

Notice to Employees

Opportunity to Make Elective Deferrals to the **West Boylston Public Schools** 403(b) Plan

This is to notify you that if you are a **West Boylston Public Schools** employee, you are eligible to make a pre-tax elective deferral from your salary to the **West Boylston Public Schools** 403(b) Plan (the "Plan"). If the Plan permits after-tax Roth contributions, such elective deferrals may be designated as Roth contributions.

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. You may make, change or stop such an election to contribute as often as you wish, and it will be effective on the date indicated on the Salary Reduction Agreement or the next payroll date after it is approved by MidAmerica. Please contact the school's payroll coordinator with any questions.

Such elective contributions are subject to applicable Internal Revenue Code limits and the terms of the Plan. If you take a financial hardship withdrawal from the Plan, your contributions will be suspended for the subsequent six months.

You can submit a Salary Reduction Agreement via the Participant Website at <https://fe2.midamerica.biz/login.aspx>. User Name: Social Security Number

- If you have not logged in before, your initial Password is the last four digits of your Social Security Number.
 - To change your password and continue using the site, input your initial password.
 - Input your new password per the "Password Requirements."
 - Confirm your new password and input your email address.
 - Choose a security question and enter your answer. Save.
 - Click on "Click here to continue" to continue to the Main Menu.

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 <https://www.midamerica.biz/forms/participants/>.

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.

