

403(b) Plan
Administration
Handbook

Greenwood ISD

This handbook is provided by your Administrator





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I. Introduction to JEM

JEM Resource Partners (JEM) has prepared this Handbook for you, which is designed to instruct and assist you in the administration of the 403 Plan (the “Plan”). This handbook will provide useful information, such as who the responsible parties involved are, procedures, reporting requirements associated with the implementation and on-going administration of the Plan.

The Plan specifications included in this Handbook are based on the Plan legal documents including, but not limited to, the Written Plan, Adoption Agreement, and Governing Board Resolution. We have tried to make this Handbook applicable to all school districts and other education agencies in the Region 10 program. If you see anything in this Handbook that appears to contradict your Written Plan, please contact us immediately as the Plan legal documents will always govern how the Plan is operated.

If you have any question regarding any aspect of this Plan, please refer to the Contact List for the contact information for each party involved in the Plan

ESC Region 10 403b Plan Administration

The 403(b) is available to governmental education organizations. The Economic Growth and Tax Relief Reconciliation Act of 2001 (EGTRRA) made significant changes to the 403(b). EGTRRA made it possible for employees to defer income into both a 403(b) and 457(b) without affecting the contribution limits into one another.

The plan administration is offered through ESC Region 10 by means of an Interlocal Agreement with each participating Agency.

ESC Region 10 conducted a competitive proposal process to secure a third party administrator to offer 403(b) administrative services to educational organizations. Your employer has adopted the Region 10 403(b) Plan Administrative Services through an Interlocal Agreement with Region 10.



II. 403(b) Plan Information

Responsible Parties

Greenwood ISD

- Determines Plan design
- Submits Plan contributions and data
- Notifies JEM when a Participant changes employment status
- Notifies JEM when any local rules or policies change that will effect the Plan rules
- Performs W-2 reporting
- Establishes, maintains and coordinates the Plan

Education Service Center Region 10

- Oversees the Plan administrative services and provides the services through an Interlocal Agreement

JEM Resource Partners (JEM)

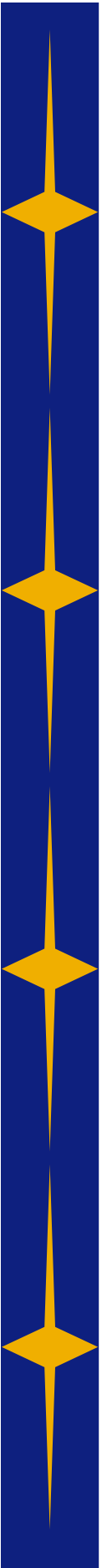
- Acts as Administrator/Record Keeper for the Plan
- Handles all customer service, including District and Participant inquiries
- Maintains the Plan website, online system and data base
- Administers the 403(b) distribution process
- Handles all reporting to the Participant and the School District
- Assures Plan compliance with Federal and state government reporting requirements

Individual Participant

- Designates his/her deferral election amount
- Directs his/her investments under the Plan
- Directs JEM as to how to distribute Plan assets
- Makes any other elections required by the Written Plan

403(b) Company

- Exchanges 403(b) Participant account information electronically with JEM
- Distributes employees' funds in accordance with the regulations of Written Plan
- Secures contracts with individuals
- Handles the investment of annuity and/or custodial account/mutual funds as directed by Participants



Written Plan

403(b) Written Plan

Provided by JEM Resource Partners

This 403(b) Written Plan (“Written Plan”) includes the model language provided in Revenue Proclamation. 2007-71 by the Internal Revenue Service (“IRS”) and has been modified to include certain optional provisions that were not included in the IRS model language. The Adoption Agreement that accompanies this Written Plan must be completed to indicate the specific provisions elected by each Employer using this Plan. This Written Plan is intended for use only by public educational organizations and only provides for Employee Voluntary contributions.

Section 1 - Definition of Terms Used

The following words and terms, when used in the Plan, have the meaning set forth below.

1.1 "Account": The Account or accumulation maintained for the benefit of any Participant or Beneficiary under an Annuity Contract or a Custodial Account.

1.2 "Account Balance": The bookkeeping account maintained for each Participant which reflects the aggregate amount credited to the Participant’s Account under all Accounts, including the Participant’s Elective Deferrals, Roth 403(b) Contributions, the earnings or loss of each Annuity Contract or a Custodial Account (net of expenses) allocable to the Participant, any transfers for the Participant’s benefit, and any distribution made to the Participant or the Participant’s Beneficiary. If a Participant has more than one Beneficiary at the time of the Participant’s death, then a separate Account Balance shall be maintained for each Beneficiary. The Account Balance includes any Account established under Section 6 for rollover contributions and plan-to-plan transfers made for a Participant, if such transfers are authorized in the Adoption Agreement, the Account established for a Beneficiary after a Participant’s death, and any Account or Accounts established for an alternate payee (as defined in section 414(p)(8) of the Code).

1.3 "Administrator": The Employer and its designated Third Party Administrator (“TPA”), if any, as indicated in the Adoption Agreement. Notwithstanding this appointment, the Administrator may delegate, by separate agreement, any administrative responsibilities hereunder to one or more persons, committees, Vendors, or other organizations.

1.4 "Annuity Contract": A nontransferable contract as defined in section 403(b)(1) of the Code, established for each Participant by the Employer, or by each Participant individually, that is issued by an insurance company qualified to issue annuities under Governing Law and that includes payment in the form of an annuity.

1.5 "Beneficiary": The designated person who is entitled to receive benefits under the Plan after the death of a Participant, subject to such additional rules as may be set forth in the Individual Agreements.

1.6 "Custodial Account": The group or individual Custodial Account or Accounts, as defined in section 403(b)(7) of the Code, established for each Participant by the Employer, or by each Participant individually, to hold assets of the Plan.

1.7 "Code": The Internal Revenue Code of 1986, as now in effect or as hereafter amended. All citations to sections of the Code are to such sections as they may from time to time be amended or renumbered.

1.8 "Compensation": All cash Compensation for services to the Employer, including salary, wages, fees, commissions, bonuses, and overtime pay, that is includible in the Employee's gross income for the calendar year, plus amounts that would be cash Compensation for services to the Employer includible in the Employee's gross income for the calendar year but for a Compensation reduction election under section 125, 132(f), 401(k), 403(b), or 457(b) of the Code (including an election under Section 2 made to reduce Compensation in order to have Elective Deferrals under the Plan).

1.9 "Disabled": The definition of Disability provided in the applicable Individual Agreement, unless otherwise defined in the Adoption Agreement.

1.10 "Elective Deferral": The Employer contributions made to the Plan at the election of the Participant in lieu of receiving cash Compensation. Elective Deferrals are limited to pre-tax salary reduction contributions.

1.11 "Employee": Each individual, whether appointed or elected, who is a common law Employee of the Employer performing services for a public school as an Employee of the Employer. This definition is not applicable unless the Employee's Compensation for performing services for a public school is paid by the Employer. Further, a person occupying an elective or appointive public office is not an Employee performing services for a public school unless such office is one to which an individual is elected or appointed only if the individual has received training, or is experienced, in the field of education. A public office includes any elective or appointive office of a state or local government.

1.12 "Employer": The organization designated as the Employer in the Adoption Agreement.

1.13 "Funding Vehicles ": The Annuity Contracts or Custodial Accounts issued for funding amounts held under the Plan and specifically approved by the Employer for use under the Plan.

1.14 "Includible Compensation": An Employee's actual wages in box 1 of Form W-2 for a year for services to the Employer, but subject to a maximum of \$200,000 (or such higher maximum as may apply under section 401(a)(17) of the Code) and increased (up to the dollar maximum) by any Compensation reduction election under section 125, 132(f), 401(k), 403(b), or 457(b) of the Code (including any Elective Deferral under the Plan). The amount of Includible Compensation is determined without regard to any community property laws.

1.15 "Individual Agreement": The agreements between a Vendor and the Employer or a Participant that constitute or govern a Custodial Account or an Annuity Contract.

1.16 "Participant": An individual for whom Elective Deferrals or other contributions permitted herein are currently being made, or for whom such contributions have previously been made, under the Plan and who has not received a distribution of his or her entire benefit under the Plan.

1.17 "Plan": The Plan Name as indicated in the Adoption Agreement.

1.18 "Plan Year": The calendar year.

1.19 "Related Employer": The Employer and any other entity which is under common control with the Employer under section 414(b) or (c) of the Code. For this purpose, the Employer shall determine which entities are Related Employers based on a reasonable, good faith standard and taking into account the special rules applicable under Notice 89-23, 1989-1 C.B. 654.

1.20 "Roth 403(b) Contribution": If authorized in the Adoption Agreement, any contribution made by a Participant which is designated as a Roth 403(b) Contribution in accordance with Section 10 of the Plan that qualifies as a Roth contribution under section 402A of the Code.

1.21 "Severance from Employment": For purpose of the Plan, Severance from Employment means Severance from Employment with the Employer and any Related Entity. However, a Severance from Employment also occurs on any date on which an Employee ceases to be an Employee of a public school, even though the Employee may continue to be employed by a Related Employer that is another unit of the state or local government that is not a public school or in a capacity that is not employment with a public school (e.g., ceasing to be an Employee performing services for a public school but continuing to work for the same state or local government employer).

1.22 "Vendor": The provider of an Annuity Contract or Custodial Account.

1.23 "Valuation Date": Each business day.

Section 2 - Participation and Contributions

2.1 Eligibility. Each Employee shall be eligible to participate in the Plan and elect to have Elective Deferrals made on his or her behalf hereunder immediately upon becoming employed by the Employer. However, an Employee who is a student-teacher (i.e., a person providing service as a teacher's aide on a temporary basis while attending a school, college or university) is not eligible to participate in the Plan. If authorized in the Adoption Agreement, an Employee who normally works fewer than 20 hours per week is not eligible to participate in the Plan. An Employee normally works fewer than 20 hours per week if, for the 12-month period beginning on the date the Employee's employment commenced, the Employer reasonably expects the Employee to work fewer than 1,000 hours of service (as defined under section 410(a)(3)(C) of the Code) and, for each Plan Year ending after the close of that 12-month period, the Employee has worked fewer than 1,000 hours of service.

2.2 Contributions.

a. Elective Deferrals. An Employee elects to become a Participant by executing an election to reduce his or her Compensation (and have that amount contributed as an Elective Deferral on his or her behalf) and filing it with the Administrator. This Compensation reduction election shall be made on the agreement provided by the Administrator under which the Employee agrees to be bound by all the terms and conditions of the Plan. The Administrator may establish an annual minimum deferral amount no higher than \$200, and may change such minimum to a lower amount from time to time, as specified in the Adoption Agreement. The participation election shall also include designation of the Funding Vehicles and Accounts therein to which Elective Deferrals are to be made. If authorized in the Adoption Agreement, a Beneficiary shall be designated in the participant election. Any such election shall remain in effect until a new election is filed. Only an individual who performs services for the Employer as an Employee may reduce his or her Compensation under the Plan. Each Employee will become a Participant in accordance with the terms and conditions of the Individual Agreements. All Elective Deferrals shall be made on a pre-tax basis, unless other types of elective contributions are authorized in the Adoption Agreement. An Employee shall become a Participant as soon as administratively practical following the date applicable under the Employee's election.

b. Roth 403(b) Contributions. If authorized in the Adoption Agreement and if permitted under an Employee's Individual Agreement(s), an Employee may elect to make Roth 403(b) Contributions to the Plan in accordance with Section 10 of the Plan. The Participant's election to make Roth 403(b) Contributions shall be made on the agreement provided by the Administrator and shall also include designation of the Funding Vehicles and Accounts therein to which Elective Deferrals are to be made. Any such election shall remain in effect until a new election is filed. The Administrator may establish an annual minimum Roth 403(b) Contribution amount no higher than \$200, and may change such minimum to a lower amount from time to time.

c. Special Rule for New Employees. If authorized in the Adoption Agreement:

(1) Automatic Enrollment for New Employees. For purposes of applying this Section 2.2, a new Employee is deemed to have elected to become a Participant and to have his or her Compensation reduced by a percentage of base Compensation designated in the Adoption Agreement (and have that amount contributed as an Elective Deferral on his or her behalf), at the time the Employee is hired, and to have agreed to be bound by all the terms and conditions of the Plan. Contributions made under this automatic participation provision shall be made to the Funding Vehicle or Vehicles selected for this purpose for all new Employees by the Administrator. Any Employee who automatically becomes a Participant under this Section 2.2 b. shall file a designation of Beneficiary with the Funding Vehicle or Vehicles to which contributions are made.

(2) Right to File a Different Election; Notice to Employee. This Section 2.2 c. shall not apply to the extent an Employee files an election for a different

percentage reduction or elects to have no Compensation reduction, or designates a different Funding Vehicle to receive contributions made on his or her behalf. Any new Employee shall receive a statement at the time he or she is hired that describes the Employee's rights and obligations under this Section 2.2 c. (including the information in this Section 2.2 c. and identification of how the Employee can file an election or make a designation as described in the preceding sentence, and the refund right under Section 2.2 c.(3), including the specific name and location of the person to whom any such election or designation may be filed), and how the contributions under this Section 2.2 c. will be invested.

(3) Refund of Contributions. An Employee for whom contributions have been automatically made under Section 2.2 c.(1) may elect to withdraw all of the contributions made on his or her behalf under Section 2.2 c.(1), including earnings thereon to the date of the withdrawal. This withdrawal right is available only if the withdrawal election is made within 90 days after the date of the first contribution made under Section 2.2 c.(1).

2.3 Information Provided by the Employee. Each Employee enrolling in the Plan should provide to the Administrator at the time of initial enrollment, and later if there are any changes, any information necessary or advisable for the Administrator to administer the Plan, including any information required under the Individual Agreements.

2.4 Change in Elective Deferrals Election. Subject to the provisions of the applicable Individual Agreements, an Employee may at any time revise his or her participation election, including a change of the amount of his or her Elective Deferrals or a change in the allocation of his or her Elective Deferrals to reflect pre-tax deferrals or after-tax deferrals to the Roth 403(b) Contribution option (if permitted in the Plan), his or her investment direction, and his or her designated Beneficiary (if Beneficiary designations are permitted to be a part of the participation agreement under the Plan). A change in the investment direction shall take effect as of the date provided by the Administrator on a uniform basis for all Employees. A change in the Beneficiary designation shall take effect when the election is accepted by the Vendor.

2.5 Contributions Made Promptly. Elective Deferrals under the Plan shall be transferred to the applicable Funding Vehicle within 15 business days following the end of the month in which the amount would otherwise have been paid to the Participant.

2.6 Leave of Absence. Unless an election is otherwise revised, if an Employee is absent from work by leave of absence, Elective Deferrals under the Plan shall continue to the extent that Compensation continues.

Section 3 - Limitations on Amounts Deferred

3.1 Basic Annual Limitation. Except as provided in Sections 3.2 and 3.3, the maximum amount of the Elective Deferral under the Plan for any calendar year shall not exceed the lesser of (a) the applicable dollar amount or (b) the Participant's Includible Compensation for the calendar year. The applicable dollar amount is the amount established under section 402(g)(1)(B) of the Code,

which is \$15,500 for 2008, and is adjusted for cost-of-living after 2008 to the extent provided under section 415(d) of the Code.

3.2 Special Section 403(b) Catch-up Limitation for Employees With 15 Years of Service. Because the Employer is a qualified organization (within the meaning of § 1.403(b)-4(c)(3)(ii) of the Income Tax Regulations), if authorized in the Adoption Agreement, the applicable dollar amount under Section 3.1 a. for any “qualified Employee” is increased (to the extent provided in the Individual Agreements) by the least of:

a. \$3,000;

b. The excess of:

(1) \$15,000, over

(2) The total special 403(b) catch-up Elective Deferrals made for the qualified Employee by the qualified organization for prior years; or

c. The excess of:

(1) \$5,000 multiplied by the number of years of service of the Employee with the qualified organization, over

(2) The total Elective Deferrals and, if applicable, Roth 403(b) Contributions made for the Employee by the qualified organization for prior years.

For purposes of this Section 3.2, a “qualified Employee” means an Employee who has completed at least 15 years of service taking into account only employment with the Employer.

3.3 Age 50 Catch-up Elective Deferral Contributions. An Employee who is a Participant who will attain age 50 or more by the end of the calendar year is permitted to elect an additional amount of Elective Deferrals, and, if applicable, Roth 403(b) Contributions, up to the maximum age 50 catch-up Elective Deferrals for the year. The maximum dollar amount of the age 50 catch-up Elective Deferrals and, if applicable, Roth 403(b) Contributions, for a year is \$5,000 for 2008, and is adjusted for cost-of-living after 2008 to the extent provided under the Code.

3.4 Coordination. Amounts in excess of the limitation set forth in Section 3.1 shall be allocated first to the special 403(b) catch-up under Section 3.2 and next as an age 50 catch-up contribution under Section 3.3. However, in no event can the amount of the Elective Deferrals and, if applicable, Roth 403(b) Contributions, for a year be more than the Participant’s Compensation for the year.

3.5 Special Rule for a Participant Covered by Another Section 403(b) Plan. For purposes of this Section 3, if the Participant is or has been a Participant in one or more other plans under section 403(b) of the Code (and any other plan that permits Elective Deferrals under section 402(g) of the Code), then this Plan and all such other plans shall be considered as one plan for purposes of applying the foregoing limitations of this Section 3. For this purpose, the Administrator shall take into account any other such plan maintained by any Related Employer and shall also take into account any other such plan for which the Administrator receives from the Participant

sufficient information concerning his or her participation in such other plan. Notwithstanding the foregoing, another plan maintained by a Related Entity shall be taken into account for purposes of Section 3.2 only if the other plan is a § 403(b) plan.

3.6 Correction of Excess Elective Deferrals. If the Elective Deferral on behalf of a Participant for any calendar year exceeds the limitations described above, or the Elective Deferral on behalf of a Participant for any calendar year exceeds the limitations described above when combined with other amounts deferred by the Participant under another plan of the Employer under section 403(b) of the Code (and any other plan that permits Elective Deferrals under section 402(g) of the Code for which the Participant provides information that is accepted by the Administrator), then the Elective Deferral, to the extent in excess of the applicable limitation (adjusted for any income or loss in value, if any, allocable thereto), shall be distributed to the Participant. Notwithstanding the foregoing, if Roth 403(b) Contributions are authorized in the Adoption Agreement, the correction of excess amounts shall be made pursuant to Section 10.

(Note: Corrective distributions are generally required to be made within 2½ months after the end of the calendar year, but can be made within 6 months after the end of the calendar year if the Plan uses the optional provision at Section 2.2 b. and otherwise constitutes an eligible automatic contribution arrangement. See §§ 414(w)(3) and 4979(f) of the Code.)

3.7 Protection of Persons Who Serve in a Uniformed Service. An Employee whose employment is interrupted by qualified military service under section 414(u) of the Code or who is on a leave of absence for qualified military service under section 414(u) of the Code may elect to make additional Elective Deferrals upon resumption of employment with the Employer equal to the maximum Elective Deferrals that the Employee could have elected during that period if the Employee's employment with the Employer had continued (at the same level of Compensation) without the interruption or leave, reduced by the Elective Deferrals, if any, actually made for the Employee during the period of the interruption or leave. Except to the extent provided under section 414(u) of the Code, this right applies for five years following the resumption of employment (or, if sooner, for a period equal to three times the period of the interruption or leave).

Section 4 - Loans

4.1 Loans. Loans shall be permitted under the Plan (a) if such provision is authorized in the Adoption Agreement and (b) to the extent permitted by the Individual Agreements controlling the Account assets from which the loan is made and by which the loan will be secured.

4.2 Information Coordination Concerning Loans. Each Vendor is responsible for all information reporting and tax withholding required by applicable federal and state laws in connection with distributions and loans. To minimize the instances in which Participants have taxable income as a result of loans from the Plan, the Administrator shall take such steps as may be appropriate to coordinate the limitations on loans set forth in Section 4.3, including the collection of information from Vendors, and transmission of information requested by any Vendor, concerning the outstanding balance of any loans made to a Participant under the Plan or any

other plan of the Employer. The Administrator shall also take such steps as may be appropriate to collect information from Vendors, and transmission of information to any Vendor, concerning any failure by a Participant to timely repay any loans made to a Participant under the Plan or any other plan of the Employer.

4.3 Maximum Loan Amount. No loan to a Participant under the Plan may exceed the lesser of:

- a. \$50,000, reduced by the greater of (1) the outstanding balance on any loan from the Plan to the Participant on the date the loan is made or (2) the highest outstanding balance on loans from the Plan to the Participant during the one-year period ending on the day before the date the loan is approved by the Administrator (not taking into account any payments made during such one-year period); or
- b. one half of the value of the Participant's vested Account Balance (as of the valuation date immediately preceding the date on which such loan is approved by the Administrator).

For purposes of this Section 4.3, any loan from any other plan maintained by the Employer and any Related Employer shall be treated as if it were a loan made from the Plan, and the Participant's vested interest under any such other plan shall be considered a vested interest under this Plan; provided, however, that the provisions of this paragraph shall not be applied so as to allow the amount of a loan to exceed the amount that would otherwise be permitted in the absence of this paragraph.

4.4 Loan Repayments For Participants in Military Service. Notwithstanding any other provision of the Plan or any Annuity Contract or Custodial Account, loan repayments by eligible uniformed services personnel may be suspended as permitted under section 404(u)(4) of the Code and the terms of any loan shall be modified to conform to the requirements of the Uniformed Services Employment and Reemployment Rights Act.

(Note: Loans are included in taxable income under certain conditions, including: if the loan, when combined with the balance of all other loans from plans of the Employer, exceeds the limitations described in Section 4.3; or if there is a failure to repay the loan in accordance with the repayment schedule. Because the tax treatment of a loan depends on information concerning aggregate loan balances under all Annuity Contracts and Custodial Accounts within the Plan (and under all plans of the Employer), information about loan balances under the contracts and accounts of other Vendors is needed before making a loan.)

Section 5 - Benefit Distributions

5.1 Benefit Distributions At Severance from Employment or Other Distribution Event. Except as permitted under Section 3.6 (relating to excess Elective Deferrals), Section 5.4 (relating to withdrawals of amounts rolled over into the Plan), Section 5.5 (relating to hardship), Section 8.3 (relating to termination of the Plan), or Section 10.7 (relating to excess Roth 403(b) Contributions and/or excess Elective Deferrals) distributions from a Participant's Account may not be made earlier than the earliest of the date on which the Participation has a Severance from

Employment, dies, becomes Disabled, or attains age 59½. Notwithstanding the foregoing and in accordance with the terms of the Individual Agreements, the withdrawal restrictions described above do not apply to Elective Deferrals made to an Annuity Contract and attributable earnings as of December 31, 1988. Distributions shall otherwise be made in accordance with the terms of the Individual Agreements.

5.2 Small Account Balances. If authorized in the Adoption Agreement, the Plan will permit distributions to be made in the form of a lump-sum payment, without the consent of the Participant or Beneficiary, if allowed in the terms of the Individual Agreements, but no such payment may be made without the consent of the Participant or Beneficiary unless the Account Balance does not exceed \$5,000 (determined without regard to any separate account that holds rollover contributions under Section 6.1) and any such distribution shall comply with the requirements of section 401(a)(31)(B) of the Code (relating to automatic distribution as a direct rollover to an individual retirement plan for distributions in excess of \$1,000).

5.3 Minimum Distributions. Each Individual Agreement shall comply with the minimum distribution requirements of section 401(a)(9) of the Code and the regulations thereunder. For purposes of applying the distribution rules of section 401(a)(9) of the Code, each Individual Agreement is treated as an individual retirement account (IRA) and distributions shall be made in accordance with the provisions of § 1.408-8 of the Income Tax Regulations, except as provided in § 1.403(b)-6(e) of the Income Tax Regulations.

5.4 In-Service Distributions From Rollover Account. If a Participant has a separate account attributable to rollover contributions to the Plan, the Participant may at any time elect to receive a distribution of all or any portion of the amount held in the rollover account.

5.5 Hardship Withdrawals. If authorized in the Adoption Agreement:

a. Hardship withdrawals shall be permitted under the Plan to the extent permitted by the Individual Agreements controlling the Account assets to be withdrawn to satisfy the hardship. No Elective Deferrals shall be allowed under the Plan during the 6-month period beginning on the date the Participant receives a distribution on account of hardship.

b. The Individual Agreements shall provide for the exchange of information among the Employer (or the Administrator, if designated for this purpose by the Employer) and the Vendors to the extent necessary to implement the Individual Agreements, including, in the case of a hardship withdrawal that is automatically deemed to be necessary to satisfy the Participant's financial need (pursuant to § 1.401(k)-1(d)(3)(iv)(E) of the Income Tax Regulations), the Vendor notifying the Employer (or the Administrator, if designated by the Employer for this purpose) of the withdrawal in order for the Employer to implement the resulting 6-month suspension of the Participant's right to make Elective Deferrals under the Plan.

c. If authorized in the Adoption Agreement, hardship withdrawals will be permitted under the Plan that do not meet definition of a hardship withdrawal this is automatically deemed

to be necessary to satisfy the financial need (pursuant to § 1.401(k)-1(d)(3)(iii)(B) of the Income Tax Regulations). In the case of a hardship withdrawal that is not automatically deemed to be necessary to satisfy the financial need, the Vendor shall obtain information from the Employer (or the Administrator, if designated by the Employer for this purpose) to determine the amount of any plan loans and rollover accounts that are available to the Participant under the Plan to satisfy the financial need. If such a hardship withdrawal that is not automatically deemed to be necessary to satisfy the financial need is authorized by the Administrator, the Vendor shall accept such authorization.

5.6 Rollover Distributions.

a. A Participant or the Beneficiary of a deceased Participant (or a Participant's spouse or former spouse who is an alternate payee under a domestic relations order, as defined in section 414(p) of the Code) who is entitled to an eligible rollover distribution may elect to have any portion of an eligible rollover distribution (as defined in section 402(c)(4) of the Code) from the Plan paid directly to an eligible retirement plan (as defined in section 402(c)(8)(B) of the Code) specified by the Participant in a direct rollover. In the case of a distribution to a Beneficiary who at the time of the Participant's death was neither the spouse of the Participant nor the spouse or former spouse of the participant who is an alternate payee under a domestic relations order, a direct rollover is payable only to an individual retirement account or individual retirement annuity (IRA) that has been established on behalf of the Beneficiary as an inherited IRA (within the meaning of section 408(d)(3)(C) of the Code).

b. Each Vendor shall be separately responsible for providing, within a reasonable time period before making an initial eligible rollover distribution, an explanation to the Participant of his or her right to elect a direct rollover and the income tax withholding consequences of not electing a direct rollover in a manner that complies with Section 402(f) of the Code.

Section 6 - Rollovers to the Plan and Transfers

6.1 Eligible Rollover Contributions to the Plan. The Plan shall permit Employees who are Participants to rollover funds from another qualified plan or account as specified below.

a. Eligible Rollover Contributions. To the extent provided in the Individual Agreements, an Employee who is a Participant who is entitled to receive an eligible rollover distribution from another eligible retirement plan may request to have all or a portion of the eligible rollover distribution paid to the Plan. Such rollover contributions shall be made in the form of cash only. The Vendor may require such documentation from the distributing plan as it deems necessary to effectuate the rollover in accordance with section 402 of the Code and to confirm that such plan is an eligible retirement plan within the meaning of section 402(c)(8)(B) of the Code. However, unless Roth 403(b) Contributions are authorized in the Adoption Agreement, in no event does the Plan accept a rollover contribution from a Roth elective deferral account under an applicable retirement plan described in section 402A(e)(1) of the Code.

b. Eligible Rollover Distribution. For purposes of Section 6.1 a., an eligible rollover distribution means any distribution of all or any portion of a Participant's benefit under another eligible retirement plan, except that an eligible rollover distribution does not include (1) any installment payment for a period of 10 years or more, (2) any distribution made as a result of an unforeseeable emergency or other distribution which is made upon hardship of the employee, (3) for any other distribution, the portion, if any, of the distribution that is a required minimum distribution under section 401(a)(9) of the Code or corrective distribution of excess amounts in accordance with the Plan. In addition, an eligible retirement plan means an individual retirement account described in section 408(a) of the Code, an individual retirement annuity described in section 408 of the Code, a qualified trust described in section 401(a) of the Code, an annuity plan described in section 403(a) or 403(b) of the Code, or an eligible governmental plan described in section 457(b) of the Code, that accepts the eligible rollover distribution.

c. Separate Accounts. The Vendor shall establish and maintain for the Participant a separate account for any eligible rollover distribution paid to the Plan.

6.2 Plan-to-Plan Transfers to the Plan. If authorized in the Adoption Agreement, for Employees who are participants or beneficiaries in another plan under section 403(b) of the Code, the Plan shall permit a transfer of assets to the Plan as provided in this Section 6.2.

a. Such a transfer is permitted only if the other plan provides for the direct transfer of each person's entire interest therein to the Plan and the Participant is an Employee or former Employee of the Employer. The Administrator and any Vendor accepting such transferred amounts may require that the transfer be in cash or other property acceptable to it. The Administrator or any Vendor accepting such transferred amounts may require such documentation from the other plan as it deems necessary to effectuate the transfer in accordance with § 1.403(b)-10(b)(3) of the Income Tax Regulations and to confirm that the other plan is a plan that satisfies section 403(b) of the Code.

b. The amount so transferred shall be credited to the Participant's Account Balance, so that the Participant or Beneficiary whose assets are being transferred has an accumulated benefit immediately after the transfer at least equal to the accumulated benefit with respect to that Participant or Beneficiary immediately before the transfer, as this provision is described in § 1.403(b) of the Income Tax Regulations. This provision does not preclude the deduction of any usual and customary distribution fees, surrender charges or other costs associated with the transfer of the accumulated benefit from one Account to another Account with the same or a different Vendor.

c. To the extent provided in the Individual Agreements holding such transferred amounts, the amount transferred shall be held, accounted for, administered and otherwise treated in the same manner as an Elective Deferral or, if applicable, Roth 403(b) Contribution, by the Participant under the Plan, except that (1) the Individual Agreement which holds any amount transferred to the Plan must provide that, to the extent any amount transferred is subject to any distribution restrictions required under section 403(b) of the Code, the

Individual Agreement must impose restrictions on distributions to the Participant or Beneficiary whose assets are being transferred that are not less stringent than those imposed on the transferor plan and (2) the transferred amount shall not be considered an Elective Deferral under the Plan in determining the maximum deferral under Section 3.

6.3 Plan-to-Plan Transfers from the Plan. If authorized in the Adoption Agreement, the Plan shall permit Participants and Beneficiaries to elect to have all or any portion of their Account Balance transferred to another plan that satisfies section 403(b) of the Code in accordance with §1.403(b)-10(b)(3) of the Income Tax Regulations, as provided in this Section 6.3.

a. A transfer is permitted under this Section 6.3 a. only if the Participants or Beneficiaries are Employees or former Employees of the Employer (or the business of the Employer) under the receiving Plan and the other plan provides for the acceptance of plan-to-plan transfers with respect to the Participants and Beneficiaries and for each Participant and Beneficiary to have an amount deferred under the other plan immediately after the transfer at least equal to the amount transferred, as this provision is described in § 1.403(b) of the Income Tax Regulations. This provision does not preclude the deduction of any usual and customary distribution fees, surrender charges or other costs associated with the transfer of the accumulated benefit from one Account to another Account with the same or a different Vendor.

b. The other plan must provide that, to the extent any amount transferred is subject to any distribution restrictions required under section 403(b) of the Code, the other plan shall impose restrictions on distributions to the Participant or Beneficiary whose assets are transferred that are not less stringent than those imposed under the Plan. In addition, if the transfer does not constitute a complete transfer of the Participant's or Beneficiary's interest in the Plan, the other plan shall treat the amount transferred as a continuation of a pro rata portion of the Participant's or Beneficiary's interest in the transferor plan (e.g., a pro rata portion of the Participant's or Beneficiary's interest in any after-tax Employee contributions).

c. Upon the transfer of assets under this Section 6.3, the Plan's liability to pay benefits to the Participant or Beneficiary under this Plan shall be discharged to the extent of the amount so transferred for the Participant or Beneficiary. The Administrator may require such documentation from the receiving plan as it deems appropriate or necessary to comply with this Section 6.3 (for example, to confirm that the receiving plan satisfies section 403(b) of the Code and to assure that the transfer is permitted under the receiving plan) or to effectuate the transfer pursuant to § 1.403(b)-10(b)(3) of the Income Tax Regulations.

6.4 Contract and Custodial Account Exchanges. If authorized in the Adoption Agreement, the Plan shall permit a Participant or Beneficiary to change the investment of his or her Account Balance among the Vendors under the Plan, subject to the terms of the Individual Agreements.

a. However, unless authorized in the Adoption Agreement, exchanges are not permitted to Vendors that are not eligible to receive contributions under Section 2. If exchanges to

Vendors not eligible to receive contributions are authorized in the Adoption Agreement, the conditions in paragraphs b. through d. of this Section 6.4 must also be satisfied.

b. The Participant or Beneficiary must have an Account Balance immediately after the exchange that is at least equal to the Account Balance of that Participant or Beneficiary immediately before the exchange (taking into account the Account Balance of that Participant or Beneficiary under both section 403(b) Annuity Contracts or Custodial Accounts immediately before the exchange), as this provision is described in § 1.403(b) of the Income Tax Regulations. This provision does not preclude the deduction of any usual and customary distribution fees, surrender charges or other costs associated with the transfer of the accumulated benefit from one Account to another Account with the same or a different Vendor.

c. The Individual Agreement with the receiving Vendor has distribution restrictions with respect to the Participant that are not less stringent than those imposed on the investment being exchanged.

d. The Employer enters into an agreement with the receiving Vendor for the other Annuity Contract or Custodial Account under which the Employer and the Vendor will from time to time in the future provide each other with the following information:

(1) Information necessary for the resulting Annuity Contract or Custodial Account, or any other Annuity Contract or Custodial Accounts to which contributions have been made by the Employer, to satisfy section 403(b) of the Code, including the following:

(a) the Employer providing information as to whether the Participant's employment with the Employer is continuing, and notifying the Vendor when the Participant has had a Severance from Employment (for purposes of the distribution restrictions in Section 5.1);

(b) the Vendor notifying the Employer of any hardship withdrawal under Section 5.5 if the withdrawal results in a 6-month suspension of the Participant's right to make Elective Deferrals under the Plan; and

(c) the Vendor providing information to the Employer or other Vendors concerning the Participant's or Beneficiary's section 403(b) Annuity Contracts or Custodial Accounts or qualified Employer Plan benefits (to enable a Vendor to determine the amount of any Plan loans and any rollover accounts that are available to the Participant under the Plan in order to satisfy the financial need under the hardship withdrawal rules of Section 5.5);

(2) Information necessary in order for the resulting Annuity Contract or Custodial Account and any other Annuity Contract or Custodial Account to which

contributions have been made for the Participant by the Employer to satisfy other tax requirements, including the following:

(a) the amount of any Plan loan that is outstanding to the Participant in order for a Vendor to determine whether an additional Plan loan satisfies the loan limitations of Section 4.3, so that any such additional loan is not deemed a distribution under section,72(p)(1); and

(b) information concerning the Participant's or Beneficiary's Roth Contributions and after-tax Employee contributions in order for a Vendor to determine the extent to which a distribution is includible in gross income.

e. If any Vendor ceases to be eligible to receive Elective Deferrals under the Plan, the Employer will enter into an information sharing agreement as described in Section 6.4(d) to the extent the Employer's contract with the Vendor does not provide for the exchange of information described in Section 6.4(d)(1) and (2).

6.5 Permissive Service Credit Transfers.

a. If a Participant is also a Participant in a tax-qualified defined benefit governmental plan (as defined in section 414(d) of the Code) that provides for the acceptance of plan-to-plan transfers with respect to the Participant, then the Participant may elect to have any portion of the Participant's Account Balance transferred to the defined benefit governmental plan. A transfer under this Section 6.5 a. may be made before the Participant has had a Severance from Employment.

b. A transfer may be made under Section 6.5(a) only if the transfer is either for the purchase of permissive service credit (as defined in section 415(n)(3)(A) of the Code) under the receiving defined benefit governmental plan or a repayment to which section 415 of the Code does not apply by reason of section 415(k)(3) of the Code.

c.) In addition, if a plan-to-plan transfer does not constitute a complete transfer of the Participant's or Beneficiary's interest in the transferor Plan, the Plan shall treat the amount transferred as a continuation of a pro rata portion of the Participant's or Beneficiary's interest in the transferor Plan (e.g., a pro rata portion of the Participant's or Beneficiary's interest in any after-tax employee contributions).

Section 7 - Investment of Contributions

7.1 Manner of Investment. All Elective Deferrals, Roth 403(b) Contributions, or other amounts contributed to the Plan, all property and rights purchased with such amounts under the Funding Vehicles, and all income attributable to such amounts, property, or rights shall be held and invested in one or more Annuity Contracts or Custodial Accounts. Each Custodial Account shall provide for it to be impossible, prior to the satisfaction of all liabilities with respect to Participants and their Beneficiaries, for any part of the assets and income of the Custodial

Account to be used for, or diverted to, purposes other than for the exclusive benefit of Participants and their Beneficiaries.

7.2 Investment of Contributions. Each Participant or Beneficiary shall direct the investment of his or her Account among the investment options available under the Annuity Contract or Custodial Account in accordance with the terms of the Individual Agreements. Transfers and exchanges among Annuity Contracts and Custodial Accounts may be made under the Plan to the extent provided in the Individual Agreements and permitted under applicable Income Tax Regulations.

7.3 Current and Former Vendors. The Administrator shall maintain a list of all Vendors under the Plan. Such list is hereby incorporated as part of the Plan. Each Vendor and the Administrator shall exchange such information as may be necessary to satisfy section 403(b) of the Code or other requirements of applicable law. In the case of a Vendor which is not eligible to receive Elective Deferrals under the Plan (including a Vendor which has ceased to be a Vendor eligible to receive Elective Deferrals under the Plan and a Vendor holding assets under the Plan in accordance with Section 6.2 or 6.4), the Employer shall keep the Vendor informed of the name and contact information of the Administrator in order to coordinate information necessary to satisfy section 403(b) of the Code or other requirements of applicable law.

Section 8 - Amendment and Plan Termination

8.1 Termination of Contributions. The Employer has adopted the Plan with the intention and expectation that contributions will be continued indefinitely. However, the Employer has no obligation or liability whatsoever to maintain the Plan for any length of time and may discontinue contributions under the Plan at any time without any liability hereunder for any such discontinuance.

8.2 Amendment and Termination. The Employer reserves the authority to amend or terminate this Plan at any time.

8.3 Distribution upon Termination of the Plan. The Employer may provide that, in connection with a termination of the Plan and subject to any restrictions contained in the Individual Agreements, all Accounts will be distributed, provided that the Employer and any Related Employer on the date of termination do not make contributions to an alternative section 403(b) contract that is not part of the Plan during the period beginning on the date of Plan termination and ending 12 months after the distribution of all assets from the Plan, except as permitted by the Income Tax Regulations.

Section 9 - Miscellaneous

9.1 Non-Assignability. Except as provided in Section 9.2 and 9.3, the interests of each Participant or Beneficiary under the Plan are not subject to the claims of the Participant's or Beneficiary's creditors; and neither the Participant nor any Beneficiary shall have any right to sell, assign, transfer, or otherwise convey the right to receive any payments hereunder or any

interest under the Plan, which payments and interest are expressly declared to be non-assignable and non-transferable.

9.2 Domestic Relation Orders. Notwithstanding Section 9.1, if a judgment, decree or order (including approval of a property settlement agreement) that relates to the provision of child support, alimony payments, or the marital property rights of a spouse or former spouse, child, or other dependent of a Participant is made pursuant to the domestic relations law of any state (“domestic relations order”), then the amount of the Participant’s Account Balance shall be paid in the manner and to the person or persons so directed in the domestic relations order. Such payment shall be made without regard to whether the Participant is eligible for a distribution of benefits under the Plan. The Administrator shall establish reasonable procedures for determining the status of any such decree or order and for effectuating distribution pursuant to the domestic relations order.

9.3 IRS Levy. Notwithstanding Section 9.1, the Administrator may pay from a Participant's or Beneficiary's Account Balance the amount that the Administrator finds is lawfully demanded under a levy issued by the Internal Revenue Service with respect to that Participant or Beneficiary or is sought to be collected by the United States Government under a judgment resulting from an unpaid tax assessment against the Participant or Beneficiary.

9.4 Tax Withholding. Contributions to the Plan are subject to applicable employment taxes (including, if applicable, Federal Insurance Contributions Act (FICA) taxes with respect to Elective Deferrals and Roth 403(b) Contributions, if applicable, which constitute wages under section 3121 of the Code). Any benefit payment made under the Plan is subject to applicable income tax withholding requirements (including section 3401 of the Code and the Employment Tax Regulations thereunder). A payee shall provide such information as the Administrator or Vendor may need to satisfy income tax withholding obligations, and any other information that may be required by guidance issued under the Code. The Vendor shall be responsible for the withholding of taxes on behalf of the Plan from any distributions made from Accounts established with the Vendor under this Plan and proper tax reporting of such distributions.

9.5 Payments to Minors and Incompetents. If a Participant or Beneficiary entitled to receive any benefits hereunder is a minor or is adjudged to be legally incapable of giving valid receipt and discharge for such benefits, or is deemed so by the Administrator, benefits will be paid in conformity with applicable Annuity Contracts or Custodial Accounts. If the applicable Annuity Contracts or Custodial Accounts do not address the issue of payments to minors and incompetents, then the Administrator shall direct payment of the benefit to such person as the Administrator may designate for the benefit of such Participant or Beneficiary. Such payments shall be considered a payment to such Participant or Beneficiary and shall, to the extent made, be deemed a complete discharge of any liability for such payments under the Plan.

9.6 Mistaken Contributions. If any contribution (or any portion of a contribution) is made to the Plan by a good faith mistake of fact, then within one year after the payment of the contribution, and upon receipt in good order of a proper request approved by the Administrator, the amount of the mistaken contribution (adjusted for any income or loss in value, if any, allocable thereto) shall be returned directly to the Employer, who shall include the contribution in the Participant’s

taxable income. If the Participant is no longer an Employee, or other circumstances make inclusion of the mistaken contribution in the Participant's taxable income administratively impractical, the mistaken contribution may be returned directly to the Participant, if permitted by the Administrator.

9.7 Procedure When Distributee Cannot Be Located. The Administrator shall make all reasonable attempts to determine the identity and address of a Participant or a Participant's Beneficiary entitled to benefits under the Plan. For this purpose, a reasonable attempt means a. the mailing by certified mail of a notice to the last known address shown on the Employer's or the Administrator's records, b. notification sent to the Social Security Administration or the Pension Benefit Guaranty Corporation (under their program to identify payees under retirement plans), and c. the payee has not responded within 6 months. If the Administrator is unable to locate such a person entitled to benefits hereunder, or if there has been no claim made for such benefits, the Funding Vehicle shall continue to hold the benefits due such person.

9.8 Incorporation of Individual Agreements. The Plan, together with the Adoption Agreements and Individual Agreements, is intended to satisfy the requirements of section 403(b) of the Code and the Income Tax Regulations thereunder. Terms and conditions of the Adoption Agreement and applicable Individual Agreements are hereby incorporated by reference into the Plan, excluding those terms that are inconsistent with the Plan or section 403(b) of the Code. In such event, the Individual Agreements shall be interpreted, to the extent possible, in a manner to conform to the Plan and applicable requirements.

9.9 Governing Law. The Plan will be construed, administered and enforced according to the Code, other applicable federal laws and the laws of the state in which the Employer has its principal place of business.

9.10 Headings. Headings of the Plan have been inserted for convenience of reference only and are to be ignored in any construction of the provisions hereof.

9.11 Gender. Pronouns used in the Plan in the masculine or feminine gender include both genders unless the context clearly indicates otherwise.

9.12 Electronic Elections and Designations. All elections and/or designations of any kind provided under the Written Plan may be made by the Employee via electronic means, if electronic means for making such elections and/or designations are provided by the Administrator. In the event that such electronic means are provided, the Employer may require Employees to make all elections and/or designations by electronic means, at the Employer's discretion.

9.13 Indemnification. If authorized in the Adoption Agreement, and if the Employer appoints an Employee or committee of Employees to represent the Employer in the administration of the Plan, the Employer shall, to the extent permitted by applicable law, indemnify any such Employee acting on its behalf in this capacity. Such individuals shall be indemnified from any and all liability that may arise by reason of his action or failure to act concerning this Plan, excepting any willful misconduct or criminal acts. Such indemnification shall apply whether or

not the applicable Employee(s) are employed by the Employer at the time an event occurs requiring indemnification by the Employer.

9.14 No Employer Liability. Employer shall have no liability for the payment of benefits under the Plan provided that the providers of the applicable Annuity Contracts and Custodial Accounts receive written direction for the payment of benefits in accordance with Section 6. Each Participant shall look solely to the providers of applicable Annuity Contracts and Custodial Accounts for receipt of payments or benefits under the Plan.

9.15 No Fiduciary Responsibility. Neither the Employer nor the Administrator shall have any fiduciary responsibility for any investment options offered under the Plan. To this end, the Employer and Administrator shall make no decisions or recommendations of any kind related to the investments offered under the Plan. To the greatest extent possible, the Employer and Administrator shall confine all of their decisions related to the Plan to the compliance of the Plan's administration with the requirements of the Code and other Governing Law as to the form and operation of the Plan. To the extent permitted by Governing Law, each Participant shall look solely to the Vendors and their representatives offering applicable Annuity Contracts and Custodial Accounts as to any fiduciary responsibility for the investments offered by them under the Plan.

Section 10 – Roth 403(b) Contribution Provisions

10.1 General Application. This Section 10 shall apply only if the Employer has elected to permit Roth Contributions under the Plan as authorized in the Adoption Agreement.

10.2 Roth 403(b) Contributions. Participants may make Roth 403(b) Contributions to their Accounts under the Plan if authorized by the Employer in the Adoption Agreement. Unless otherwise provided, such contributions shall be treated as Elective Deferrals and are therefore subject to the requirements and limitations imposed by section 402(g) of the Code. A Participant's Roth 403(b) Contributions shall be allocated to a separate Account maintained for such deferrals as described in Section 10.3.

10.3 Separate Accounting Requirements. Contributions and withdrawals of Roth 403(b) Contributions, and earnings or losses thereon, shall be credited and debited to each Participant's Account and shall be separately accounted for under each Employee's Account. Gains, losses, and other credits or charges shall be separately allocated on a reasonable and consistent basis for each Employee's Roth 403(b) Contributions. Except as provided in Section 10.6, no contributions other than Roth 403(b) Contributions and properly attributable earnings may be credited to each Employee's Roth subaccount.

10.4 Deposit Requirements. Roth 403(b) Contributions shall be deposited with the applicable Funding Vehicles as soon as practical in accordance with Section 2 of the Plan, unless an earlier date is required under state law.

10.5 Direct Roth Rollovers From the Plan. Notwithstanding Section 5 of the Plan, Participants may only make a direct rollover of a distribution of Roth 403(b) Contributions (and earnings

thereon) to another 403(b) plan with Roth contribution features; to a 401(k) Plan with Roth contribution features, or to a Roth IRA described in section 408A of the Code, and only to the extent the rollover is permitted under the rules of section 402(c) of the Code.

10.6 Roth Rollovers Into the Plan. Notwithstanding Section 6 of the Plan, and unless otherwise authorized in the Adoption Agreement, direct rollovers of Roth 403(b) Contributions and Roth 401(k) contributions and earnings thereon from another 403(b) plan with Roth contribution features, or from a 401(k) Plan with Roth contribution features are permitted, provided that the Funding Vehicles selected by a Participant will accept such Roth Rollovers. Direct rollovers shall only be permitted if the transmitting plan satisfies the conditions set forth in section 402A(e)(1) of the Code and only to the extent the rollover is permitted under the rules of section 402(c) of the Code.

10.7 Correction of Excess Deferrals. Excess deferrals shall be corrected by either a. first distributing Roth 403(b) Contributions (plus earnings thereon) made during the Plan Year and then by distributing a Participant's Elective Deferrals (plus earnings thereon) or b. distributing a Participant's Roth 403(b) Contributions (plus earnings thereon) and/or a Participant's Elective Deferrals (plus earnings thereon) in the order directed by the Participant to the Administrator, depending on the method of correction of excess deferrals authorized in the Adoption Agreement.

10.8 Definition of Roth 403(b) Contributions. A Roth 403(b) Contribution is an Employee contribution that is:

- a. designated irrevocably by the Employee as such on his or her salary reduction/deduction form to be a Roth 403(b) Contribution; and
- b. treated by the Employer as includible in the Employee's income.

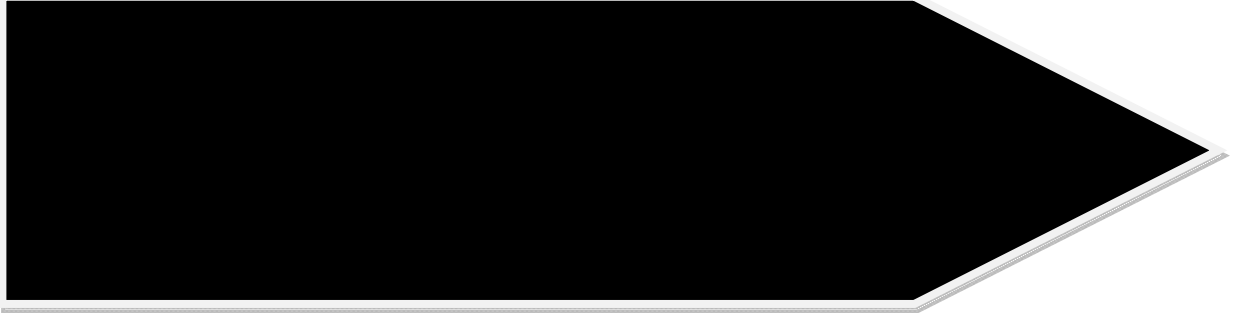
10.9 Roth Caveat. Employer, Administrator and Vendors providing Annuity Contracts and Custodial Accounts shall utilize good faith compliance efforts to conform to the requirements applicable to Roth 403(b) Contributions based on applicable IRS guidance related to such contributions. The Plan shall be administered and interpreted in the manner necessary to ensure compliance with such guidance.

The Employer has adopted this Plan by executing the Adoption Agreement that is a part of this 403(b) Written Plan. This Written Plan, the Adoption Agreement, and any underlying Annuity Contracts and Custodial Accounts provided by the Vendors authorized by the Employer, as well as necessary forms and administrative policies and procedures incorporated by the Employer, an Administrator or any Funding Vehicle shall constitute the entire Plan.



Adoption Agreement

**INSERT SCANNED COPY OF
SIGNED ADOPTION
AGREEMENT**



INSERT DOCUMENT

07-Summary Plan Description



IF YOU ARE AN EXISTING JEM 403(b) CLIENT THIS DOES NOT APPLY TO YOU

In order to load the JEM database with information from a new employer, two types of files are needed. The two types of files are the Employer Take-Over Files, and the Ongoing Deduction Amount Information (or Payroll) Files. This document addresses the specifications for Take-Over files. Payroll files are addressed in a separate document. Each of these files should be an ASCII text file that uses a comma as the delimiter. We prefer upper case on all fields if possible. Please name the files clearly based on their purpose to avoid confusion.

Employer Take-Over Files

The Employee Demographic Information file should contain one record (one row) for each employee. Only employees participating in the plan JEM administers should be included. The fields are described in the following table. Please note those fields which are required. If you choose to omit an optional field, please be sure to include a blank record for that field. A few examples are listed below the table.

Social Security Number (required)	The social security number should be formatted without dashes and should include leading zeroes (ie. 012345678 or 001234567)
Last Name (required)	Up to 30 characters
First Name (required)	Up to 30 characters
Middle Initial	Up to 4 characters
Address (required)	Up to 50 characters for the street address
City (required)	Up to 20 characters for the city
State (required)	2 Character state abbreviation
Zip Code (required)	5 characters or 10 characters including a dash
Campus	Up to 20 characters for the campus
Campus Code	Up to 3 characters for a campus code
Payroll Frequency (required)	Up to 5 characters. We prefer (M)onthly, (S)emi-Monthly, (B)i-Weekly (W)eekly. If you have employees with identical payroll frequencies on separate schedules we suggest adding a number after the letter (i.e. M1 for monthly employees paid on the first of the month, M2 for monthly employees paid on the 15 th of the month)
Phone (required)	10 character phone number including the area code
E-mail (required)	Up to 50 characters
Birth Date (required)	MM/DD/YYYY
Hire Date (required)	MM/DD/YYYY
YTD Contribution	The total contribution through your take-over date without leading zeroes or separating commas, and including a decimal point where appropriate. (i.e. 1080.20) Do not precede with a positive sign (+). Negative amounts are not allowed in our processing.
Roth YTD Contribution	The total contribution through your take-over date without leading zeroes or separating commas, and including a decimal point where appropriate. (i.e. 1080.20) Do not precede with a positive sign (+). Negative amounts are not allowed in our processing.

IF YOU ARE AN EXISTING 403(b) CLIENT THIS DOES NOT APPLY TO YOU

Deduction Code Information

If you only have one payroll slot assigned to 403(b), this information will need to come from your administrator. The Deduction Code Information file should contain one record (one row) for each vendor. Only vendors participating in plans JEM administers should be included. If you need to need to transmit codes for vendors JEM will need to ignore please enter ignore in the 'Remit To' field for that code. The fields are described in the following table. Please note those fields which are required. If you choose to omit an optional field, please be sure to include a blank record for that field. A few examples are listed below the table.

Payroll Code (required)	Up to 10 characters. This code should exactly match the codes that will be transmitted in the routine payroll file.
Remit To (required)	The company to which the payment should be sent. (up to 50 characters, proper case desired)
Address (required)	The mail address to which the payment should be sent. (up to 50 characters, proper case desired)
City (required)	The mail city to which the payment should be sent. (up to 30 characters, proper case desired)
State (required)	The mail state to which the payment should be sent. (2 characters, upper case)
Zip (required)	The mail Zip to which the payment should be sent. (5 or 10 characters including a dash)
Attention	A Contact Name. (Up to 35 characters, proper case desired)
Phone	10 characters including area code with no formatting characters
Email	Up to 45 characters

Using every field

0012,Big Insurance Co,1234 Some Street,Some City,TX,11111,Joe Contact,5551112222,5551113333,jcontact@Big.com

Not using optional fields

0035,Small Fund,4321 Any Street,Any City,TX,11111-2222,,,,,

Payroll codes to ignore

0100,Ignore,,,,,,,,,

IF YOU ARE AN EXISTING 403(b) CLIENT THIS DOES NOT APPLY TO YOU

Deduction Amount Information File (Payroll File)

The Deduction Amount Information File can contain multiple records (multiple rows) for each employee if the employer has assigned each vendor a payroll slot. Only employees participating in plans JEM administers should be included. The fields are described in the following table. Please note that all fields are required. A few examples are listed below the table.

Social Security Number (required)	The social security number should be formatted without dashes and should include leading zeroes (ie. 012345678 or 001234567)
Payroll Code (required)	Up to 10 characters. This code should exactly match the codes that were transmitted in the Deduction Code Information File.
Amount (required)	The amount of the deduction without leading zeroes or separating commas, and including a decimal point where appropriate. (i.e. 1080.20) Do not precede with a positive sign (+). Negative amounts are not allowed in our processing.

Positive Amount
111111111,AB,100.45

Even dollar amounts do not require a decimal point
111111111,123,100

THIS APPLIES TO ALL DISTRICTS

In order to load the JEM database with information from a new employer, two types of files are needed. The two types of files are the Employer Take-Over Files, and the Payroll Files. This document addresses the specifications for Payroll files. Take-Over files are addressed in a separate document. Each of these files should be an ASCII text file that uses a comma as the delimiter. We prefer upper case on all fields if possible. Please name the files clearly based on their purpose to avoid confusion.

Ongoing Payroll File

The Employee Demographic Information file should contain one record (one row) for each employee. Only employees participating in the plan JEM administers should be included. The fields are described in the following table. Please note those fields which are required. If you choose to omit an optional field, please be sure to include a blank record for that field. A few examples are listed below the table.

Social Security Number (required)	The social security number should be formatted without dashes and should include leading zeroes (ie. 012345678 or 001234567)
Last Name (required)	Up to 30 characters
First Name (required)	Up to 30 characters
Middle Initial	Up to 4 characters
Address (required)	Up to 50 characters for the street address
City (required)	Up to 20 characters for the city
State (required)	2 Character state abbreviation
Zip Code (required)	5 characters or 10 characters including a dash
Campus	Up to 20 characters for the campus
Campus Code	Up to 3 characters for a campus code
Payroll Frequency (required)	Up to 5 characters. We prefer (M)onthly, (S)emi-Monthly, (B)i-Weekly (W)eekly. If you have employees with identical payroll frequencies on separate schedules we suggest adding a number after the letter (i.e. M1 for monthly employees paid on the first of the month, M2 for monthly employees paid on the 15 th of the month)
Phone (required)	10 character phone number including the area code
E-mail (required)	Up to 50 characters
Birth Date (required)	MM/DD/YYYY
Hire Date (required)	MM/DD/YYYY
Termination Date (required)	MM/DD/YYYY
Deduction Amount (required)	The amount of the deduction without leading zeroes or separating commas, and including a decimal point where appropriate. (i.e. 1080.20) Do not precede with a positive sign (+). Negative amounts are not allowed in our processing.
Roth Amount	The amount of the deduction without leading zeroes or separating commas, and including a decimal point where appropriate. (i.e. 1080.20) Do not precede with a positive sign (+). Negative amounts are not allowed in our processing.

File Submission

In order to receive your electronic take-over and payroll information JEM has two options

E-MAILED TO:

OR

VIA SECURE FTP SITE

Sharon Schweihs
payroll@jemtpa.com

Point your browser to:
<https://ftp.jemtpa.com>

JEM is able to receive PGP
encrypted files

To set up your district
contact:
Jaime Barraza
jbarraza@jemtpa.com
(800) 943-9179 x232

Before any plan can go live we must receive a test payroll file. This file can be submitted to mkirk@jemtpa.com . Once the file is received it will then be reviewed to check if any corrections need to be made. After the updated file (if needed) is received and is correct we can move forward with the go live date.



Contribution Submission

Make check payable to: JEM FBO *“Your Employer”* 403(b) Plan

MAIL:

ATTN: RAMS 403(b) Contribution

JEM Resource Partners
900 S. Capital of Texas Hwy, Suite 350
Austin, TX 78746

Overnight address:

ATTN: RAMS 403(b) Contribution

JEM Resource Partners
900 S. Capital of Texas Hwy, Suite 350
Austin, TX 78746

ELECTRONICALLY TRANSFER:

Fed Wire:

JEM Resource Partners
American Bank of Commerce
Account number 4083652
Routing number 114917814

ACH:

JEM Resource Partners
American Bank of Commerce
Account number 4083652
Routing number 114917814

It is important with any electronic transfer of funds to JEM to also send an email with the corresponding contribution data in a timely manner.

IV. Tax Reporting

Employee contributions to the Plan are considered before-tax unless you have elected to allow Roth 403(b) contributions by Participants. (If your Plan allows Roth contributions we will provide you with separate instructions for reporting these on the W-2 form.)

There are three steps to reporting 403(b) contributions on the W-2 Wage and Tax Statement:

Box 1: Wages, tips and other compensation DO NOT INCLUDE the Elective 403(b) Plan Contributions. (Gross wages subject to Medicare are reflected in Box 5)

Box 12: The amount of Employee Contributions should be recorded as Code E in box 12.

Box 13: The Retirement Plan box should be checked.

Example: Base Salary \$50,500
403(b) Contribution \$1,500

22222		a Employee's social security number		OMB No. 1545-0008	
b Employer identification number (EIN)		1 Wages, tips, other compensation \$49,000		2 Federal income tax withheld	
c Employer's name, address, and ZIP code		3 Social security wages		4 Social security tax withheld	
		5 Medicare wages and tips \$50,500		6 Medicare tax withheld	
		7 Social security tips		8 Allocated tips	
d Control number		9 Advance EIC payment		10 Dependent care benefits	
e Employee's first name and initial Last name Suff.		11 Nonqualified plans		12a E \$1,500	
		13 Statutory employee <input type="checkbox"/> Retirement plan <input checked="" type="checkbox"/> Third-party sick pay <input type="checkbox"/>		12b	
		14 Other		12c	
				12d	
f Employee's address and ZIP code					
15 State	Employer's state ID number	16 State wages, tips, etc.	17 State income tax	18 Local wages, tips, etc.	19 Local income tax
					20 Locality name

Form **W-2** Wage and Tax Statement
Copy 1—For State, City, or Local Tax Department

2007

Department of the Treasury—Internal Revenue Service



V. Sponsor Account Access

Instructions for Plan Sponsor access

1. Log onto www.region10rams.org
2. Click the Login button
3. Use the Plan Sponsor User ID and Password issued by JEM
4. Click the 'Plan Sponsor' button to login

Employers can access the following features:

- View plan financial totals by individual account (by vendor) and the number of Participants with a positive account balance in the Plan
- View employee count by participation category
- View any other documents JEM generates

Employer and Plan Information:

Plan Sponsor/Employer: _____

Plan ("Plan"): _____

Plan Administrator: JEM Resource Partners

The Plan Sponsor hereby authorizes JEM Resource Partners ("JEM") to provide the information on behalf of the Plan Sponsor as specified herein.

Plan Administrator Authorizations *(Online Access and Signature Authorization)*

Name: _____
(Signature)

Title: _____ Phone: _____ Email: _____

Rights Granted by Plan Sponsor:

Online Access: Yes No Type of Access: View Only Password Change Full Change

Sign on behalf of the Plan Administrator Yes No

Name: _____
(Signature)

Title: _____ Phone: _____ Email: _____

Rights Granted by Plan Sponsor:

Online Access: Yes No Type of Access: View Only Password Change Full Change

Sign on behalf of the Plan Administrator Yes No

Name: _____

(Signature)

Title: _____

Phone: _____ Email: _____

Rights Granted by Plan Sponsor:

Online Access: Yes No Type of Access: View Only Password Change Full Change

Sign on behalf of the Plan Administrator Yes No

Plan Administrator Signature

I authorize JEM to provide the information as specified herein.

Employer's Signature

Date



Online Access & Enrollment for Participants

Instructions for NEW Participant enrollment

1. Log onto www.region10rams.org
2. Click the Login button
3. Select [New to the system? Enroll now!](#)
 - a. Social Security number: **123456789** *(complete SS# no dashes)*
 - b. Plan Password: **Refer to Summary Plan Description**
4. Set up new username and password, personal information, salary deferral, and investment allocations.

Instructions for EXISTING Participant online access who have a 403(b) currently with the district

Log onto www.region10rams.org

1. Click the Login button
2. Enter the following information
 - a. User ID: **123456789** *(complete SS# no dashes)*
 - b. Plan Password: **6789** *(last four digits of SS# no dashes)*
3. Set up new username and password

Instructions for EXISTING Participant online access who also have another account with JEM

1. Log onto www.region10rams.org
2. Click the Login button
3. Enter the following information
 - a. User ID: **Use the User ID employee set up with JEM**
 - b. Plan Password: **Use the Password employee set up with JEM**
4. Set up new username and password



Employees can access the following features:

- View account balances by vendor
- View and sort all posted activity by date range within the current plan year and by activity type
- View general information posted by JEM
- Request a distribution
- Request a loan (if your Plan allows loans)



VI. Distribution Process

Initially, participants will continue to contact their vendor(s) to request distributions and loans. After initial installation of the 403(b) administration with JEM, this function is added to the JEM website. Participants will then go on the website to request distributions and loans (if applicable to the Plan).

Most transactions will then have to be processed by the participant's vendor after JEM approves the request.

If a participant needs JEM to review a distribution request prior to implementation of the online process, this can be faxed to us using the contact information in this Handbook.



VII. Participant Communications and Forms

- **All forms will be available online and will be processed via the RAMS website**
- **403(b) Brochure (will be provided separate from Handbook)**
- **Sample Letter to Participants (will be provided separate from Handbook)**



VIII. JEM Contact List

General Information

Mailing Address

JEM Resource Partners
900 S. Capital of Texas Hwy, Suite 350
Austin, TX 78746

Phone

(512) 795-8999
(800) 943-9179

Fax

(512) 795-0414
(888) 989-9247

Email

403b@jemtpa.com

Individual Contact Information

Myken Nordquist
JEM Account Executive

Phone: 512-795-8999ext224
Email: mnordquist@jemtpa.com

Rusty Crawford
Account Executive

Phone: 512-826-2903
Email: rusty.crawford@pension-consulting.com

Sharon Schweihs
Operations Manager

Phone: 512-795-8999ext231
Email: sschweihs@jemtpa.com

Linda Davis
Assistant Operations Manager

Phone: 512-795-8999ext.263
Email: ldavis@jemtpa.com

Scott Hauptmann
Client Services Manager

Phone: 512-795-8999ext230
Email: shauptmann@jemtpa.com

Jaime Barraza
IT and Projects Manager

Phone: 512-795-8999ext232
Email: jbarraza@jemtpa.com

Mike Cochran
Partner in charge of JEM

Phone: 512-795-8999ext235
Email: mcochran@jemtpa.com