



**BARTOW COUNTY
SCHOOL SYSTEM**
empowering our children to succeed

Notice to Employees

Opportunity to Make Elective Deferrals to the Bartow County School System 403(b) Plan

This is to notify you that if you are a Bartow County School System employee, you are eligible to make a pre-tax elective deferral from your salary to the various board approved providers of 403(b) Plans. Provider list are available by contacting the benefits office at 770-606-5800 extension 3814. If the Plan permits after-tax Roth contributions, such elective deferrals may be designated as Roth contributions.

What is a 403(b) Plan?

A 403(b) plan allows you to save for retirement on a tax-deferred basis. Your contributions are voluntary and you can choose the amount based on your retirement goals.

How do I contribute?

To make an elective contribution to the Plan, you must submit a Salary Reduction Agreement to the Plan's Third Party Administrator, MidAmerica Administrative & Retirement Solutions. The provider of your choice will assist you with this paperwork. You may make, change, or stop such an election to contribute at your discretion. The effective date of these changes will be the date listed on your Salary Reduction Agreement or the next payroll date after it is approved by MidAmerica.

Such elective contributions are subject to applicable Internal Revenue Code limits and the terms of the Plan. The contributions may be suspended for six months following a distribution to you from the Plan if you take a financial hardship withdrawal.

You can submit a Salary Reduction Agreement by logging into the 403(b)/457(b) Participant Website at <https://fileexchange.mymidamerica.com>.

Accessing Your Account Online

If you are logging in for the first time, your username will be your Social Security number; your default password will be the last four digits of your Social Security number.

Once logged in, select the "Tutorials" icon located under the Popular Tools menu on the left-hand side of the webpage. From here, you have access to a library of educational videos and downloadable guides. Additional details on how to submit your Salary Reduction Agreement online are available through this library.

If you are a new participant, you may need to submit a Salary Reduction Agreement via hardcopy for your initial election. For a copy of the Salary Reduction Agreement or a summary of the Plan—or if you have any other questions—please contact MidAmerica Administrative & Retirement Solutions at (866) 873-4240 or visit their website at www.myMidAmerica.com.

This Notice is to provide general information regarding availability of the Plan. You should consult with your own financial, tax, or legal advisor as to whether you should contribute to the Plan. Should there be any difference between the information in this Notice and the Plan, the terms of the Plan will control. The information in this Notice is not intended or written to be used, and cannot be used, for the purpose of avoiding penalties under the Internal Revenue Code or promoting, marketing, or recommending to any transaction or matter addressed herein.