

## 403(b) Information

Monmouth-Roseville CUSD #238 offers a 403(b) Tax Sheltered Account Plan. As an eligible employee you have the ability to participate in this Plan by making voluntary salary reduction contributions to the Plan.

One of the items that you may want to review is a Salary Reduction Agreement. This form should be used to begin participation in the Plan or change your salary reduction amount. If you do not now participate in the Plan and wish to do so, or you already participate and wish to change your salary reduction amount, you should complete the Salary Reduction Agreement as instructed. You may obtain a list of financial representatives that can assist you by visiting [www.employeradmin.com](http://www.employeradmin.com). Once you have accessed the website please follow these instructions

Select "Employee" from the left menu

Select your state from the drop down menu

Select your employer from the second drop down menu

Select the "Provider/Products" tab

You may also view other information about the plan at [www.employeradmin.com](http://www.employeradmin.com), including a copy of the Plan Document, forms, processing instructions, and access a copy of the Employee Handbook.

If you have further questions, please contact Carol Winston in the District Office.