



**PITTSYLVANIA COUNTY SCHOOLS**  
P.O. Box 232 • 39 Bank Street S.E. • Chatham, Virginia 24531

**Dr. Mark R. Jones**  
Division Superintendent

A-19/16-17

**To:** All Employees

**From:** Dr. Lillian Holland, Assistant Superintendent of Administration  
Tracey Worley, Director of Finance

**Date:** July 21, 2016

**SUBJECT:** Annual Notice of Participation  
Pittsylvania County Schools 403(b) Plan

The Pittsylvania County Schools (“the Employer”) offers a 403(b) Plan for eligible employees of the organization. Employees are eligible to participate as described below:

➤ **All employees are eligible to participate in the 403(b) Plan**

A 403(b) plan is a tax-deferred retirement program that permits an employee to reduce his or her compensation on a pre-tax basis and have the contribution deposited into a 403(b) investment.

To enroll in a 403(b) program, you must complete a Salary Reduction Agreement. Salary Reduction Agreements are available from the Payroll office.

You may also be required to complete an annuity contract or custodial account application to establish your investment account under the Plan. Application forms for an annuity contract or a custodial account can be obtained from the representative of the investment provider you select. Employees should contact each vendor for information about the 403(b) products and services it offers. A list of the approved providers in our Plan is attached and available in the Payroll office.

You can make a change to or stop your contribution at any time. In order to make any changes, you will need to complete a new Salary Reduction Agreement and provide it to the Payroll Office. The change will take effect for the next available payroll period as described above after the new Salary Reduction Agreement is processed by the Payroll Office.

The IRS limits the annual contributions you can make to a 403(b) plan. For 2016, the limit is \$18,000 for participants under age 50 and up to \$24,000 for participants who become age 50 or older during this calendar year.

The Pittsylvania County Schools has no liability for any employee’s election to participate in the 403(b) plan, choice of 403(b) vendor(s), or expected tax consequences resulting from participating in the 403(b) plan. The Pittsylvania County Schools does not provide tax, legal or investment advice and recommends that employees seek advice from professionals who specialize in these areas.

If you have any questions about our 403(b) Plan, please contact Dawn Perkins at the Central Office or the Plan’s third party administrator, ADMIN Partners, LLC at 877-484-4400.

C: Dr. Mark R. Jones, Division Superintendent