONS**  
[AA §6]

**EMPLOYER CONTRIBUTION FORMULA:**

- Discretionary contribution as determined by the Employer

**PERIOD FOR DETERMINING EMPLOYER CONTRIBUTIONS:**

- Plan Year

**ALLOCATION CONDITIONS:**

- No allocation conditions for Employer Contributions

**MATCHING CONTRIBUTIONS**  
[AA §6B]

**NO MATCHING CONTRIBUTIONS**

**VESTING AND FORFEITURES**  
[AA §8]

ER Contributions	Match
Vesting Schedule: 100% vesting	No Matching Contributions

**EXCLUDED SERVICE:** All service counts

**INCREASE IN VESTING:** Vesting increases to 100% upon:

- Death
- Termination due to Disability

**FORFEITURES:**

ER Contributions	Match
• N/A. Contributions are 100% vested	No match

**RETIREMENT AGE AND DISTRIBUTIONS**  
[AA §7 / AA §9]

**PERMISSIBLE DISTRIBUTION EVENTS:**

Deferrals	ER Contributions	Match
• Age 70½	• Age 70½	No Matching Contributions

**FORM OF DISTRIBUTION UPON TERMINATION:**

- Lump sum
- All other forms available through the investment providers

**TIMING OF DISTRIBUTIONS – ABOVE \$5,000:** Within a reasonable time following termination

**TIMING OF DISTRIBUTIONS – NOT EXCEEDING \$5,000:** Within a reasonable time following termination

**INVOLUNTARY CASH-OUT THRESHOLD:** No Involuntary Cash-Outs

**AUTOMATIC ROLLOVER RULES:** Do not apply to Cash-Outs less than \$1,000

**SPOUSAL CONSENT:** Not required under the Plan

**BENEFICIARY PROVISIONS:** Unless otherwise designated by the Participant, the beneficiaries will be the Participant's surviving Spouse, then the Participant's surviving children, in equal shares, and then the Participant's estate.

**DIVORCE OF SPOUSE:** If the Participant and Spouse are divorced, the designation of the Spouse as Beneficiary under the Plan will be automatically rescinded

**MISCELLANEOUS PROVISIONS**  
[AA §10]

Deferrals	ER Contributions	Match
VALUATION DATE: Dates determined by the investment providers under the plan.	VALUATION DATE: Annual	VALUATION DATE: No match

**LOAN POLICY**  
[APPENDIX B]

**LOANS:** Permitted

**ADMINISTRATIVE ELECTIONS**  
[APPENDIX C]

**ROLLOVERS:** Yes

**DEFAULT QDRO PROCEDURES APPLY:** Yes

**PARTICIPANT DIRECTION:** Allowed from all Accounts



# Huron City Schools

## 457(b) Plan Financial Advisors

Investment Providers	Financial Advisor	Phone/Email
Equitable (formerly AXA Equitable)	Robert Brown	(440) 320-3459
VOYA Financial (ING)	Customer Service	(800) 584-6001



[illegible][illegible][illegible]

**Read the Participant Obligation section before completing.**

**KEEP A COPY FOR YOUR RECORDS** (Check your earnings statement to verify this Salary Reduction Agreement was processed accurately.)

The following applies to all participants in the Tax-Sheltered Annuity (TSA) and / or Custodial Account (CA) Program:

**1. Federal Contribution Limits:** Contributions are subject to annual limits determined under Internal Revenue Code (IRC) sec. 402(g) and 415(c). To learn more about this year's Federal Contribution Limits, go to <http://www.planconnect.com/limits>. These limits may be indexed annually based on the Consumer Price Index. The IRS publishes the limits in the last quarter of the year for the following year.

If you have 15 years of employment with your current employer, you may be eligible to contribute an additional \$3,000: contact PlanConnect to determine if you are eligible. Your contribution limit is **reduced** dollar for dollar by any voluntary contribution you make to another 403(b), 401(k), Federal Thrift Savings, salary reduction SEP, or SIMPLE plan. Contributions to a 457 (Deferred Compensation) plan or to a traditional or Roth IRA do **NOT** affect your contribution limit. To learn more about the different types of contributions go to <https://www.irs.gov/Retirement-Plans/Plan-Participant-Employee/Retirement-Topics-Contributions>.

**2. Investment Responsibility:** You are responsible for your investment decisions. This responsibility includes informing yourself of the nature and risk of the investments, monitoring your investments, and determining when a change in investments is appropriate. Your employer and PlanConnect are in no way liable for gains or losses you may incur in your account(s).

**3. Authorized Investment Providers:** As long as your current employer employs you, you may make contributions only to investment providers and products authorized under this 403(b) program. You may change your future contributions to a different authorized investment provider, or exchange all or a portion of your account balance to any other approved investment provider, if permitted by your plan and subject to approval and any contractual surrender charges or redemption fees.

**4. Withdrawals and Loans:** Generally, you cannot withdraw or roll over your account balances before you attain age 59 ½, terminate employment, die, or become disabled. Your account balances may be assigned to your alternate payee as ordered by a court under a Qualified Domestic Relations Order (QDRO). Loans and hardship withdrawals, as limited by IRS regulations, are subject to approval if permitted by your 403(b) Plan provisions. Other withdrawals, if permitted under the plan, may also be subject to approval. Tax penalties may apply to distributions before age 59 ½. You are entirely responsible for all loans and withdrawals and any resulting tax liabilities.

**5. Salary Reduction Agreement (SRA) Termination:** To stop your contributions, you must file a new copy of the SRA with your employer and PlanConnect. If you terminate employment, your SRA terminates automatically after your last check is paid. If you later return to work, you must file a new SRA to resume contributing. **Your employer reserves the right to suspend or terminate a participant's SRA** if it believes that the participant has **over contributed, terminated the account with the elected investment provider**, or is in violation of any applicable federal requirement or any term of this agreement.

**6. Required Distributions:** After you retire, you must take minimum distributions from your account(s), generally beginning no later than age 70 ½ or 72 for those who turned 70 of July 1, 2019 or later. You do not need to take Required Minimum Distributions from your account(s) as long as you are still working for your current employer and the plan permits it, even though you may be over age 70 ½ or 72, as applicable.

**7. Effective Date:** The effective date of this agreement is dependent upon your employer's full execution of this request. Generally, this occurs within 2 pay cycles following the employer's receipt of this form, unless a later date is designated on this form.

**8. Corrections:** It is your responsibility to verify that this agreement has been accurately processed by comparing it to your earnings statement. Contact your Payroll Administration Department immediately if you find any discrepancy. In volatile markets, the value of your contribution may decline over time.

**9. Fees:** PlanConnect provides services to the Plan for a fee. The Plan Sponsor may elect to collect the fees from the Investment Providers or Plan Participants.

**10. Employer Contributions:** You understand that you do not have the option to take employer contributions as cash or in any other form of payment and that you can only select investment providers for such contributions.



The following applies to all participants in the 457(b) Deferred Compensation Program:

**1. Federal Contribution Limits:** Contributions are subject to annual limits determined under Internal Revenue Code (IRC) sec. 402(g) and 415(c). To learn more about this year's Federal Contribution Limits, go to <http://www.planconnect.com/limits>. These limits may be indexed annually based on the Consumer Price Index. The IRS publishes the limits in the last quarter of the year for the following year.

If you are within 3 years of retirement age as defined by your plan, you may be eligible to contribute an additional amount. Contact PlanConnect to determine if you are eligible. Contributions to a 403(b) plan, traditional or Roth IRA accounts do not affect your 457(b) limits. To learn more about the different types of contributions go to <https://www.irs.gov/Retirement-Plans/Plan-Participant-Employee/Retirement-Topics-Contributions>.

**2. Investment Responsibility:** You are responsible for your investment decisions. This responsibility includes informing yourself of the nature and risk of the investments, monitoring your investments, and determining when a change in investments is appropriate. Your employer and PlanConnect are in no way liable for gains or losses you may incur in your account(s).

**3. Authorized Investment Providers:** As long as your current employer employs you, you may make contributions only to investment providers and products authorized under this 457(b) program. You may change your future contributions to a different authorized investment provider, or exchange all or a portion of your account balance to any other approved investment provider, if permitted by your plan and subject to approval and any contractual surrender charges or redemption fees.

**4. Withdrawals and Loans:** Generally, you cannot withdraw or roll over your account balances before you attain age 59 ½ for governmental or 70 1/2 for non-governmental, your account value is \$5,000 or less and no contributions have been made to the account for at least two years prior to the withdrawal or you terminate employment, subject to the terms of your employer's plan. Your account balances may be assigned to your alternate payee as ordered by a court under a Qualified Domestic Relations Order (QDRO). Loans and unforeseen financial emergency withdrawals, as limited by IRS regulations, are subject to approval if permitted by your 457(b) Plan provisions. Other withdrawals, if permitted under the plan, may also be subject to approval. You are entirely responsible for all loans and withdrawals and any resulting tax liabilities.

**5. Deferred Compensation Agreement (DCA) Termination:** To stop your contributions, you must file a new copy of the DCA with your employer and PlanConnect. If you terminate employment, your DCA terminates automatically after your last check is paid. If you later return to work, you must file a new DCA to resume contributing. **Your employer reserves the right to suspend or terminate a participant's DCA** if it believes that the participant has **over contributed, terminated the account with the elected investment provider**, or is in violation of any applicable federal requirement or any term of this agreement.

**6. Required Distributions:** After you retire, you must take minimum distributions from your account(s), generally beginning no later than age 70 ½ if born before July 1, 1949, age 72 if born on July 1, 1949 and before 1951, age 73 if born between 1951 and 1959, and the age will further increase in future years. You do not need to take Required Minimum Distributions from your account(s) as long as you are still working for your current employer and the plan permits it, even though you may be at the applicable required age.

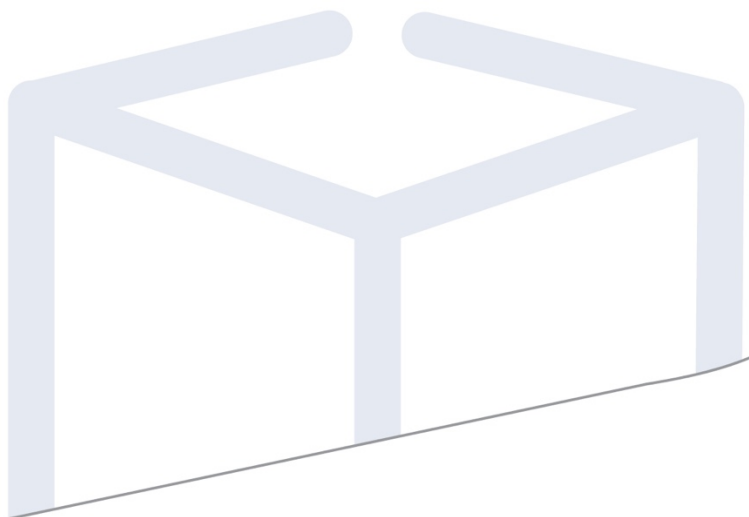
**7. Effective Date:** The Code requires that the employer receive this agreement before the first day of the month in which contributions will begin or change. If necessary to meet that requirement, the Employer reserves the right to change the effective date of contributions. If the Plan adopted the optional provision of SECURE 2.0, participants are permitted to defer compensation in a current month as long as the deferral agreement is entered into before the compensation is available to the participants. Participants will no longer have to submit a Deferred Compensation Agreement before the first of the month in which the change is to occur.

**8. Corrections:** It is your responsibility to verify that this agreement has been accurately processed by comparing it to your earnings statement. Contact your Payroll Administration Department immediately if you find any discrepancy. In volatile markets, the value of your contribution may decline over time.

**9. Fees:** PlanConnect provides services to the Plan for a fee. The Plan Sponsor may elect to collect the fees from the Investment Providers or Plan Participants.

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# How to Guide



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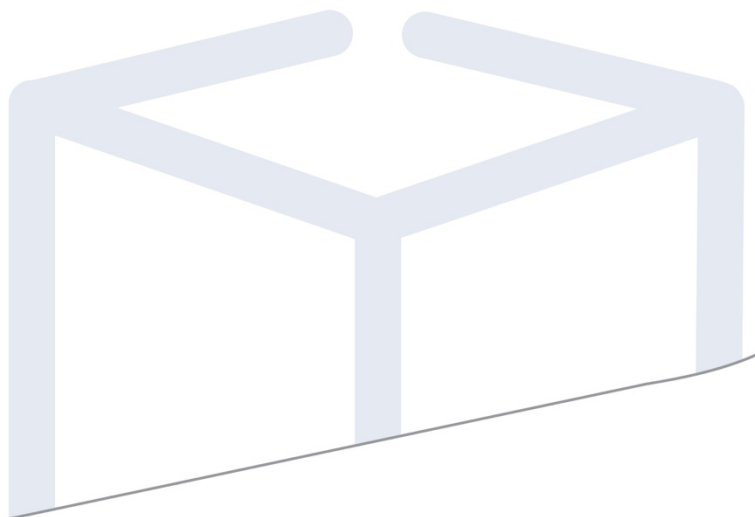
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## About This Guide

This “How to...” guide describes the most important steps needed to complete certain transactions using the PlanConnect web site. Note that the web site may have changed since this guide was issued. If you have any questions about the guide or the information contained in it, please contact PlanConnect® using the contact information located on the last page.

The examples appearing in the guide are for illustrative purposes only; the information you will see will differ.

# How to Login First Time User



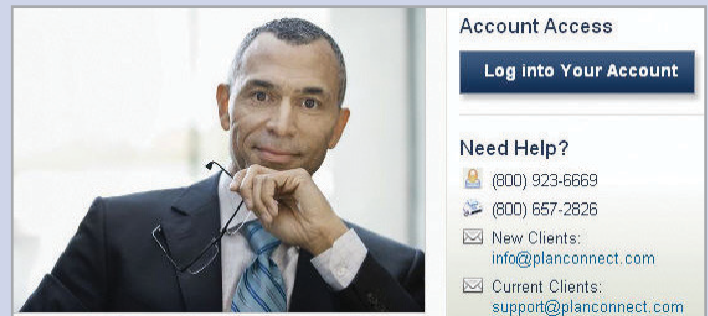


# How to Login First Time User

## Step 1: Connect with PlanConnect

### Go to the PlanConnect® Web Site

1. Open your web browser and go to [www.planconnect.com](http://www.planconnect.com).<sup>1</sup>
2. Click on **LOG INTO YOUR ACCOUNT**.
3. The log-in window will open.



### Log In to Your Account

1. Enter your User ID.  
If this is the first time you're logging in, you will be using your Social Security number.
2. Enter your Password.  
If this is the first time you're logging in, use your date of birth in mmddyyyy order.  
(e.g., July 20, 1987 would be 07201987.)
3. In the drop-down menu labeled "Select Role," verify **PARTICIPANT** is selected.
4. Click on the **LOGIN** button.

 A screenshot of the PlanConnect login form. The form has a dark background with yellow text. It is titled "Welcome" in yellow. Below the title are fields for "Username \*" and "Password \*". There is a link "Forgot User ID or Password?" in yellow. Below the password field is a drop-down menu currently showing "Participant". At the bottom is a yellow "LOGIN" button. A note at the bottom states: "Note: The password is case sensitive. If you fail to login three consecutive times your account could be disabled."

<sup>1</sup> This application is written to work with the latest version of Firefox, Chrome, Safari, Microsoft Edge, and Internet Explorer 11.0+. If you are having problems viewing the page, click on the "Problems viewing the site?" link at the bottom of the web page to confirm your web browsers is compatible with the website.

## Step 2: Enter Your Login Information

### Set Security Question

1. You will be asked to select a verification question and answer. This will assist you if you forget your password. You will be asked to supply the correct answer to this question before retrieving your password. Please make a note of the verification question and answer you chose.

### Enter User ID and/or Password

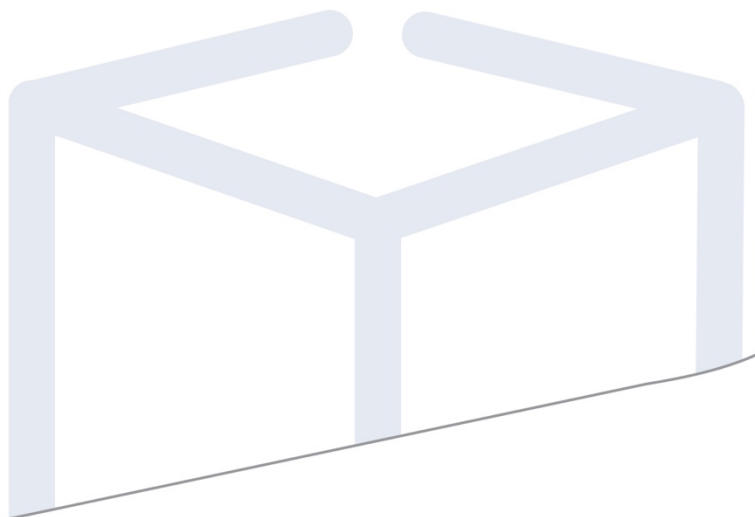
1. Create a unique User ID. Your User ID must be:
  - a. 6-12 characters long and include any combination of uppercase or lowercase letters and numbers.\*
2. Create a unique password. Your password must be:
  - a. 8-30 characters long and include any combination of uppercase or lowercase letters and numbers.\*
3. Re-enter the password you created.

\* Please note all User ID's and Passwords are CASE SENSITIVE.

### Continue and Confirm

1. Confirm by selecting CONTINUE.
2. You will receive a message confirming your User ID and/or Password was updated.

# How to Update User ID and Password



# How to Update User ID and Password

## Step 1: Update User ID and/or Password

### Go to the PlanConnect® Web Site

1. Open your web browser and go to [www.planconnect.com](http://www.planconnect.com).<sup>1</sup>
2. Click on **LOG INTO YOUR ACCOUNT**.
3. The log-in window will open.

### Forgot User ID and/or Password

1. Select the **Forgot User ID or Password?** link.
2. Enter your Social Security Number, Date of Birth, and Zip Code and select **NEXT**.
3. You will receive an email with a link to change your existing User ID and/or Password.

<sup>1</sup> This application is written to work with the latest version of Firefox, Chrome, Safari, Microsoft Edge, and Internet Explorer 11.0+. If you are having problems viewing the page, click on the "Problems viewing the site?" link at the bottom of the web page to confirm your web browser is compatible with the website.

## Step 2: Enter Your New User ID and/or Password Information

### Enter New User ID and/or Password

1. Create a unique User ID. Your User ID must be:
  - a. 6-12 characters long and include any combination of uppercase or lowercase letters and numbers.\*
2. Create a unique password. Your password must be:
  - a. 8-30 characters long and include any combination of uppercase or lowercase letters and numbers\*,
  - b. Cannot contain three characters in a row that have a one-character difference (Ex. ABC123), and
  - c. Cannot contain two consecutive characters that are the same.
3. Re-enter the password you created.

\* Please note all User ID's and Passwords are CASE SENSITIVE.

**Password Change**

For security reasons, we recommend that you change your User ID. Choose a password that will be easy for you to remember, but difficult for others to guess. User IDs and Passwords are case-sensitive. Need help? Call PlanConnect at (800) 923-6669 Mon-Fri, 9:00 AM – 5:00 PM ET.

**Criteria**

- Leaving the user id field empty will reuse your current user id.
- Changes made to your password will take effect immediately.
- These changes will not affect your Voice Response access (if available).
- Your password must contain at least one non-numeric character.
- Your password must contain alphabetic and numeric characters (Aa-Zz and 0-9).
- Your password cannot contain three characters in a row that have a one character difference (Ex. ABC123).
- Your password cannot contain two consecutive characters that are the same.
- User id must be between 6 and 12 characters in length.
- Password must be between 8 and 30 characters in length.

Enter new user ID:

Enter old password:

Enter new password:  Re-enter new password:

Need help? Call PlanConnect at (800) 923-6669 Mon-Fri, 9:00 AM – 5:00 PM ET

**SUBMIT**

### Continue and Confirmation

1. Confirm by selecting **CONTINUE**.
2. You will receive a message confirming your User ID and/or Password was updated.

**User ID/Password Change**

You are requesting to change your user ID and/or password.

Your request has not been processed. Please confirm that the above details properly describe the transaction you are requesting by pressing 'Continue'. Press 'Cancel' to abort the request.

**CANCEL** **CONTINUE**

**User ID/Password Change**

Your request has been processed. Your confirmation number is 52852. Please use this number to reference this transaction in the future.

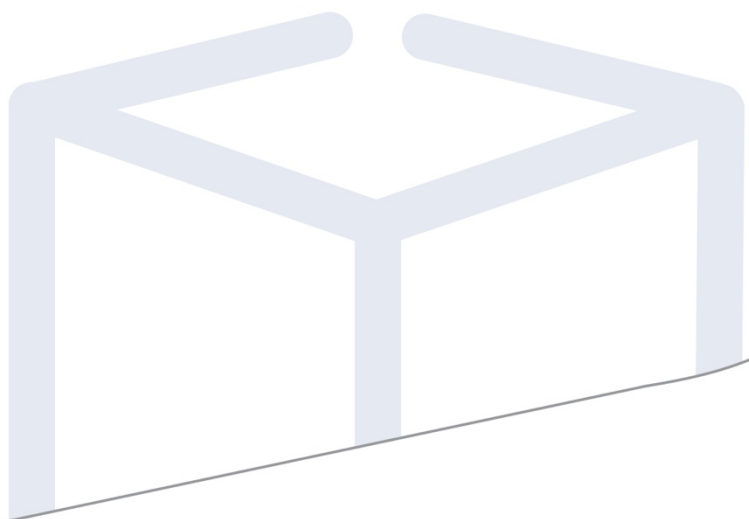
**User ID/Password Change**

You requested to change your user ID and/or password. Please remember this when you attempt to login in the near future. If on your first attempt you fail to login with your new user id/password, please revert to your previous user id/password and try again. Failing to login three times consecutively over any period of time could block your account.

If you have questions or need support, please contact PlanConnect by:

Email: [helpdesk@planconnect.com](mailto:helpdesk@planconnect.com)  
 Fax: (800) 923-6669  
 Phone: (800) 923-6669, Monday - Friday 9:00 am to 5:00 pm ET  
 Mail: 100 Madison St, Suite 1000  
 Syracuse, NY 13202

# How to Update My Personal Information



**PLANCONNECT®**  
The New Standard in Plan Administration

# How to Update My Information

## Important Information — Read This First!

### Why Should I Update My Personal Information?

You should update your personal information if you:

- Change your name
- Have a new address
- Get a new phone number
- Change email addresses
- Would like to change your contact information

### About This Guide

This “How to...” guide describes the most important steps needed to complete certain transactions using the PlanConnect® web site. Note that the web site may have changed since this guide was issued. If you have any questions about the guide or need additional assistance, please contact PlanConnect® using the contact information listed on the last page.

The examples appearing in the guide are for illustrative purposes only; the information you will see will differ.

# Updating Your Personal Information

## Step 1: Connect to PlanConnect®

Go to the PlanConnect® Web Site

1. Open your web browser and go to [www.planconnect.com](http://www.planconnect.com).<sup>1</sup>
2. Click on **LOG INTO YOUR ACCOUNT**.
3. The log-in window will open.

## Log In to Your Account


1. Enter your User ID.  
If this is the first time you're logging in, you will be using your Social Security number.
2. Enter your Password.  
If this is the first time you're logging in, use your date of birth in mmddyyyy order.  
(e.g., July 20, 1987 would be 07201987.)
3. In the drop-down menu labeled "Select Role," verify **PARTICIPANT** is selected.
4. Click on the **LOGIN** button.

<sup>1</sup> This application is written to work with the latest version of Firefox, Chrome, Safari, Microsoft Edge, and Internet Explorer 11.0+. If you are having problems viewing the page, click on the "Problems viewing the site?" link at the bottom of the web page to confirm your web browsers is compatible with the website.



## Step 2: Access Your Personal Information

### Personal Information

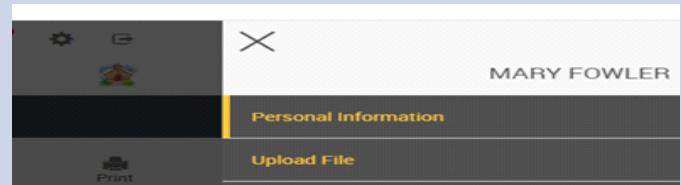
1. Click on **GEAR**  icon on the top right corner of the page.
2. From the drop-down menu that appears, select **PERSONAL INFORMATION**. The “Edit Personal Information” window will open.

### Enter Personal Information

1. Update the screen with your new information.
2. Click **SUBMIT**.
3. If there is an error, click **RESET**.

### Confirm

1. You will receive a message confirming your changes were saved.



**E-Mail Addresses**  
Please provide at least one e-mail address in order to receive online transaction notifications and important information from PlanConnect.

☒ Home  Confirm home email address

☐ Office  Confirm office email address

☐ Other  Confirm other email address

Where would you like your emails sent? Select an option:

☐ Home

☐ I do not want to receive emails that are part of an advertising campaign.

**Edit Personal Information**  
\* indicates a required field

✔ Your changes have been saved.

Enter new or updated information below, then click on "Submit". You will be sent a confirmation email from PlanConnect within 24 hours.

**General**  
Changes to this section must be made through your employer. If you are separated from service with the above employer, please contact PlanConnect to update this information.  
>

**E-Mail Addresses**  
Please provide at least one e-mail address in order to receive online transaction notifications and important information from PlanConnect.  
>

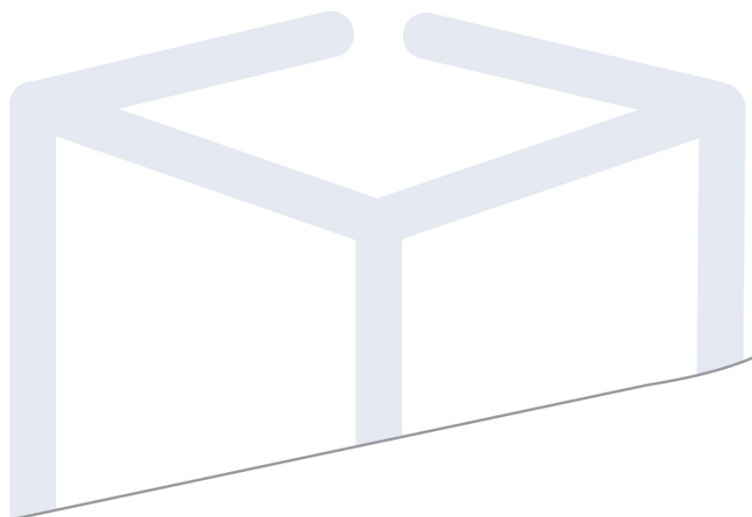
**Security Question**  
You are required to set up a security question and answer as an additional security step.  
>

**RESET** **SUBMIT**

If you have questions or need support, please contact PlanConnect by:

Email	jsupport@planconnect.com
Fax	(800) 867-2826
Phone	(800) 922-6060, Monday - Friday 9:00 am to 5:00 pm ET
Mail	100 Madison St, Suite 1000 Syacuse, NY 12202

# How to Begin, Change or Stop Contributions



# How to Begin, Change or Stop Contributions

## Important Information — Read This First!

### Why Should I Save for Retirement?

Retirement is life's biggest expense. It will cost more than your child's tuition or even your home.

Retirement can span up to a third of your lifetime. It is much like saving for a 25 to 35 year vacation.

It's easy to get caught up in the demands of today and forget about tomorrow. But to afford an expense of this magnitude, you need to start planning and saving right away. There is no better time than the present to save for your retirement.

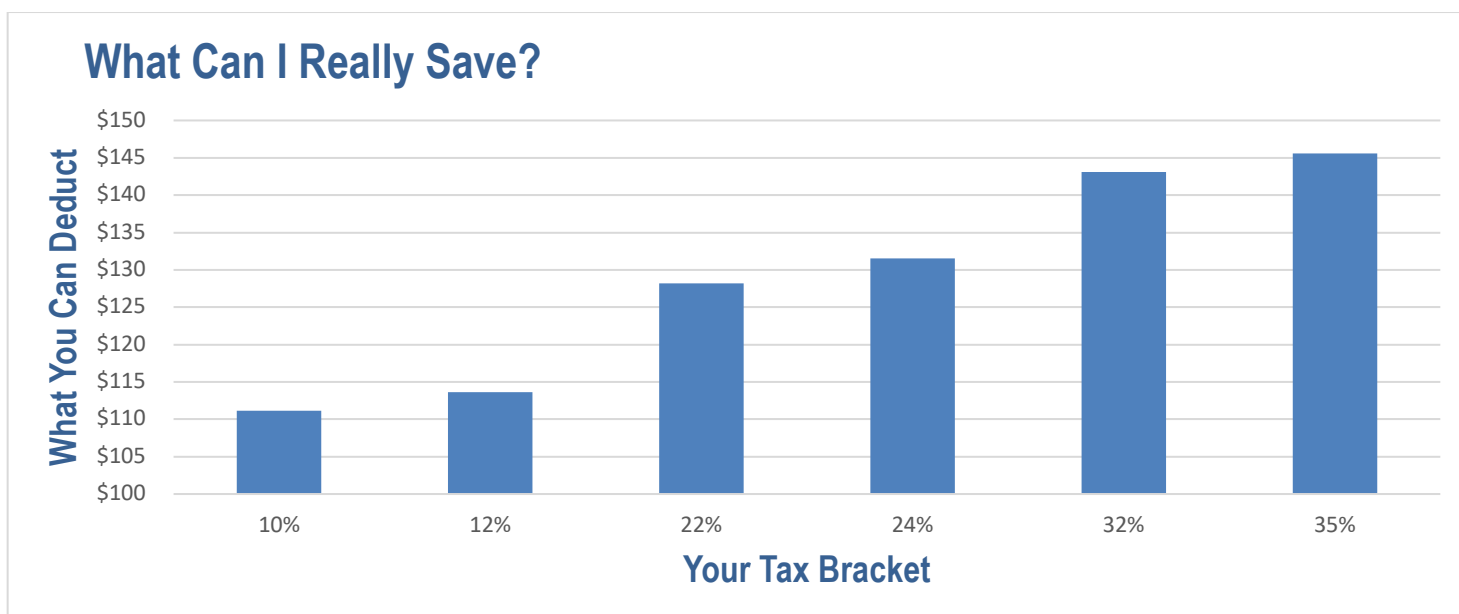
Enrolling in your retirement plan is a great step in shaping how you will live during your years to come.

Contributing to your plan can be done easily through payroll deductions — which are most often pre-tax, although some plans offer Roth deductions. Check with PlanConnect® or your plan administrator for more details.

### What Is a Pre-tax Payroll Deduction?

A pre-tax payroll deduction is a deduction from your gross wages that reduces taxable income. In other words, you do not pay income tax on the pre-tax money that is deducted from your paycheck, which means you can save more with less impact to your take-home pay.

Let's say you want to reduce your take home pay by a \$100. Let the pre-tax deduction work in your favor and save more for your retirement.



Want to learn more? Try our estimating calculators in our [retirement planning](#) section.

## Step 1: Connect to PlanConnect®

Go to the PlanConnect® Web Site

1. Open your web browser and go to [www.planconnect.com](http://www.planconnect.com).<sup>1</sup>
2. Click on **LOG INTO YOUR ACCOUNT**.
3. The log-in window will open.

## Log In to Your Account

1. Enter your User ID.  
If this is the first time you're logging in, you will be using your Social Security number.
2. Enter your Password.  
If this is the first time you're logging in, use your date of birth in mmddyyyy order.  
(e.g., July 20, 1987 would be 07201987.)
3. In the drop-down menu labeled "Select Role," verify **PARTICIPANT** is selected.
4. Click on the **LOGIN** button.

<sup>1</sup> This application is written to work with the latest version of Firefox, Chrome, Safari, Microsoft Edge, and Internet Explorer 11.0+. If you are having problems viewing the page, click on the "Problems viewing the site?" link at the bottom of the web page to confirm your web browser is compatible with the website.

**PLANCONNECT**  
PlanConnect for your healthcare

Good Afternoon, MARY FOWLER  
Last login: May 14, 2020 12:46 PM EDT

### Password Change

For security reasons, we recommend that you change your User ID. Choose a password that will be easy for you to remember, but difficult for others to guess. User IDs and Passwords are case-sensitive. Need help? Call PlanConnect at (800) 923-6669 Mon-Fri, 9:00 AM - 5:00 PM ET.

**Criteria**

- Leaving the user id field empty will reuse your current user id.
- Changes made to your password will take effect immediately.
- These changes will not affect your Voice response access (if available).
- Your password must contain at least one non-numeric character.
- Your password must contain alphabetic and numeric characters (Aa-Zz and 0-9).
- Your password cannot contain three characters in a row that have a one-character difference (Ex. ABC123).
- Your password cannot contain two consecutive characters that are the same.
- User id must be between 8 and 15 characters in length.
- Password must be between 8 and 30 characters in length.

Enter new user ID:

Enter old password:

Enter new password:  Re-enter new password:

Need help? Call PlanConnect at (800) 923-6669 Mon-Fri, 9:00 AM - 5:00 PM ET

**SUBMIT**

## Welcome

Username \*

Password \*

[Forgot User ID or Password?](#)

Participant

Note: The password is case sensitive. If you fail to login three consecutive times your account could be disabled.

**LOGIN**

## Step 2: Initiate Request and Change Elections

Before you can complete this step, you need one or more contracts with an approved investment provider(s). If you need to obtain a contract and want a list of your plan's approved investment providers and their agents, call PlanConnect at (800) 923-6669 or email us at [support@planconnect.com](mailto:support@planconnect.com).

### Initiate Request

- The next step is to enter how much you would like to contribute to your retirement plan each pay period.
  - For assistance with determining how much to contribute as well as the impact it can have on your paycheck and your retirement savings, go to Planning for Retirement.

### Stop and Plan

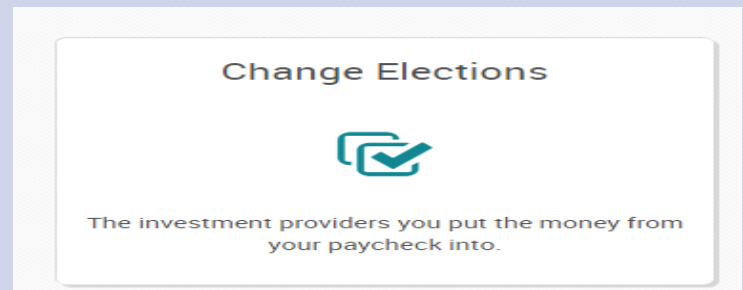
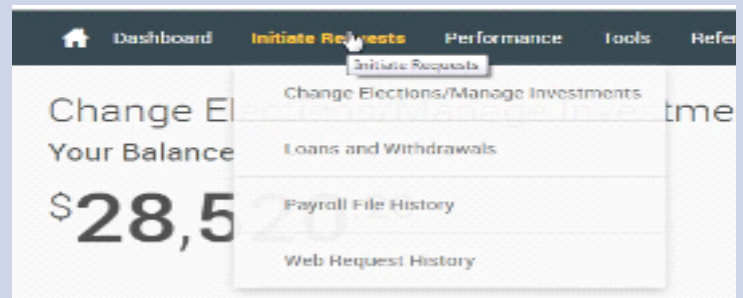
How much should I save?

How much can I save?

Try our retirement calculators at <http://www.planconnect.com>

### Change Elections/Manage Investments

- Select **Initiate Requests and Change Elections/Manage Investments**.
- Select **Change Elections**.



### Indicate Contribution Amount or Percent

- Check the box next to **Include** for each contribution type (Employee Pre-Tax or Employee Roth) you wish to begin, change or stop.
- Select the **Contribution Method** as an amount or percentage and enter the dollar amount or percent, as applicable, next to an approved **Investment Provider**.

Employee Pre-Tax Deferral		<input checked="" type="checkbox"/> Include	
Contribution method			
Dollar			
Investment Provider	Current IP Election	New IP Election	
Future Co	\$0.00		\$ 0
Sunshine Investments	\$0.00		\$ 0
Foryour Life	\$0.00		\$ 50.00
EarnMoney Group	\$0.00		\$ 0
<b>TOTAL ALLOCATION</b>	<b>\$0.00</b>		<b>\$50.00</b>

Employee Roth Deferral		<input checked="" type="checkbox"/> Include	
Contribution method			
Dollar			

## Step 3: Authorization to Begin, Change or Stop Elections

### Authorize

1. Check the box **I authorize this investment election change** and select **Next**.

☒ I authorize this investment election change

### Review and Confirm

1. Review your contribution elections, **TERMS AND CONDITIONS**, and the important notes. If you agree and your elections are accurate, check the box next to **I authorize this investment election change** and select **Submit**.
2. Select **Change Elections**.

By selecting "SUBMIT":  
You confirm that you have read and agree to these [TERMS AND CONDITIONS](#).

**Important:**  
You will receive a Salary Reduction Confirmation to print and keep for your records.  
The contribution type(s) you select to "include" in your election will **replace and cancel all other prior elections for the same contribution type**. Unchanged contribution types do not appear on the Salary Reduction Confirmation.

Effective date  
05/14/2020

Employee Pre-Tax Deferral

Investment Provider	Current IP Election	New IP Election
Foryour Life	\$0.00	\$50.00
<b>TOTAL ALLOCATION</b>	\$0.00	\$50.00

Employee Roth Deferral

Investment Provider	Current IP Election	New IP Election
EarnMoney Group	\$0.00	\$100.00
<b>TOTAL ALLOCATION</b>	\$0.00	\$100.00

☒ I authorize this investment election change

### Election Confirmation

1. Print and save the confirmation screen and report for your records.

Congratulations! You've taken a big step toward ensuring you have a comfortable retirement.

Keep in mind that it is a good idea to review your retirement strategy annually because:

- You may want to reallocate your contributions.
- You may want to change your contribution amount, especially if contribution limits increase.
- You may want to take a loan.
- You may need to take an early withdrawal.
- You may have had a major life change. (e.g. marriage, birth of a child, etc.).

Confirmation Number: 52860

### Elections Confirmation

Effective date  
05/14/2020

Employee Pre-Tax Deferral

Investment Provider	Current IP Election	New IP Election
Foryour Life	\$0.00	\$50.00
<b>TOTAL ALLOCATION</b>	\$0.00	\$50.00

Employee Roth Deferral

Investment Provider	Current IP Election	New IP Election
EarnMoney Group	\$0.00	\$100.00

**PLANCONNECT** 403(b) SALARY REDUCTION CONFIRMATION

☐ Initial 403(b) Salary Reduction Agreement  
☒ Change in Contribution Amount or Percentage, Investment Provider Allocation, and/or Money Source  
☐ Terminate Agreement (Stop/Cancel)

<b>Employee and Employer Information</b>	Employee Name (first, middle initial, last) MARY FORLER	Social Security Number (050-00-8007)
	Employee Address (street, city, state, zip) 123 ELM ST SYRACUSE, NY 13202	
<b>Plan Number</b> BINNY000510	<b>Employer Name</b> DEMO - Orange School District	

**Money Source**

☒ Employee Deferral ☐ Employer Contribution ☐ Employee Post Tax  
The contribution type(s) you select to "include" in your election will REPLACE AND CANCEL ALL OTHER PRIOR ELECTIONS FOR THE SAME CONTRIBUTION TYPE. Unchanged contribution types do not appear on the Salary Reduction Confirmation.

**Investment Provider Allocation Election**

Effective Date: 05/25/2020 (Employee is responsible for establishing an account with the Investment Provider before any amounts are contributed by the Employer to the Investment Provider)

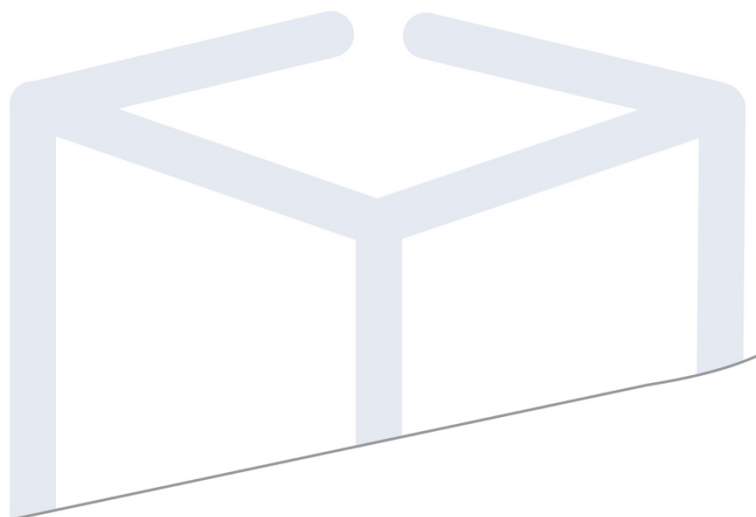
Money Source: Pre-tax Deferral

Investment Provider	Investment Provider Amt
DEMO-Foryour Life Co	\$50.00
<b>Total</b>	\$50.00

Money Source: Roth Deferral

Investment Provider	Investment Provider Amt
DEMO-EarnMoney Group	\$100.00
<b>Total</b>	\$100.00

# How to Move My Funds



# How to Move My Funds

## Important Information — Read This First!

### Can I Move My Funds Without a Penalty?

Yes, there are three ways to move your funds tax free and with no IRS penalty\*:

- **Rollovers** — Move your funds from one qualified retirement plan to another qualified retirement plan.
- **Exchanges** — Move your retirement account to another account of the same type within your employer's plan. For example, if your employer offers a 403(b) plan with more than one investment provider, you can move your 403(b) plan account from investment provider A to investment provider B.
- **Transfers** — Move all or a portion of your funds from one employer's plan to new or former employer's plan.

### Who's Eligible?

**Rollovers** — According to the IRS, you are eligible to roll over funds in the following circumstances:

- You no longer work for the employer sponsoring your retirement plan.
- You are over the age of 59½.
- Your employer no longer offers your type of retirement account.
- Some examples include funds to be rolled over are from:
  - A spouse or former spouse and are due to a divorce or separation agreement
  - A death benefit distribution
  - An in-service withdrawal from a profit-sharing plan

### ROLLOVER CHART

		Roll To							
		Roth IRA	Traditional IRA	SIMPLE IRA	SEP-IRA	Governmental 457(b)	Qualified Plan <sup>1</sup> (pre-tax)	403(b) (pre-tax)	Designated Roth Account (401(k), 403(b) or 457(b))
Roll From	<b>Roth IRA</b>	Yes <sup>2</sup>	No	No	No	No	No	No	No
	<b>Traditional IRA</b>	Yes <sup>3</sup>	Yes <sup>2</sup>	Yes <sup>2, 7</sup> , after two years	Yes <sup>2</sup>	Yes <sup>4</sup>	Yes	Yes	No
	<b>SIMPLE IRA</b>	Yes <sup>3</sup> , after two years	Yes <sup>2</sup> , after two years	Yes <sup>2</sup>	Yes <sup>2</sup> , after two years	Yes <sup>4</sup> , after two years	Yes, after two years	Yes, after two years	No
	<b>SEP-IRA</b>	Yes <sup>3</sup>	Yes <sup>2</sup>	Yes <sup>2, 7</sup> , after two years	Yes <sup>2</sup>	Yes <sup>4</sup>	Yes	Yes	No
	<b>Governmental 457(b)</b>	Yes <sup>3</sup>	Yes	Yes <sup>7</sup> , after two years	Yes	Yes	Yes	Yes	Yes <sup>3,5</sup>
	<b>Qualified Plan<sup>1</sup> (pre-tax)</b>	Yes <sup>3</sup>	Yes	Yes <sup>7</sup> , after two years <sup>6</sup>	Yes	Yes <sup>4</sup>	Yes	Yes	Yes <sup>3,5</sup>
	<b>403(b) (pre-tax)</b>	Yes <sup>3</sup>	Yes	Yes <sup>7</sup> , after two years	Yes	Yes <sup>4</sup>	Yes	Yes	Yes <sup>3,5</sup>
	<b>Designated Roth Account (401(k), 403(b) or 457(b))</b>	Yes	No	No	No	No	No	No	Yes <sup>6</sup>

<sup>1</sup>Qualified plans include, for example, profit-sharing, 401(k), money purchase, and defined benefit plans.

<sup>2</sup>Only one rollover in any 12-month period.

<sup>3</sup>Must include in income.

<sup>4</sup>Must have separate accounts.

<sup>5</sup>Must be an in-plan rollover.

<sup>6</sup>Any nontaxable amounts distributed must be rolled over by direct trustee-to-trustee transfer.

<sup>7</sup>Applies to rollover contributions after December 18, 2015. For more information regarding retirement plans and rollovers, visit [Tax Information for Retirement Plans](#).

\* Please contact your individual financial institution for a detailed explanation of any (fees or charges) or (contingent deferred sales charges, administrative fees or market fluctuation) your account may be subject to.



**Exchanges and Transfers** — If you are an active or retired employee, you are eligible to exchange or transfer funds as long as each of the following conditions is met:

- Exchanges or transfers must be permitted under your plan
- Your employer and the investment provider receiving the exchange or transfer have an information sharing agreement.
- The investment provider receiving the exchange or transfer is an approved provider within your employer's plan.
  - The benefit after the exchange is at least as great as the benefit before the exchange.
  - The withdrawal restrictions are at least as great after the exchange as before the exchange.

## Before You Move Any Funds

- Transfers, exchanges, and rollovers are optional features of 403(b) retirement plans. Check your employer's Plan to make sure they are allowed.
- If you have a required minimum distribution (RMD) due, you will need to take the RMD before you can transfer, exchange, or rollover your funds.
- You can request an approval certificate to move funds into or out of your retirement plan through the PlanConnect® web site or by contacting PlanConnect at (800) 923-6669 or by email at [support@planconnect.com](mailto:support@planconnect.com).
- For rollovers:
  - If you are rolling over funds and you do not have your funds going directly to another investment provider, you may have to pay 20% federal income tax withholding.

## Step 1: Connect to PlanConnect®

Go to the PlanConnect® Web Site

1. Open your web browser and go to [www.planconnect.com](http://www.planconnect.com).<sup>1</sup>
2. Click on **LOG INTO YOUR ACCOUNT**.
3. The log-in window will open.

## Log In to Your Account

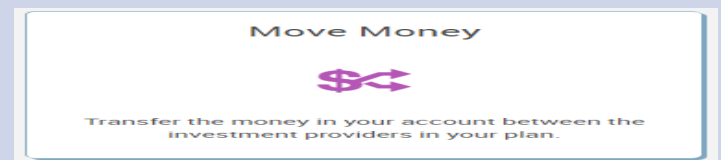
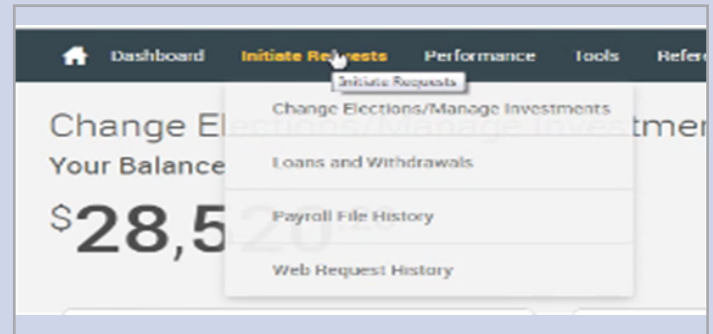
1. Enter your User ID.  
If this is the first time you're logging in, you will be using your Social Security number.
2. Enter your Password.  
If this is the first time you're logging in, use your date of birth in mmddyyyy order.  
(e.g., July 20, 1987 would be 07201987.)
3. In the drop-down menu labeled "Select Role," verify **PARTICIPANT** is selected.
4. Click on the **LOGIN** button.

<sup>1</sup> This application is written to work with the latest version of Firefox, Chrome, Safari, Microsoft Edge, and Internet Explorer 11.0+. If you are having problems viewing the page, click on the "Problems viewing the site?" link at the bottom of the web page to confirm your web browser is compatible with the website.

## Step 2: Start Your Transaction

1. Click on the **INITIATE REQUESTS** tab.
2. From the drop-down menu that appears, select **CHANGE ELECTIONS/MANAGE INVESTMENTS**.  
A new window will open.

3. Select **MOVE MONEY**.



## Step 3: Enter Your Transaction

### Intra Plan Transfers/Exchanges

1. In the drop-down menu labeled **SELECT TYPE OF REQUEST**, select **INTRA PLAN TRANSFER** (also known as an Exchange).
2. Read the **IMPORTANT** information carefully.
3. From the drop-down menu labeled **SOURCE**, select the source (i.e. **EMPLOYEE PRE-TAX DEFERRAL**) you are moving the funds from.
4. From the drop-down menu labeled **OPTIONS FOR INTRA PLAN TRANSFER**, select **\$** (for dollar amount) or **%** (for percentage of account value).
5. In the **INVESTMENT PROVIDER** column, go to the **TRANSFER FROM** drop-down menu and select the investment provider and contract number from which you wish to intra plan transfer/exchange funds from.
6. In the **AMOUNT/PERCENT FROM** column, enter the dollar amount or percentage you want to intra plan transfer/exchange.
7. In the **INVESTMENT PROVIDER** column, go to the **TRANSFER TO** drop-down menu and select the investment provider and contract number from which you wish to intra plan transfer/exchange funds to.
8. Click on **CONTINUE**.

 A screenshot of the 'Intra Plan Transfer' form. The title is 'Intra Plan Transfer'. Below it, a subtitle reads: 'Allows you to move all or part of your account value from one 403(b) contract to another with any Investment Provider under the plan.' The form has two main sections. The first section, 'Select Type of Request:', has a dropdown menu with 'Intra Plan Transfer' selected. The second section, 'Options For Intra Plan Transfer\*', has a dropdown menu with 'Dollars' selected.


 A screenshot of the 'Intra Plan Transfer Employee Pre-Tax Deferral' form. The title is 'Intra Plan Transfer Employee Pre-Tax Deferral'. Below it, a subtitle reads: 'Allows you to move all or part of your account value from one 403(b) contract to another with any Investment Provider under the plan.' The form has three main sections. The first section, 'Type of Request:', has a dropdown menu with 'Intra Plan Transfer' selected. The second section, 'Source', has a dropdown menu with 'Employee Pre-Tax Deferral' selected. The third section, 'Options For Intra Plan Transfer\*', has a dropdown menu with 'Dollars' selected. Below these sections, there is an 'IMPORTANT' section with bullet points. At the bottom, there is a table with columns: 'Investment Provider', 'Current Balance\*', 'Amount/Percent From', 'Amount/Percent To', and 'Balance As Of'. The table has two rows: 'Transfer From:' and 'Transfer To:'. Each row has a 'Select Investment Provider' dropdown and a 'Contract' dropdown. The 'Amount/Percent From' column for the 'Transfer From:' row shows '\$ 0.00'.

## Step 3: Enter Your Transaction (continued)

### Transfers

1. In the drop-down menu labeled **SELECT TYPE OF REQUEST**, select **TRANSFER OUT OF/INTO PLAN**.
2. Read the **IMPORTANT** information carefully.
3. From the drop-down menu labeled **OPTIONS FOR TRANSFER OUT OF THE PLAN**, select **\$** (for dollar amount) or **%** (for percentage of account value). This option is only available when transferring funds out of the plan.
4. In the **CURRENT INVESTMENT PROVIDER** column, select the row for the investment provider from which you will make the transfer — that is, the “from” source.
5. In the **TRANSFERRING TO INVESTMENT PROVIDER** column, enter the name of the investment provider receiving the transfer — that is, the “to” destination.
6. In the **CONTRACT** column, enter the investment provider’s contract number to which you will transfer funds.
7. Under **AMOUNT REQUESTED**, enter the dollar amount or percentage you want to transfer.
8. Click on **CONTINUE**.

### Rollovers into or out of Your Retirement Plan

1. In the drop-down menu labeled **SELECT TYPE OF REQUEST**, select **ROLLOVER INTO OR OUT OF PLAN**.
2. Read the **IMPORTANT** information carefully.
3. In the **CURRENT INVESTMENT PROVIDERS** column, select the row for the investment provider receiving the rollover — that is, the “to” destination.
4. Under **ROLLOVER FROM INVESTMENT PROVIDER**, enter the name of the investment provider from which you will roll over funds — that is, the “from” source.
5. In the **CONTRACT** column, enter the contract number of the investment provider from which you will be rolling over funds.  
  
If you are rolling the funds into a new contract number, click on the **ADD CONTRACT** icon, after you enter the new contract number.
6. Click on **CONTINUE**.

#### Transfer Out of Plan

Transfer from this 403(b) Plan to another employer's 403(b) Plan.

Type of Request: Transfer Out of Plan Options for Transfers Out of the Plan\* Dollars

\* If you want to transfer the total account value in your contract, select **Percent**

#### IMPORTANT

- To prevent delays, PlanConnect recommends that you transfer to a previously established active contract.
- Many Investment Providers do not accept transfers with outstanding loan balances.
- Check with your Investment Provider(s) to make sure you have completed any additional forms or met conditions (such as a spousal signature if your contract is subject to ERISA) they may require.
- The account values affected by this transaction may be subject to market fluctuation, investment fees and charges.

Current Investment Providers	Available Amount*	Transferring To Investment Provider	Contract	Amount Requested	Balance As of
Foryour Life ING905915	\$22,418.27			\$ 0.00	02/28/2018
Future Co (In-Active Provider) 7446589	\$9,747.99			\$ 0.00	02/23/2018
Sunshine Investments A07905915	\$25,233.18			\$ 0.00	02/28/2018

RESET

CONTINUE

#### Rollover Into Plan

Roll money into your existing 403(b) contract from another qualified contract (i.e. 401(k), 401(a), 403(b), 457(b), IRA).

Type of Request: Rollover Into Plan

#### IMPORTANT:

- Check with your investment Provider(s) to make sure you have completed any additional forms or met conditions (such as a spousal signature if your contract is subject to ERISA) they may require.
- The account values affected by this transaction may be subject to market fluctuation, investment fees and charges.

Current Investment Providers	Rollover From Investment Provider	Contract
EarnMoney Group Contract Number 0 Contract Number TC7905325		
Foryour Life Contract Number 0 Contract Number ING905215		
Future Co (In-Active Provider) Contract Number 0 Contract Number AV2905324		
Sunshine Investments Contract Number 0 Contract Number A04905215		

RESET

CONTINUE

## Step 4: Complete Your Transaction

### Verify the Transaction You've Requested

1. After you have finished entering your transaction details, you will see a transaction verification screen. Make sure the information is correct.
2. Click on **SUBMIT**.

By selecting "SUBMIT" below:

- You confirm that the details you've provided are correct.
- You agree that you are ready to submit the request to PlanConnect for approval.

Investment Provider	Current Balance*	Amount/Percent From	Amount/Percent To
ForYour Life Contract Number IN0905915	\$22,416.27	\$500.00	\$0.00
Sunshine Investments Contract Number AD7905915	\$25,233.18	\$0.00	\$500.00

If the above information is incorrect, please select "Cancel" to return to the transaction request screen.

\* Current Balances are based upon the data last received from the individual Investment Providers. This amount may not reflect recently approved or pending transactions. Please contact your Investment Provider directly to verify this amount.

### Print the Transaction Confirmation

1. Once you have agreed to the transaction requested, the confirmation window will open.
2. Use your browser's "print" function to print and retain the confirmation for your records.
3. You may upload any attachments necessary to accompany your transaction request.

**Confirmation number: 88888**

Your request has been submitted. Please print this page for your records and use your confirmation number to refer to your request. PlanConnect will tell you within 5-7 business days whether your request is approved, is denied or requires additional information.

**If Approved**

- PlanConnect will notify you that it has created certificate(s) of Approval for each investment provider. You should then:
  - Print the Certificate from this website and submit the Certificate to the Investment Provider(s).
  - Check with your Investment Provider(s) to make sure you have completed any additional forms or met conditions (such as a signed signature if your contract is subject to ERISA) they may require.

**If Denied**

- You will be sent a notification outlining the reason(s) for the denial.

**If Additional Information Is Required**

- You will be sent a notification outlining what additional information is necessary to finalize your request.

**Important Note**

- Many Investment Providers do not accept exchanges with outstanding loan balances.
- The account values affected by this transaction may be subject to market fluctuation, investment fees and charges.

### Print and Mail Your Transaction Approval Certificate to Your Investment Provider


1. Click on the **TOOLS** tab.
2. From the drop-down menu that appears, select **REPORTS**. The **REPORTS** window will open.
3. Click on the **REPORT GROUP: PARTICIPANT CERTIFICATES**. You will then click on the blue PlanConnect Approval Certificate wording in the left-hand column for the appropriate transaction approval document.
4. Print out the transaction approval (note you will receive two copies) and send a copy along with the appropriate form to the releasing company as well as the receiving company. Please also keep a copy for your records.

Dashboard Initiate Requests Performance **Tools** References

Reports

Dashboard Initiate Requests Performance **Tools** References

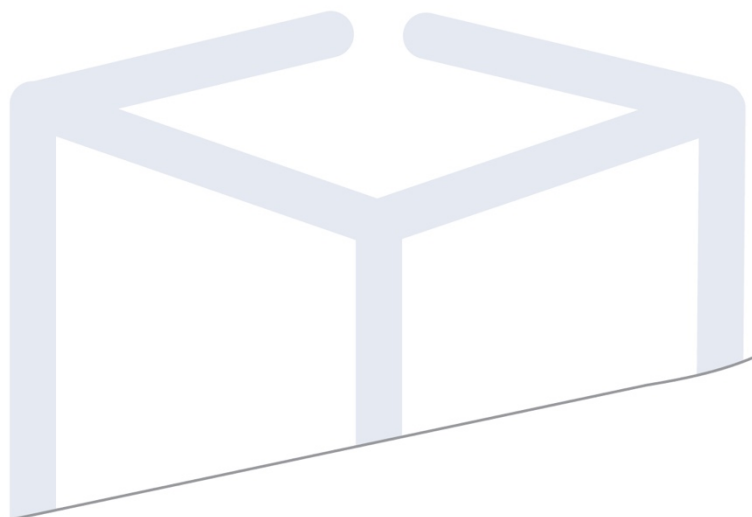
Reports Print



Name	Size	File Type	From Date	To Date	Delete
Report Group: None					
Report Group: Participant Certificates					
PlanConnect Approval Certificate	78kb	Adobe Acrobat	09/20/2016	09/20/2016	<input type="checkbox"/> Delete
PlanConnect Approval Certificate	81kb	Adobe Acrobat	02/26/2016	02/27/2016	<input type="checkbox"/> Delete
PlanConnect Approval Certificate	76kb	Adobe Acrobat	06/23/2016	06/23/2016	<input type="checkbox"/> Delete
PlanConnect Approval Certificate	78kb	Adobe Acrobat	06/08/2016	06/08/2016	<input type="checkbox"/> Delete
PlanConnect Approval Certificate	81kb	Adobe Acrobat	05/20/2016	05/20/2016	<input type="checkbox"/> Delete
PlanConnect Eligibility Certificate	85kb	Adobe Acrobat	05/12/2016	05/12/2016	<input type="checkbox"/> Delete
PlanConnect Approval Certificate	82kb	Adobe Acrobat	04/27/2016	04/27/2016	<input type="checkbox"/> Delete

\* You will need the free Adobe Acrobat Reader to view/print the Agreement. Acrobat Reader can be downloaded [here](#).

# How to Take a Loan



# How to Take a Loan

## Important Information — Read This First!

### Can I Take a Loan from My Retirement Account?

You can take a loan from your account if your retirement plan has a loan feature and your investment provider permits loans. There are, however, restrictions about when and how much you can borrow. Please review your employer's retirement plan document and investment provider's contract for restriction details.

### What Should I Consider Before Taking a Loan?

- If you borrow from your retirement plan account, the money you borrow is no longer invested; you are therefore missing a potential opportunity for your investments to grow.
- Interest is charged on the loan per the IRS guidelines.
- Your loan must be repaid within a five-year period. If the loan is used towards purchasing your principal residence, you may be allowed to exceed the five-year repayment period.
- Payments on loans are required no less frequently than quarterly, with both principal and interest amortized the repayment period.
- If a loan payment is not made, the entire outstanding loan balance is considered in default. Defaulted loan balances are reported as distributions. You will owe federal and state (if applicable) income taxes along with a 10% early distribution penalty if you are under 59½ years of age.
- Additional loans are not permitted if there's an outstanding defaulted loan, unless the employer permits loan payments to be deducted from payroll or you first repay the prior defaulted amount and accrued interest.

# Taking a Loan

## Step 1: Connect to PlanConnect®

Go to the PlanConnect® Web Site

1. Open your web browser and go to [www.planconnect.com](http://www.planconnect.com).<sup>1</sup>
2. Click on **LOG INTO YOUR ACCOUNT**.
3. The log-in window will open.

PLANCONNECT®  
PlanConnect®

Good Afternoon, MARY FOWLER  
Last login: May 14, 2020 12:46 PM EST

### Password Change

For security reasons, we recommend that you change your User ID. Choose a password that will be easy for you to remember, but difficult for others to guess. User IDs and Passwords are case-sensitive. Need help? Call PlanConnect at (800) 923-6669 Mon-Fri, 9:00 AM - 5:00 PM ET.

**Criteria**

- Leaving the user id field empty will reuse your current user id.
- Changes made to your password will take effect immediately.
- These changes will not affect your Voice Response access (if available).
- Your password must contain at least one non-numeric character.
- Your password must contain alphabetic and numeric characters (Aa-Zz and 0-9).
- Your password cannot contain three characters in a row that have a one character difference (Ex: ABC123).
- Your password cannot contain two consecutive characters that are the same.
- User id must be between 6 and 12 characters in length.
- Password must be between 8 and 30 characters in length.

Enter new user ID:

Enter old password:

Enter new password:  Re-enter new password:

Need help? Call PlanConnect at (800) 923-6669 Mon-Fri, 9:00 AM - 5:00 PM ET

**SUMMIT**

## Log In to Your Account

1. Enter your User ID.  
If this is the first time you're logging in, you will be using your Social Security number.
2. Enter your Password.  
If this is the first time you're logging in, use your date of birth in mmddyyyy order.  
(e.g., July 20, 1987 would be 07201987.)
3. In the drop-down menu labeled "Select Role," verify **PARTICIPANT** is selected.
4. Click on the **LOGIN** button.

## Welcome

Username \*

Password \*

[Forgot User ID or Password?](#)

Participant ▼

Note: The password is case sensitive. If you fail to login three consecutive times your account could be disabled.

**LOGIN**

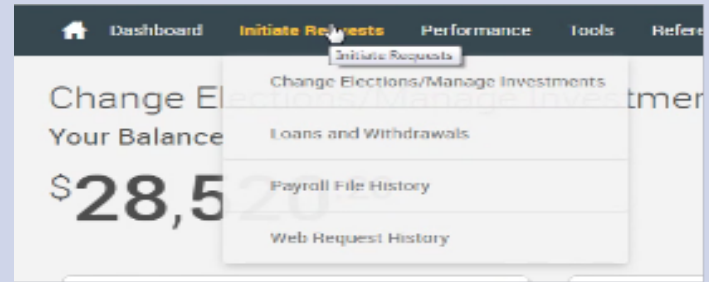
<sup>1</sup> This application is written to work with the latest version of Firefox, Chrome, Safari, Microsoft Edge, and Internet Explorer 11.0+. If you are having problems viewing the page, click on the "Problems viewing the site?" link at the bottom of the web page to confirm your web browsers is compatible with the website.



## Step 2: Start Your Loan Transaction

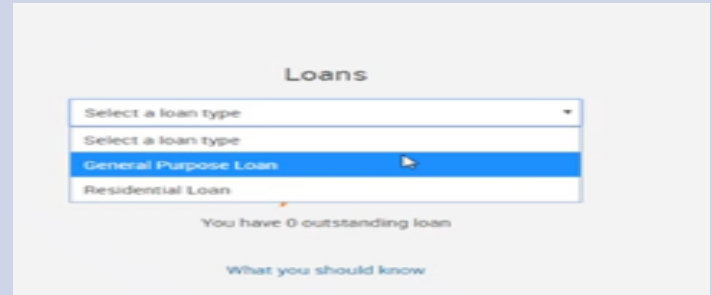
### Initiate Loan Request

1. Click on the **INITIATE REQUESTS** tab.
2. From the drop-down menu that appears, select **LOANS AND WITHDRAWALS**. The “Loans and Withdrawals” screen opens.



### Select Loan Type

1. Select from the drop-down menu labeled “Select loan type” the type of loan you wish to take:
  - a. **PERSONAL LOAN**, or
  - b. **RESIDENTIAL LOAN**
2. Click on **GET STARTED**.
3. If you currently have any outstanding or defaulted loans with any other qualified plan sponsored by this employer, you must submit your request with our **Connect<sup>2</sup>Service form**, which is found on the top of the next page in the statement “If you currently have an outstanding or defaulted loan with any other 401(a), 401(k), 403(b), or 457(b) plan sponsored by this employer, [click here](#) to submit your loan request.” If you do NOT have any outstanding or defaulted loans with any other qualified plan sponsored by this employer, proceed on the page.



## Step 3: Enter Your Loan Amount

1. The screen will now display the amounts available for your loan based on the investment provider(s) and contract(s). Enter the loan amount you wish to take in the “Loan Amount Requested” column for the provider(s) of your choice.
2. Click **CONTINUE**.

Current Investment Provider	Amount Available Per Investment Provider	Loan Amount Available Per Loan(s)	Loan Amount Requested	Balance As of
> Fidelity Group	\$1,000.00			1/1/2018
> Fidelity Life	\$0.00			1/1/2018
> Fidelity (S-A) Plan	\$0.00			1/1/2018
> Fidelity Investments	\$0.00			1/1/2018
<b>TOTAL AMOUNT</b>			<b>\$0.00</b>	

## Step 4: Complete Your Transaction

### Verify the Transaction You've Requested

1. Read the "I Agree" statements.
2. Check that the loan details are correct.
3. Click **I AGREE** to submit your request, or select **CANCEL** to return to the "Loan Distribution Request" screen.

**Personal Loan Verification**

By selecting "SUBMIT" below, I confirm that the requested loan details are correct. I am ready to submit the request to PlanConnect for approval.

Personal loan of \$1000.00

Loan Details	Amount Requested
TOTAL AMOUNT REQUESTED	\$1,000.00

If the above information is incorrect, please select "Cancel" to return to the transaction request screen.

**CANCEL** **SUBMIT**

### Print Your Transaction Request Confirmation

1. Your transaction request confirmation will appear.
2. Use your browser's "print" function to print the transaction confirmation and retain it for your records.

**Personal Loan Confirmation**

**PRINT**

Your transaction request has been submitted. Please print this page for your records and use your confirmation number to refer to your request. Your request will be processed by PlanConnect. If you need to make any changes to your request, please contact your administrator. If you need to cancel your request, please contact your administrator. If you need to make any changes to your request, please contact your administrator. If you need to cancel your request, please contact your administrator.

**SUBMIT**

### Look for Notification from PlanConnect®

1. You will receive confirmation by e-mail (if an active email address is on file) within an hour after your request has been processed. **Note:** It can take up to 5-7 business days to process this request.
2. Your loan request will be either approved, denied, or will require additional information.
  - If your loan request is approved, you will receive an email notification prompting you to log in to PlanConnect.com to print your Loan Approval Certificate.
  - If your loan request is denied, you will receive a letter from PlanConnect® explaining the reason(s) the request was denied.
  - If additional information is required, you will receive a letter from PlanConnect® describing what additional information is necessary to finalize the request.

**PLANCONNECT™** TRANSACTION APPROVAL CERTIFICATE

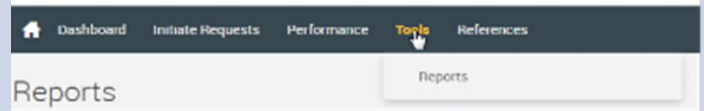
TRANSACTION INFORMATION	Transaction Type:	PERSONAL LOAN
	Participant Name:	MELISSA BICE
	Participant Date of Birth:	02/13/1958
	SSN (Last 4 digits):	6502
	Plan Name:	ORANGE SCHOOL DISTRICT 403(B) PLAN
	Approval Effective Date:	07/01/2010
	Approval Effective Unit:	08/01/2010
	Confirmation Number:	0901100001
	Transaction Amount:	\$2000.00

FROM: AXA EQUITABLE  
CONTRACT NUMBER: A07905915

This approval certificate is valid for 30 days. Any re-authorization of this approval must be issued in writing by PlanConnect prior to the expiration date above. Otherwise, the approval process must begin again.

## Print and Mail Your Loan Approval Certificate

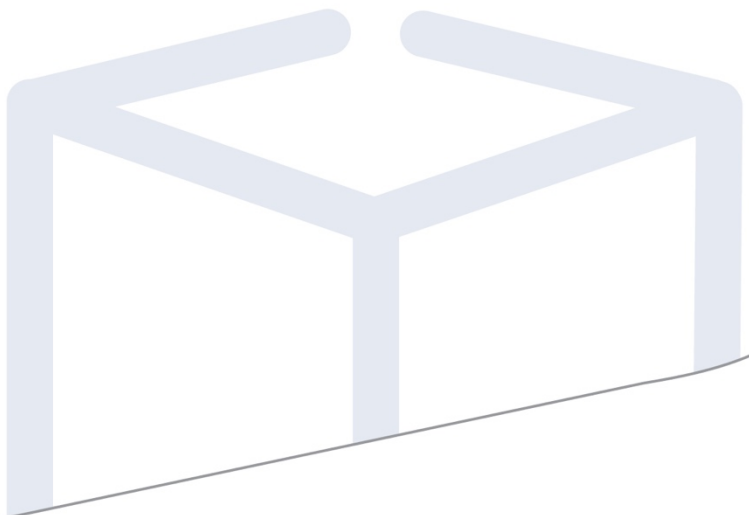
1. Click on the **TOOLS** tab.
2. From the drop-down menu that appears, select **REPORTS**. The “Reports” window will open.
3. Click on **TRANSACTION REQUEST APPROVAL** with the applicable date, or the Adobe icon in the left-hand column next to it.
4. Print out a copy of the Loan Approval Certificate and send it along with a copy of any forms required to your approved provider for processing. You should also keep a copy for your records.



The screenshot shows the 'Reports' window with a table of report groups and individual certificates. The table has columns for Name, Size, File Type, From Date, To Date, and a Delete button. The report group is 'Participant Certificates'.

Name	Size	File Type	From Date	To Date	Delete
Report Group: Participant Certificates					
PlanConnect Approval Certificate	788b	Adobe Acrobat	09/29/2018	09/29/2018	<input type="checkbox"/> Delete
PlanConnect Approval Certificate	818b	Adobe Acrobat	02/26/2018	02/27/2018	<input type="checkbox"/> Delete
PlanConnect Approval Certificate	788b	Adobe Acrobat	06/23/2016	06/23/2016	<input type="checkbox"/> Delete
PlanConnect Approval Certificate	788b	Adobe Acrobat	06/08/2016	06/08/2016	<input type="checkbox"/> Delete
PlanConnect Approval Certificate	818b	Adobe Acrobat	05/20/2016	05/20/2016	<input type="checkbox"/> Delete
PlanConnect Eligibility Certificate	858b	Adobe Acrobat	05/12/2016	05/12/2016	<input type="checkbox"/> Delete
PlanConnect Approval Certificate	828b	Adobe Acrobat	04/27/2016	04/27/2016	<input type="checkbox"/> Delete

# How to Take a Withdrawal



# Taking a Withdrawal

## Important Information — Read This First!

### Can I Withdraw Funds from My Account?

You can take a withdrawal but restrictions and penalties may apply.

The taxable portion of your withdraw may be subject to a mandatory federal withholding; it could be as much 20%.

If you are under the age of 59½ or (depending on your plan provisions) 70½:

- Some or all of your funds may be restricted and only withdrawn for certain situations, such as:
  - Financial hardship
  - Unforeseen emergency
  - If you are disabled
- The IRS may impose a penalty on your withdraw. In most cases it is 10% of the withdrawal amount.

### What Should I Consider Before Taking a Withdrawal?

Withdrawing from your account leaves you less money for retirement. As previously mentioned, if you are taking an early withdrawal there may be IRS penalties and withdrawal restrictions. In addition to the IRS penalties, there may be mandatory 20% federal income tax withholding requirement; when you file your incomes taxes you may owe more than 20% depending on your tax bracket.

# Taking a Withdrawal

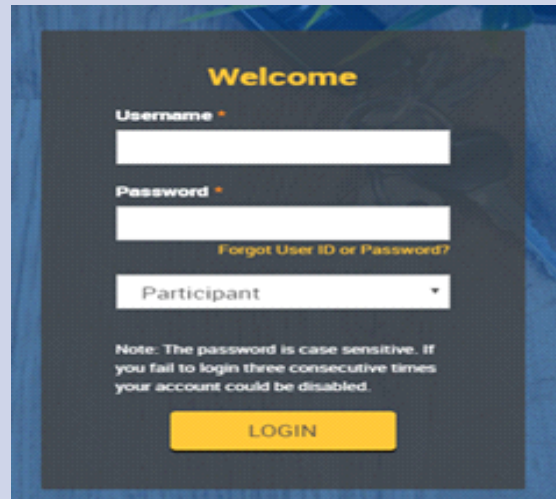
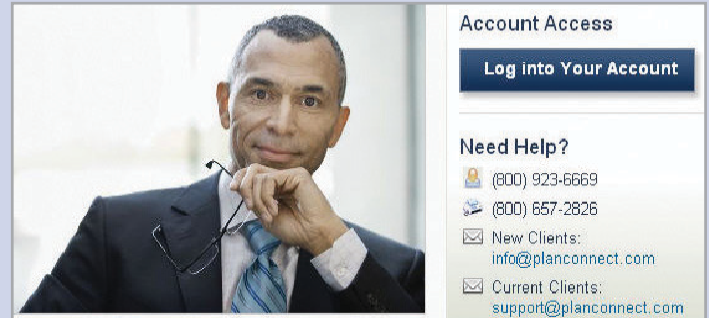
## Step 1: Connect to PlanConnect®

Go to the PlanConnect® Web Site

1. Open your web browser and go to [www.planconnect.com](http://www.planconnect.com).<sup>1</sup>
2. Click on **LOG INTO YOUR ACCOUNT**.
3. The log-in window will open.

### Log In to Your Account

1. Enter your User ID.  
If this is the first time you're logging in, you will be using your Social Security number.
2. Enter your Password.  
If this is the first time you're logging in, use your date of birth in mmddyyyy order.  
(e.g., July 20, 1987 would be 07201987.)
3. In the drop-down menu labeled "Select Role," verify **PARTICIPANT** is selected.
4. Click on the **LOGIN** button.



<sup>1</sup> This application is written to work with the latest version of Firefox, Chrome, Safari, Microsoft Edge, and Internet Explorer 11.0+. If you are having problems viewing the page, click on the "Problems viewing the site?" link at the bottom of the web page to confirm your web browsers is compatible with the website.

## Step 2: Start Your Withdrawal Transaction

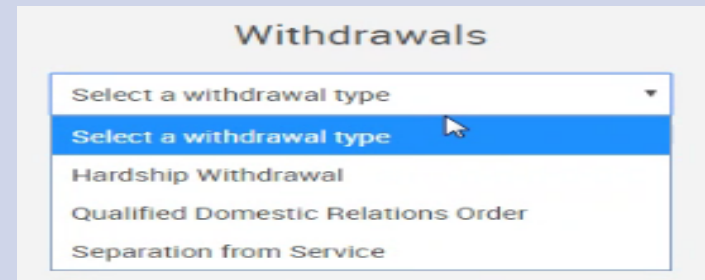
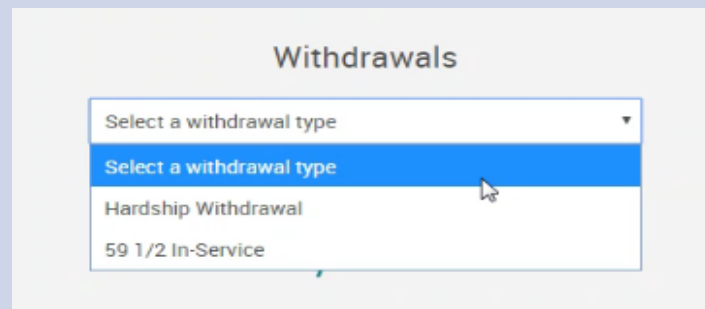
### Initiate Withdrawals

1. Click on the **INITIATE REQUESTS** tab.
2. From the drop-down menu that appears, select **LOANS AND WITHDRAWALS**. The “Loans and Withdrawals” window opens.



### Select Withdrawal Type

1. From the drop-down menu labeled “Withdrawals,” select the type of withdrawal you wish to take:
  - a. **FINANCIAL HARDSHIP** and **UNFORESEEN EMERGENCY** if you are not eligible to receive an in-service distribution based on your employer’s plan provisions.
  - b. **IN-SERVICE WITHDRAWAL** if permitted under your employer’s plan and you are age eligible (i.e. 59 ½ or the age defined under the plan).
  - c. **QUALIFIED DOMESTIC RELATIONS ORDER** if the withdrawal is a result of a divorce agreement.
  - d. **SEPARATION FROM SERVICE**
2. Select **CONTINUE**.



## Step 3: Enter Your Withdrawal Amount

1. The screen will now display the amounts available for withdrawal based on the type of withdrawal you are requesting and the amounts available from your investment provider(s). For each of your investment providers, either:
  - Check the box to make a full withdrawal, or
  - Enter the amount you wish to withdraw.
2. Click **CONTINUE**.

Current Investment Providers	Amount Available Per Investment Provider <sup>1</sup>	Amount Available Per Contract <sup>2</sup>	Full Withdrawal	Maximum Amount Without CDSC	Amount Requested	Balance As of
<input checked="" type="checkbox"/> EarnMoney Group TCT905325	\$9,869.44	\$9,869.44	<input type="checkbox"/>	<input type="checkbox"/>	\$5000.00	12/31/2016
<input type="checkbox"/> Foryour Life	\$9,892.28					02/28/2018
<input type="checkbox"/> Future Co (In-Active Provider)	\$839.44					02/23/2018
<input type="checkbox"/> Sunshine Investments	\$7,919.04					02/28/2018
<b>TOTAL</b>	<b>\$28,520.20</b>				<b>\$5000.00</b>	

## Step 4: Complete Your Transaction

### Verify the Information You've Requested

1. Read the applicable statements.
2. Check that the withdrawal details are correct.
3. Click **SUBMIT** if the transaction is correct and you agree with the applicable statements or select **CANCEL** to return to the "Withdrawals Instructions" screen.

59 1/2 In-Service Withdrawal Verification

By selecting "SUBMIT" below:

- I confirm that the requested withdrawal details are correct.
- I am ready to submit the request to the investment for approval.

**FOR HARDSHIP WITHDRAWALS ONLY**

- I have completed documentation contributions to my 529(b) plan to allocate the hardship.
- I cannot receive reimbursements from insurance or other sources to pay these expenses.
- I cannot liquidate assets to pay these expenses.

59 1/2 In-Service: \$5,000.00

Investment Provider	Amount Requested
> Partnership Group	
<b>TOTAL</b>	<b>\$5,000.00</b>

If the above information is incorrect, please select "Cancel" to return to the transaction request screen.

**CANCEL** **BACK** **SUBMIT**

### Print Your Transaction Request Confirmation

1. Your transaction request confirmation will appear.
2. Use your browser's "print" function to print the transaction confirmation and retain it for your records.

59 1/2 In-Service Withdrawal Confirmation

**Transaction Confirmation**

59 1/2 In-Service Withdrawal: \$5,000.00

**SUBMIT**

### Look for Notification from PlanConnect®

1. You will receive confirmation by e-mail (if an active email address is on file) within an hour after your request has been processed. Note: It can take up to 5-7 business days to process the transaction.
2. Your withdrawal request will be either approved, denied, or will require additional information.
  - If your withdrawal request is approved, you will receive an email notification (if an active email address is on file), prompting you to log in to PlanConnect.com to print your Loan Approval Certificate.
  - If your withdrawal request is denied, you will shortly receive a letter from PlanConnect® explaining the reason(s) the request was denied.
  - If additional information is required, you will shortly receive a letter from PlanConnect® describing what additional information is necessary to finalize the request.
3. If your withdrawal request is approved, login to PlanConnect® to print your Withdrawal Approval Certificate.

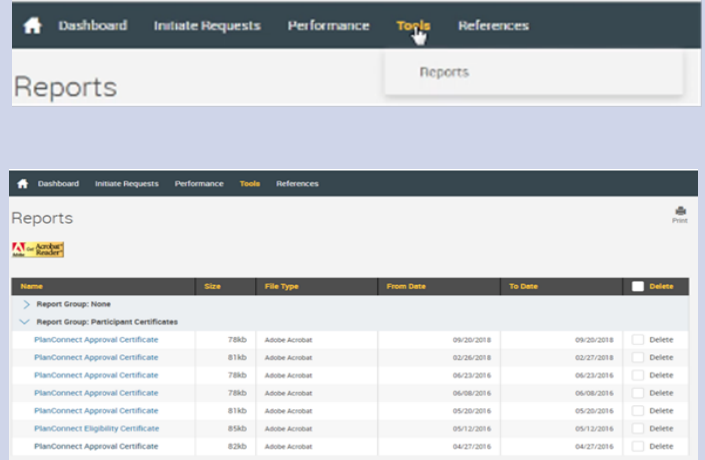
**PLANCONNECT™** TRANSACTION APPROVAL CERTIFICATE

<b>TRANSACTION INFORMATION</b>	Transaction Type:	59 and One Half
	Participant Name:	JUDY ZURAWSKI
	Participant Date of Birth:	November 25, 1949
	SSN (Last 4 digits):	1903
	Plan Name:	DEMO - Orange School District 403(b) Plan
	Approval Effective Date:	October 28, 2010
	Approval Effective Until:	November 27, 2010
	Confirmation Number:	613
Transaction Amount:	\$ 100.00	



## Print and Mail Your Loan Approval Certificate

5. Click on the **TOOLS** tab.
6. From the drop-down menu that appears, select **REPORTS**. The “Reports” window will open.
7. Click on **TRANSACTION REQUEST APPROVAL** with the applicable date, or the Adobe icon in the left-hand column next to it.\*
8. Print out a copy of the Loan Approval Certificate and send it along with a copy of any forms required to your approved provider for processing. You should also keep a copy for your records.



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