

Enrollment Procedures for 457 Plans

Notice: There can be no changes in Service Providers for 457s after November 1 each year unless it is accompanied by proof that the account is established. Changes to Service Providers may resume beginning January 1. We will accept changes in dollar amounts to your TSA at any time limited twice per calendar year.

The following is the enrollment procedure for tax sheltered annuity payroll deductions. These procedures must be followed or your TSA request will be returned to you.

1. Salary Reduction Agreement must be received prior to the first day of a month or they will not begin until the first payroll in the following month.
2. Any new requests for, or changes to, an existing 457 plan, must be made on the Salary Reduction Agreement forms which can be found either on the link on this page, in Sharepoint under Shared Documents, Business Department, [457 Information](#).
3. Forward completed Salary Reduction Agreements (SRAs) to the Payroll Department. Allow enough time for payroll to receive and process the information. We will not process any TSA's unless submitted on the correct forms.
4. An annuity enrollment or change in deduction can only be made twice during any calendar year.
5. Our 457 plan does not allow for Hardship Withdrawals and Loans. Our 403B plan does..
6. If you are retiring, there will be an opportunity to make an additional change to your deduction that will affect your summer and severance checks only. Funds deposited with a 457 can only be made from funds received by the individual within 75 days of retirement. A letter was emailed to all teachers and administrators who expressed their intent to retire during the current year. You can find a copy of this letter in **Sharepoint under Shared Documents, Business Department, 403B Forms and Information**.
7. Contribution Limits for 457s are \$20,500. There is an additional \$6,500 catch -up allowed if you are over age 50. Please refer to Contribution Limits for details.
8. You can only make contributions to one annuity company at a time per plan. However, you can contribute to a Roth 403(b), a 403(b) and a 457. These do not have to be with the same service provider.

We do provide a list of [Service Providers for 457s](#). You must first setup your account with the Service Provider prior to the first payroll in which the change is to be made. If the Service Provider has not yet established an account for you, they will return the deduction to the business office. This will cause a delay in any postings to your TSA account and may result in tax consequences.

It is the employee's responsibility to insure that the contributions are properly posted to their annuity account. Please review the statements you receive from your annuity company. Notify payroll immediately if there are any discrepancies.

It is the responsibility of the employee to make sure that they do not exceed the contribution limits for any TSA plan in which they participate. There are tax penalties associated with violation of these limits.

Please contact Donna Carnot, Kelly Gontarz or Heidi Charpentier in the Business Office if you have any questions concerning this payroll procedure.