Welcome! We're PlanConnect - Your Employer's 403(b) and 457(b) Plan Administrator

Your plan sponsor, Berkeley Township Board of Education, selected PlanConnect® as the third-party administrator for its 403(b) and 457(b) Plans. We are excited to be working with Berkeley Township Board of Education and are committed to providing you with information, tools, and resources you can use to help get the most out of the plan.

Your Employer's 403(b) and 457(b) Plans are a Valuable Benefit

Whether you are just starting out or have been working many years, the 403(b) and 457(b) Plans can be an excellent way to help you build up your retirement savings. It offers the convenience of automatic payroll deductions and gives you the ability to save with pre-tax dollars—that means your contributions and any investment earnings can be tax-deferred until withdrawn. Here's some important information about the plan.

Who Is Eligible

You are generally eligible to participate in your employer's 403(b) Plan if you are a full-time or part-time employee.

However, IRS rules permit 403(b) Plans to exclude employees if any of the following apply. To learn about your employer's 403(b) eligibility requirements, visit www.planconnect.com to log in to the plan website and select "R*eferences* > *Plan Information* > *Your Plan Features*" on the main menu or contact PlanConnect using the contact information provided in the last section of this notice.

- Employee will contribute $200 annually or less.
- Employee is a non-resident alien who receives no compensation which constitutes U.S. source income.
- Employee normally work less than 20 hours per week and are either not expected to work 1,000 hours or more during the first year of employment, or has worked less than 1,000 hours in the prior calendar year.
- Employee is eligible to participate in another 403(b), 401(k), or governmental 457(b) plan of the employer.
- Employee is a student performing services for a school, college, or university described in Section 3121(b)10 of the Internal Revenue Code.
- Employee is leased or an independent contractor.

To learn more about the 457(b) eligibility requirements please go to **www.planconnect.com** to log in to the plan website and select "*References* > *Plan Information* > *Your Plan Features*" on the main menu.

The first time you log on to www.planconnect.com

Your user ID is your Social Security Number (without any spaces or dashes) and your password is your date of birth (mmddyyyy). You can change your user ID and password any time after your initial login.

How to Enroll

Current plan participants

You do not need to re-enroll in the plan or take any other action.

New plan participants

You can enroll at any time. It's easy:

- First complete an annuity contract or custodial account application to set up your plan account. Application forms are available from the representative of the investment provider you select. For a list of available investment providers log on to **www.planconnect.com** and select *"Investments > Investment Provider".*
- Then, complete a salary reduction agreement form by either going on-line or by contacting PlanConnect at the phone number indicated in the last section of this notice.
- Your participation will begin at the start of the payroll period following the date PlanConnect® and your Payroll Department process your completed salary reduction agreement.

Contributions to the Plan

What type of contributions can I make to the plan?

Your employer's plan accepts pre-tax salary deferral contributions and may permit other types of contributions. To learn more, please log into the plan website and select "References > Plan Information >Your Plan Features" or contact PlanConnect.

Change or stop your contributions at any time

Just log in to **www.planconnect.com** and select "Log Into Your Account". Or, you can contact PlanConnect at the phone number indicated in the last section of this notice. The change will take effect at the start of the payroll period following the date your Payroll Department processes your request.

Each year the IRS sets a limit on how much you can contribute

The current year elective deferral limits can be found at www.PlanConnect.com/limits. You may also make "catch-up" contributions if you will be age 50 or older by December 31st of this year. And, under certain conditions, additional catch-up contributions may be permitted. For more information, log in to **www.planconnect.com** and select *"References > Plan Information > Your Plan Features"*.

Not sure how much you can contribute? Use our contribution calculator. It's on **www.planconnect.com** under *"Learning Center > Tools & Calculators"* (no login needed).

www.planconnect.com is the place where you can:

- Learn about your employer's Plan.
- Enroll in the Plan.
- Check your account balance in the Plan.
- Make changes to your contribution rate and/or initiate other plan transactions.
- Get a list of the Plan's investment providers.
- Access online tools and resources, which are designed to help you get and stay on track to reach your retirement savings goal.

Each year the IRS sets a limit on how much you and your employer combined can contribute

The maximum Defined Contribution Plan (including employee deferral and employer contributions) annual limit for all contribution types can be found at www.PlanConnect.com/limits. However, certain participants (such as those who are at least age 50) may have a higher limitation, if provided for under the Plan.

All of your contributions and your employer's contributions to the plan must be aggregated. In certain circumstances under a 403(b) Plan, they must also be aggregated with other "qualified retirement plans" to determine whether they are within the maximum annual contribution limits under the law. Therefore, if you meet all of the conditions below, the Internal Revenue Service requires that you contact the Plan Administrator (employer) or Third Party Administrator (TPA), PlanConnect, to determine whether or not you have or will exceed your maximum annual contribution limit. *Failure to provide the Plan Administrator or TPA with certain necessary and correct information may result in adverse tax consequences, including your inability to exclude the amounts contributed to this Plan from your taxable income.*

You must notify the Plan Administrator or TPA, PlanConnect, if you meet **all** the following conditions:
You make contributions to this Plan, you are "in control" of another company, and the other company maintains a "qualified retirement plan" and makes contributions to your account.

What does it mean to be "in control" of another company?

For you to be considered "in control" of another business, you generally must have a significant ownership interest in the other business. Determining whether you are 'in control" of another business is complicated. Your tax advisor can assist you in making this determination.
Example: You are a doctor or professor that participates in this Plan and you also own more than 50% of a private practice or consulting business. You are considered to be "in control" of the outside business.

What types of retirement plans fall within the meaning of a "qualified retirement plan"?

For this purpose, a "qualified retirement plan" includes certain defined contribution plans that receive special tax benefits under the Internal Revenue Code. These include defined contribution plans that qualify under Code §401(a) (such as a profit sharing, 401(k) or money purchase plan), another 403(b) plan, or a simplified employee pension (SEP) plan.

What amounts are counted for purposes of determining whether you exceed the maximum annual contribution limit?

The following amounts are counted towards the maximum annual contribution limit:
- Employer contributions (including matching contributions and SEP contributions)
- Salary deferrals
- After-tax contributions
- Certain other amounts allocated to your account (this does not include earnings or rollover amounts)

We Are Ready to Assist You

To enroll, initiate a contribution rate change, and/or learn more about the plan and retirement issues, go to www.planconnect.com, send us an e-mail at support@planconnect.com, or call us at **(800) 923-6669** (9 a.m.–5 p.m. ET, Monday through Friday).

We look forward to connecting with you and helping you reach your retirement savings goals.

Sincerely,



Renea Dumas
President

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PLANCONNECT
CONTACT INFORMATION

GENERAL SERVICE	Toll-free, Monday through Friday, 9AM-5PM ET (800) 923-6669
BY FAX	(800) 657-2826
BY EMAIL	support@planconnect.com
ON THE INTERNET	Homepage and Account Login: www.planconnect.com
REGULAR MAIL	PlanConnect P.O. Box 4940 Syracuse, NY 13221
EXPRESS MAIL	PlanConnect 100 Madison Street Syracuse, NY 13202

BERKELEY TOWNSHIP BOARD OF EDUCATION 403(B) PLAN
403(b) Governmental AA
Plan ID: B1NNJ0047320
Plan Document Summary

This Plan Document Summary ("Summary") is intended to provide you with a high-level overview of the major features of your plan based on the most recently drafted plan document in our files. The Summary is not intended to replace your plan document or Summary Plan Description (SPD). If this Summary describes any provisions of your plan that have not been adopted (including provisions in an amendment to the plan that has not been signed), those provisions will not be operational until the plan or amendment has been signed and dated. Finally, if the provisions described in this Summary and the plan document or SPD conflict, the provisions of the plan document and SPD govern.

EMPLOYER/PLAN INFORMATION [AA §1 / AA §2]

EFFECTIVE DATE OF PLAN:

- **Plan restatement/amendment effective:** 1-1-2010
- **Original effective date:** 1-1-2009

PLAN NUMBER: 001

EMPLOYER INFORMATION

Name: Berkeley Township Board of Education
Address:
53 Central Parkway
Bayville, NJ 08721
Phone: (732) 269-2321
EIN: 21-6000126

PARTICIPATING ERs: No

MULTIPLE EMPLOYER PLAN: No.

PLAN ADMINISTRATOR: Plan Administrator is Employer

ENTITY TYPE: Public School

EMPLOYER TAX YEAR END: 06/30

PLAN YEAR: Calendar Year

DEFINITION OF PLAN COMPENSATION:

TOTAL COMPENSATION: W-2 Compensation

Deferrals	Employer Contributions	Matching Contributions
PLAN COMPENSATION: No exclusions **COMPENSATION PERIOD:** Plan Year **Payroll deductions must be made as a dollar amount election.**	**PLAN COMPENSATION:** No exclusions **COMPENSATION PERIOD:** Plan Year **COMPENSATION ONLY WHILE PARTICIPANT:** Yes	**PLAN COMPENSATION:** No match

NORMAL RETIREMENT AGE: The earliest retirement age under the Employer's/State's basic pension plan.

EXCLUDED EMPLOYEES [AA §3]

Deferrals	ER Contributions	Match
No excluded Employees	No excluded Employees	No Matching Contributions

MINIMUM AGE AND SERVICE [AA §4]

Deferrals	ER Contributions	Match
Minimum Age: None	**Minimum Age:** None **Minimum Service:** None **Computation Period:** Shift to Plan Year	No match

ENTRY DATES [AA §4-2]

Deferrals	Employer Contributions	Matching Contributions
Entry Dates: Immediate	**Entry Dates:** Immediate	No match

SALARY DEFERRALS [AA §6A]

AGE 50 CATCH-UP CONTRIBUTIONS: Yes

SPECIAL CATCH-UP CONTRIBUTIONS: No

FREQUENCY OF DEFERRAL CHANGES: As designated in Salary Reduction Agreement (or other written procedures)

ROTH CONTRIBUTIONS: Yes

IN-PLAN ROTH CONVERSIONS: Yes

DATE ROTH CONTRIBUTIONS MAY BEGIN: 3-18-2020

EMPLOYER CONTRIBUTIONS [AA §6]

EMPLOYER CONTRIBUTION FORMULA:

- Discretionary contribution with Employee group allocation using following groups:
  - Each participant in his/her own group
- Employer contribution determined under applicable employment contract or other arrangement

ALLOCATION CONDITIONS:

- No allocation conditions for Employer Contributions

MATCHING CONTRIBUTIONS [AA §6B]

NO MATCHING CONTRIBUTIONS

SAFE HARBOR CONTRIBUTIONS
[AA §6C]

PLAN IS NOT SAFE HARBOR

AFTER-TAX CONTRIBUTIONS
[AA §6D]

NOT ALLOWED

MANDATORY CONTRIBUTIONS
[AA §6-6]

NOT ALLOWED

VESTING
[AA §8]

ER Contributions	Match
Normal Vesting Schedule: 100% vesting	No Matching Contributions

EXCLUDED SERVICE: All service counts
FORFEITURES:

Employer Contributions	Matching Contributions
• N/A. Contributions are 100% vested	No Matching Contributions

DISTRIBUTIONS
[AA §9 / AA §10]

FORM OF DISTRIBUTION:
- Lump sum
- All forms of distributions available under each funding vehicle.

TIMING OF DISTRIBUTIONS – ABOVE $5,000: Reasonable time following termination

TIMING OF DISTRIBUTIONS – NOT EXCEEDING $5,000: Reasonable time following termination

Deferrals	Employer Contributions	Matching Contributions
In-Service Distributions: • Age 59 1/2 • Hardship	**In-Service Distributions:** • Age 59 1/2	**In-Service Distributions:** No Matching Contributions

ROLLOVER CONTRIBUTIONS: May be distributed at any time

ADMINISTRATIVE PROVISIONS
[AA §11 / APPENDIX A / APPENDIX B / APPENDIX C]

Deferrals	Employer Contributions	Matching Contributions
VALUATION DATE: Dates determined by the investment providers in the plan.	**VALUATION DATE:** Dates determined by the investment providers in the plan.	**VALUATION DATE:** No Matching Contributions

LOANS: Permitted

PARTICIPANT DIRECTION: Allowed from all accounts. See AA §C-1

ROLLOVERS: Yes

CONTRACT EXCHANGES: Yes

PLAN-TO-PLAN TRANSFERS: **Yes**

Berkeley Township Board of Education
403(b) Plan Financial Advisors

Investment Providers	Financial Advisor	Phone/Email
Aspire	Todd Speedy	(732) 606-8445 Todd.Speedy@equitable.com
Equitable Retirement Plan Services (Mutual Fund)	Todd Speedy	(732) 606-8445 Todd.Speedy@equitable.com
Equitable (Annuity)	Todd Speedy	(732) 606-8445 Todd.Speedy@equitable.com Equitable Learning Lab
Lincoln Investment	Thomas Price	(800) 375-1133 x 2920 TPrice@lincolninvestment.com
MetLife	Keith Bermeo	(609) 660-5715 KBermeo@financialguide.com
AIG Retirement Plan Services (Formerly VALIC)	Eric Anderson	(346) 334-3327 Eric.Anderson@AIG.com
Vanguard*	Customer Service	(800) 569-4903 Vanguard Enrollment Plan ID: V10068392

*Third Party Administrator participant fees will be deducted from the participant's account.

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Save As Print Form

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403(b) SALARY REDUCTION AND INVESTMENT ELECTION AGREEMENT

Employer/Plan Name: _____ PlanConnect Plan ID

First Name **MI** **Last Name**

Date of Birth **Social Security Number**

Home Phone Number **Work Phone Number**

E-Mail Address

If you have or will be making elective contributions to another employer's plan this year, please indicate the amount: $_____

Read the Participant Obligation section before completing.

BEGIN / RESUME / CHANGE

I authorize my employer to reduce my salary to allow for contributions to be made to a 403(b) account on my behalf and to remit the designated amounts each pay period to the investment provider(s) indicated below. I have confirmed the investment provider(s) are approved by my employer's plan. I have read and will abide by the Participant Obligations section. I understand that this Salary Reduction Agreement is legally binding and irrevocable with respect to salary that becomes payable to me while this agreement is in effect. I understand that I may stop, start, or change my future contribution amount at any time during the year by submitting a new Salary Reduction Agreement.

IMPORTANT: You must have an existing 403(b) account with each investment provider listed, or file an account application with the investment provider, **BEFORE** your first contribution is taken. Please allow two to four weeks for your investment provider to properly credit contributions to new accounts.

Participant Contributions. If more than 2 Investment Providers, attach separate sheet.

This Salary Reduction Agreement REPLACES AND CANCELS ALL PREVIOUS AGREEMENTS ON FILE, UNLESS THE ONE-TIME ELECTION IS SELECTED. ONLY the contribution to the investment provider(s) shown below will continue after the effective date of this agreement, UNLESS THE ONE-TIME ELECTION IS SELECTED. Complete all sections and forward to PlanConnect using the instructions under the contact section of this form. Prior elections on file will resume for ONE-TIME ELECTIONS ONLY. Current provider and source will be utilized on forms where "CHANGE" is selected and investment provider and source are omitted.

Effective Date of Agreement: ☐ Next Permissible Date ☐ Other: _____

☐ One-Time Election Payout Date: _____

If the effective date specified does not align with a permissible plan entry date or pay cycle, the election will be effective as soon as administratively possible thereafter.

Remit Contributions To: Amounts are on a per pay basis.		I have an Account with this provider.	**Amount** Percent* or Dollar must be an acceptable method for the employer	**Contribution Source** Check one: Source must be permitted by the plan
☐ Begin/Continue ☐ Change ☐ Stop ☐ One Time	Investment Provider/Account Number	☐ Yes ☐ No	OR % | $	☐ Pre-Tax ☐ Roth ☐ Employer*
☐ Begin/Continue ☐ Change ☐ Stop ☐ One Time	Investment Provider/Account Number	☐ Yes ☐ No	OR % | $	☐ Pre-Tax ☐ Roth ☐ Employer*

EMPLOYER CONTRIBUTIONS (if applicable), will be allocated proportionately in accordance with the investment provider elections you have specified above, unless specified differently by the employer.

CONTACT

EXPRESS MAIL:	**REGULAR MAIL:**	**FAX:**	**PHONE:**
PlanConnect 100 Madison Street Syracuse, NY 13202	PlanConnect PO Box 4940 Syracuse, NY 13221	(800) 657-2826	(800) 923-6669 Monday-Friday, 9AM to 5PM ET www.planconnect.com

SIGN

Incomplete forms will result in a processing delay or may not be accepted.

Employee Signature: Date:

Advisor Signature: Date:

KEEP A COPY FOR YOUR RECORDS (Check your earnings statement to verify this Salary Reduction Agreement was processed accurately.)

403(b) SALARY REDUCTION AND INVESTMENT ELECTION AGREEMENT

PARTICIPANT OBLIGATIONS

The following applies to all participants in the Tax-Sheltered Annuity (TSA) and / or Custodial Account (CA) Program:

1. Federal Contribution Limits: Contributions are subject to annual limits determined under Internal Revenue Code (IRC) sec. 402(g) and 415(c). To learn more about this year's Federal Contribution Limits, go to http://www.planconnect.com/limits. These limits may be indexed annually based on the Consumer Price Index. The IRS publishes the limits in the last quarter of the year for the following year.

If you have 15 years of employment with your current employer, you may be eligible to contribute an additional $3,000: contact PlanConnect to determine if you are eligible. Your contribution limit is **reduced** dollar for dollar by any voluntary contribution you make to another 403(b), 401(k), Federal Thrift Savings, salary reduction SEP, or SIMPLE plan. Contributions to a 457 (Deferred Compensation) plan or to a traditional or Roth IRA do **NOT** affect your contribution limit. To learn more about the different types of contributions go to https://www.irs.gov/Retirement-Plans/Plan-Participant-Employee/Retirement-Topics-Contributions.

2. Investment Responsibility: You are responsible for your investment decisions. This responsibility includes informing yourself of the nature and risk of the investments, monitoring your investments, and determining when a change in investments is appropriate. Your employer and PlanConnect are in no way liable for gains or losses you may incur in your account(s).

3. Authorized Investment Providers: As long as your current employer employs you, you may make contributions only to investment providers and products authorized under this 403(b) program. You may change your future contributions to a different authorized investment provider, or exchange all or a portion of your account balance to any other approved investment provider, if permitted by your plan and subject to approval and any contractual surrender charges or redemption fees.

4. Withdrawals and Loans: Generally, you cannot withdraw or roll over your account balances before you attain age 59 ½, terminate employment, die, or become disabled. Your account balances may be assigned to your alternate payee as ordered by a court under a Qualified Domestic Relations Order (QDRO). Loans and hardship withdrawals, as limited by IRS regulations, are subject to approval if permitted by your 403(b) Plan provisions. Other withdrawals, if permitted under the plan, may also be subject to approval. Tax penalties may apply to distributions before age 59 ½. You are entirely responsible for all loans and withdrawals and any resulting tax liabilities.

5. Salary Reduction Agreement (SRA) Termination: To stop your contributions, you must file a new copy of the SRA with your employer and PlanConnect. If you terminate employment, your SRA terminates automatically after your last check is paid. If you later return to work, you must file a new SRA to resume contributing**. Your employer reserves the right to suspend or terminate a participant's SRA** if it believes that the participant has **over contributed, terminated the account with the elected investment provider,** or is in violation of any applicable federal requirement or any term of this agreement.

6. Required Distributions: After you retire, you must take minimum distributions from your account(s), generally beginning no later than age 70 ½ or 72 for those who those who turned 70 of July 1, 2019 or later. You do not need to take Required Minimum Distributions from your account(s) as long as you are still working for your current employer and the plan permits it, even though you may be over age 70 ½ or 72, as applicable.

7. Effective Date: The effective date of this agreement is dependent upon your employer's full execution of this request. Generally, this occurs within 2 pay cycles following the employer's receipt of this form, unless a later date is designated on this form.

8. Corrections: It is your responsibility to verify that this agreement has been accurately processed by comparing it to your earnings statement. Contact your Payroll Administration Department immediately if you find any discrepancy. In volatile markets, the value of your contribution may decline over time.

9. Fees: PlanConnect provides services to the Plan for a fee. The Plan Sponsor may elect to collect the fees from the Investment Providers or Plan Participants.

10. Employer Contributions: You understand that you do not have the option to take employer contributions as cash or in any other form of payment and that you can only select investment providers for such contributions.

BERKELEY TOWNSHIP BOARD OF EDUCATION 457(B) EMPLOYEE DEFERRED COMPENSATION PLAN
457(b) Governmental AA
Plan ID: G7NNJ0047420
Plan Document Summary

This Plan Document Summary ("Summary") is intended to provide you with a high-level overview of the major features of your plan based on the most recently drafted plan document in our files. The Summary is not intended to replace your plan document. If this Summary describes any provisions of your plan that have not been adopted (including provisions in an amendment to the plan that has not been signed), those provisions will not be operational until the plan or amendment has been signed and dated. Finally, if the provisions described in this Summary and the plan document conflict, the provisions of the plan document govern.

EMPLOYER/PLAN INFORMATION [AA §1 / AA §2]

EFFECTIVE DATE OF PLAN:
- **Plan restatement effective:** 3-18-2020
- **Original effective date:** 1-1-2003

PLAN NUMBER: 001

EMPLOYER INFORMATION

Name: Berkeley Township Board of Education
Address:
53 Central Parkway
Bayville, NJ 08721
Phone: (732) 269-2321
EIN: 21-6000126

PLAN ADMINISTRATOR: Plan Administrator is Employer

ENTITY TYPE: Public School District

EMPLOYER TAX YEAR END: 6/30

FICA REPLACEMENT PLAN: No

PLAN YEAR: Calendar Year

DEFINITION OF PLAN COMPENSATION:

TOTAL COMPENSATION: W-2 Compensation

Deferrals	ER Contributions	Match
PLAN COMPENSATION: No exclusions **COMPENSATION PERIOD:** Plan Year **COMPENSATION ONLY WHILE PARTICIPANT:** Yes Payroll deductions must be made as a dollar amount election.	**PLAN COMPENSATION:** No exclusions **COMPENSATION PERIOD:** Plan Year **COMPENSATION ONLY WHILE PARTICIPANT:** Yes	**PLAN COMPENSATION:** No match

EXCLUDED EMPLOYEES [AA §3]

Deferrals	ER Contributions	Match
No excluded Employees	No excluded Employees	No match

INDEPENDENT CONTRACTORS: Independent Contractors may not participate in the Plan

MINIMUM AGE AND SERVICE [AA §4]

Deferrals	ER Contributions	Match
Minimum Age: None **Minimum Service:** None	**Minimum Age:** None **Minimum Service:** None	No match

ENTRY DATES [AA §4-2]

Deferrals	ER Contributions	Match
Entry Dates: Immediate	**Entry Dates:** Immediate	No match

SALARY DEFERRALS [AA §6A]

CATCH-UP CONTRIBUTIONS: Yes

ROTH CONTRIBUTIONS: Yes

IN-PLAN ROTH CONVERSIONS: Yes

DATE ROTH CONTRIBUTIONS MAY BEGIN: 3-18-2020

EMPLOYER CONTRIBUTIONS [AA §6]

EMPLOYER CONTRIBUTION FORMULA:
- Discretionary contribution as determined by the Employer

PERIOD FOR DETERMINING EMPLOYER CONTRIBUTIONS:
- Plan Year

ALLOCATION CONDITIONS:
- No allocation conditions for Employer Contributions

MATCHING CONTRIBUTIONS [AA §6B]

NO MATCHING CONTRIBUTIONS

VESTING AND FORFEITURES [AA §8]

ER Contributions	Match
Vesting Schedule: 100% vesting	No Matching Contributions

EXCLUDED SERVICE: All service counts

INCREASE IN VESTING: Vesting increases to 100% upon:
- Death
- Termination due to Disability

FORFEITURES:

ER Contributions	Match
• N/A. Contributions are 100% vested	No match

DISTRIBUTIONS [AA §9]

PERMISSIBLE DISTRIBUTION EVENTS:

Deferrals	ER Contributions	Match
• Age 59½ (Secure Act) • Unforeseeable Emergency	• Age 59½ (Secure Act)	No Matching Contributions

FORM OF DISTRIBUTION UPON TERMINATION:
- Lump sum
- All forms of distributions available under each funding vehicle.

TIMING OF DISTRIBUTIONS – ABOVE $5,000: Within a reasonable time following termination

TIMING OF DISTRIBUTIONS – NOT EXCEEDING $5,000: Within a reasonable time following termination

INVOLUNTARY CASH-OUT THRESHOLD: No Involuntary Cash-Outs

AUTOMATIC ROLLOVER RULES: Do not apply to Cash-Outs less than $1,000

SPOUSAL CONSENT: Not required under the Plan

BENEFICIARY PROVISIONS: Unless otherwise designated by the Participant, the beneficiaries will be the Participant's surviving Spouse, then the Participant's surviving children, in equal shares, and then the Participant's estate.

DIVORCE OF SPOUSE: If the Participant and Spouse are divorced, the designation of the Spouse as Beneficiary under the Plan will be automatically rescinded

MISCELLANEOUS PROVISIONS [AA §10]

Deferrals	ER Contributions	Match
VALUATION DATE: Dates determined by the investment providers under the plan.	**VALUATION DATE:** Dates determined by the investment providers under the plan.	**VALUATION DATE:** No match

SPECIAL EFFECTIVE DATES [APPENDIX A]

Eligible Employees: Effective 03.18.2020 Independent Contractors are not permitted to contribute.

Miscellaneous provisions: Effective 03.18.2020 Loans are permitted and rollovers are permitted.

LOAN POLICY [APPENDIX B]

LOANS: Permitted

ADMINISTRATIVE ELECTIONS [APPENDIX C]

ROLLOVERS: Yes

DEFAULT QDRO PROCEDURES APPLY: Yes

PARTICIPANT DIRECTION: Allowed from all Accounts

Berkeley Township Board of Education
457(b) Plan Financial Advisors

Investment Providers	Financial Advisor	Phone/Email
Equitable Retirement Plan Services (Mutual Fund)	Todd Speedy	(732) 606-8445 Todd.Speedy@equitable.com
Equitable (Annuity)	Todd Speedy	(732) 606-8445 Todd.Speedy@equitable.com
Lincoln Investment	Thomas Price	(800) 375-1133 x 2920 TPrice@lincolninvestment.com
AIG Retirement Services (formerly VALIC)	Eric Anderson	(346) 334-3327 Eric.Anderson@AIG.com

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457(b) DEFERRED COMPENSATION CONTRIBUTION AND INVESTMENT ELECTION AGREEMENT

Employer/Plan Name: _____ PlanConnect Plan ID

First Name **MI** **Last Name**

Date of Birth **Social Security Number**

Home Phone Number **Work Phone Number**

E-Mail Address

If you have or will be making elective contributions to another employer's plan this year, please indicate the amount: $_____

Read the Participant Obligation section before completing.

BEGIN / RESUME / CHANGE

I authorize my employer to reduce my salary to allow for contributions to be made to a 457(b) account on my behalf and to remit the designated amounts each pay period to the investment provider(s) indicated below. I have confirmed the investment provider(s) are approved by my employer's plan. I have read and will abide by the Participant Obligations section. I understand that this Deferred Compensation Agreement is legally binding and irrevocable with respect to salary that becomes payable to me while this agreement is in effect. I understand that I may stop, start, or change my future contribution amount at any time during the year by submitting a new Deferred Compensation Agreement.

IMPORTANT: You must have an existing 457(b) account with each investment provider listed, or file an account application with the investment provider, **BEFORE** your first contribution is taken. Please allow two to four weeks for your investment provider to properly credit contributions to new accounts.

Participant Contributions. If more than 2 Investment Providers, attach separate sheet.

This Deferred Compensation Agreement REPLACES AND CANCELS ALL PREVIOUS AGREEMENTS ON FILE, UNLESS THE ONE-TIME ELECTION IS SELECTED. ONLY the contribution to the investment provider(s) shown below will continue after the effective date of this agreement, UNLESS THE ONE-TIME ELECTION IS SELECTED. Complete all sections and forward to PlanConnect using the instructions under the contact section of this form. Prior elections on file will resume for ONE-TIME ELECTIONS ONLY. Current provider and source will be utilized on forms where "CHANGE" is selected and investment provider and source are omitted.

Effective Date of Agreement: ☐ Next Permissible Date ☐ Other: _____

☐ One-Time Election Payout Date: _____

If the effective date specified does not align with a permissible plan entry date or pay cycle, the election will be effective as soon as administratively possible thereafter.

Remit Contributions To: Amounts are on a per pay basis.		I have an Account with this provider.	**Amount** Percent or Dollar must be an acceptable method for the employer	**Contribution Source** Check one: Source must be permitted by the plan
☐ Begin/Continue ☐ Change ☐ Stop ☐ One Time	Investment Provider/Account Number	☐ Yes ☐ No	OR % | $	☐ Pre-Tax ☐ Roth
☐ Begin/Continue ☐ Change ☐ Stop ☐ One Time	Investment Provider/Account Number	☐ Yes ☐ No	OR % | $	☐ Pre-Tax ☐ Roth

EMPLOYER CONTRIBUTIONS (if applicable), will be allocated proportionately in accordance with the investment provider elections you have specified above, unless specified differently by the employer.

CONTACT

EXPRESS MAIL:	**REGULAR MAIL:**	**FAX:**	**PHONE:**
PlanConnect 100 Madison Street Syracuse, NY 13202	PlanConnect PO Box 4940 Syracuse, NY 13221	(800) 657-2826	(800) 923-6669 Monday-Friday, 9AM to 5PM ET www.planconnect.com

SIGN

Incomplete forms will result in a processing delay or may not be accepted.

Employee Signature: Date:

Advisor Signature: Date:

KEEP A COPY FOR YOUR RECORDS (Check your earnings statement to verify this Salary Reduction Agreement was processed accurately.)

PARTICIPANT OBLIGATIONS

The following applies to all participants in the 457(b) Deferred Compensation Program:

1. Federal Contribution Limits: Contributions are subject to annual limits determined under Internal Revenue Code (IRC) sec. 402(g) and 415(c). To learn more about this year's Federal Contribution Limits, go to http://www.planconnect.com/limits. These limits may be indexed annually based on the Consumer Price Index. The IRS publishes the limits in the last quarter of the year for the following year.

If you are within 3 years of retirement age as defined by your plan, you may be eligible to contribute an additional amount. Contact PlanConnect to determine if you are eligible. Contributions to a 403(b) plan, traditional or Roth IRA accounts do not affect your 457(b) limits. To learn more about the different types of contributions go to https://www.irs.gov/Retirement-Plans/Plan-Participant-Employee/Retirement-Topics-Contributions.

2. Investment Responsibility: You are responsible for your investment decisions. This responsibility includes informing yourself of the nature and risk of the investments, monitoring your investments, and determining when a change in investments is appropriate. Your employer and PlanConnect are in no way liable for gains or losses you may incur in your account(s).

3. Authorized Investment Providers: As long as your current employer employs you, you may make contributions only to investment providers and products authorized under this 457(b) program. You may change your future contributions to a different authorized investment provider, or exchange all or a portion of your account balance to any other approved investment provider, if permitted by your plan and subject to approval and any contractual surrender charges or redemption fees.

4. Withdrawals and Loans: Generally, you cannot withdraw or roll over your account balances before you attain age 59 ½ for govermental or 70 1/2 for non-govermental, your account value is $5,000 or less and no contributions have been made to the account for at least two years prior to the withdrawal or you terminate employment, subject to to the terms of your employer's plan. Your account balances may be assigned to your alternate payee as ordered by a court under a Qualified Domestic Relations Order (QDRO). Loans and unforseen financial emergency withdrawals, as limited by IRS regulations, are subject to approval if permitted by your 457(b) Plan provisions. Other withdrawals, if permitted under the plan, may also be subject to approval. You are entirely responsible for all loans and withdrawals and any resulting tax liabilities.

5. Deferred Compensation Agreement (DCA) Termination: To stop your contributions, you must file a new copy of the DCA with your employer and PlanConnect. If you terminate employment, your DCA terminates automatically after your last check is paid. If you later return to work, you must file a new DCA to resume contributing**. Your employer reserves the right to suspend or terminate a participant's DCA** if it believes that the participant has **over contributed, terminated the account with the elected investment provider,** or is in violation of any applicable federal requirement or any term of this agreement.

6. Required Distributions: After you retire, you must take minimum distributions from your account(s), generally beginning no later than age 70 ½ or 72 for those who those who turned 70 of July 1, 2019 or later. You do not need to take Required Minimum Distributions from your account(s) as long as you are still working for your current employer and the plan permits it, even though you may be over age 70 ½ or 72, as applicable.

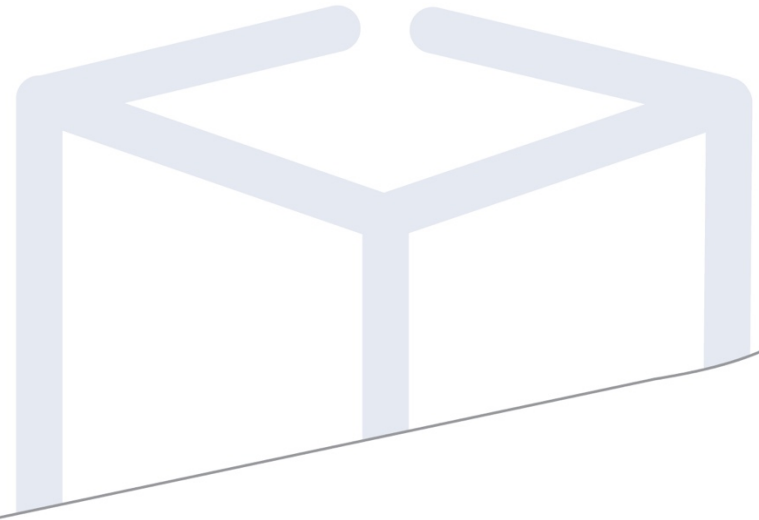
7. Effective Date: The Code requires that the employer receive this agreement before the first day of the month in which contributions will begin or change. If necessary to meet that requirement, the Employer reserves the right to change the effective date of contributions.

8. Corrections: It is your responsibility to verify that this agreement has been accurately processed by comparing it to your earnings statement. Contact your Payroll Administration Department immediately if you find any discrepancy. In volatile markets, the value of your contribution may decline over time.

9. Fees: PlanConnect provides services to the Plan for a fee. The Plan Sponsor may elect to collect the fees from the Investment Providers or Plan Participants.

10. Employer Contributions: You understand that you do not have the option to take employer contributions as cash or in any other form of payment and that you can only select investment providers for such contributions.

How to Guide



PLANCONNECT®

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How to Take a Loan **25**

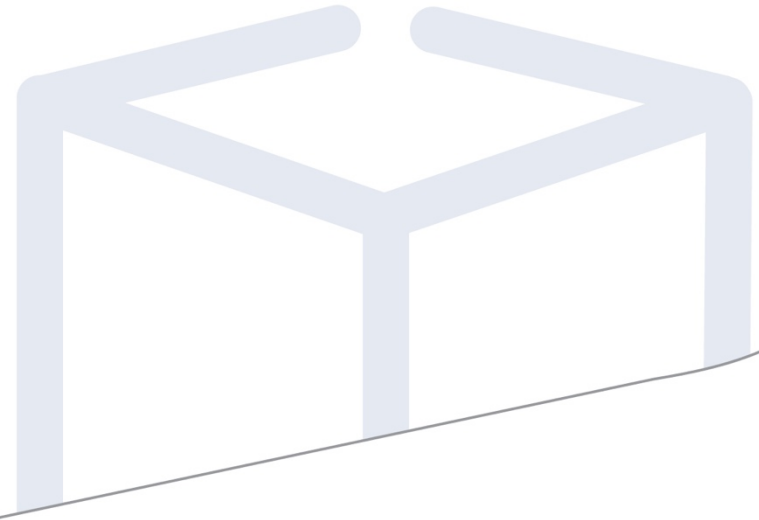
How to Take a Withdrawal **31**

About This Guide

This “How to…” guide describes the most important steps needed to complete certain transactions using the PlanConnect web site. Note that the web site may have changed since this guide was issued. If you have any questions about the guide or the information contained in it, please contact PlanConnect® using the contact information located on the last page.

The examples appearing in the guide are for illustrative purposes only; the information you will see will differ.

How to Login
First Time User



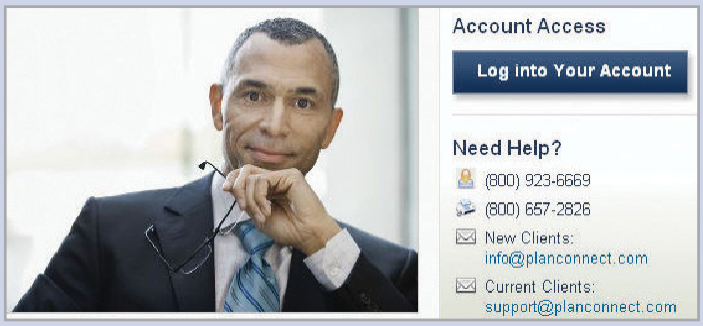
PLANCONNECT®

How to Login First Time User

Step 1: Connect with PlanConnect

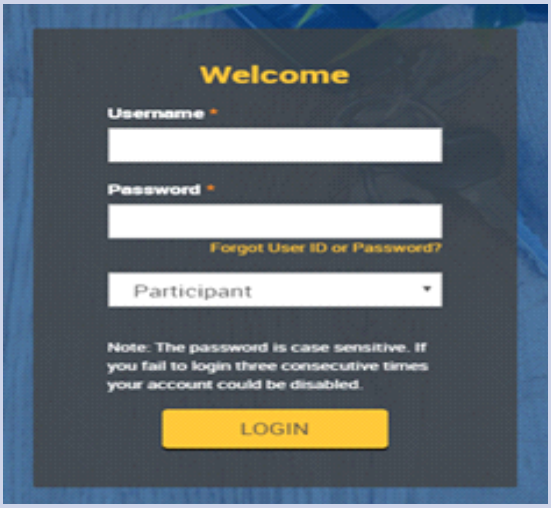
Go to the PlanConnect® Web Site

1. Open your web browser and go to **www.planconnect.com**.[1]
2. Click on **LOG INTO YOUR ACCOUNT**.
3. The log-in window will open.



Log In to Your Account

1. Enter your User ID.
   If this is the first time you're logging in, you will be using your Social Security number.
2. Enter your Password.
   If this is the first time you're logging in, use your date of birth in mmddyyyy order.
   (e.g., July 20, 1987 would be 07201987.)
3. In the drop-down menu labeled "Select Role," verify **PARTICIPANT** is selected.
4. Click on the **LOGIN** button.



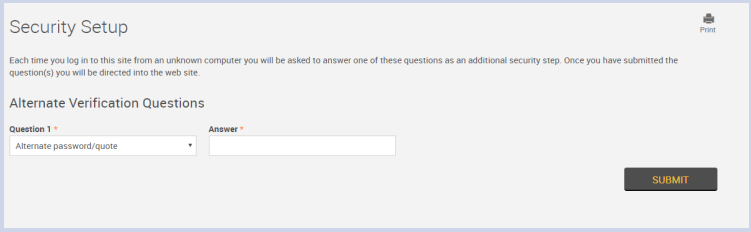
1 This application is written to work with the latest version of Firefox, Chrome, Safari, Microsoft Edge, and Internet Explorer 11.0+. If you are having problems viewing the page, click on the "Problems viewing the site?" link at the bottom of the web page to confirm your web browsers is compatible with the website.

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Step 2: Enter Your Login Information

Set Security Question

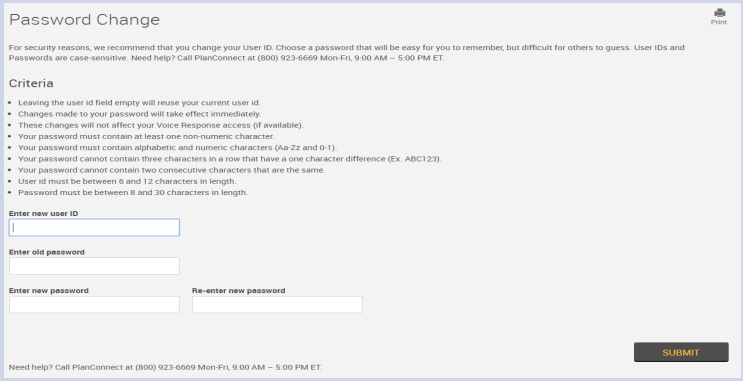
1. You will be asked to select a verification question and answer. This will assist you if you forget your password. You will be asked to supply the correct answer to this question before retrieving your password. Please make a note of the verification question and answer you chose.



Enter User ID and/or Password

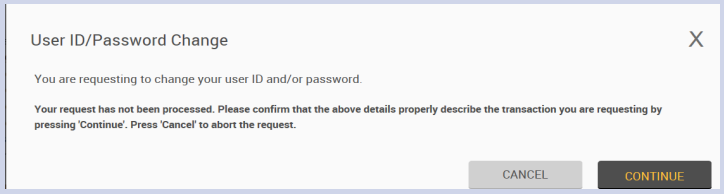
1. Create a unique User ID. Your User ID must be:
    a. 6-12 characters long and include any combination of uppercase or lowercase letters and numbers.*
2. Create a unique password. Your password must be:
    a. 8-30 characters long and include any combination of uppercase or lowercase letters and numbers.*
3. Re-enter the password you created.

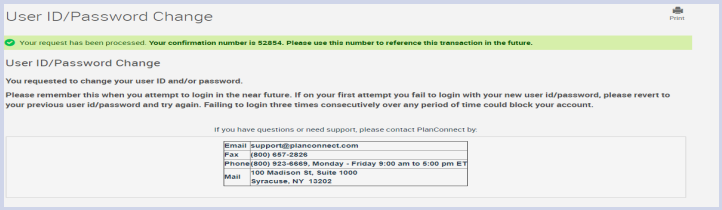
* Please note all User ID's and Passwords are CASE SENSITIVE.



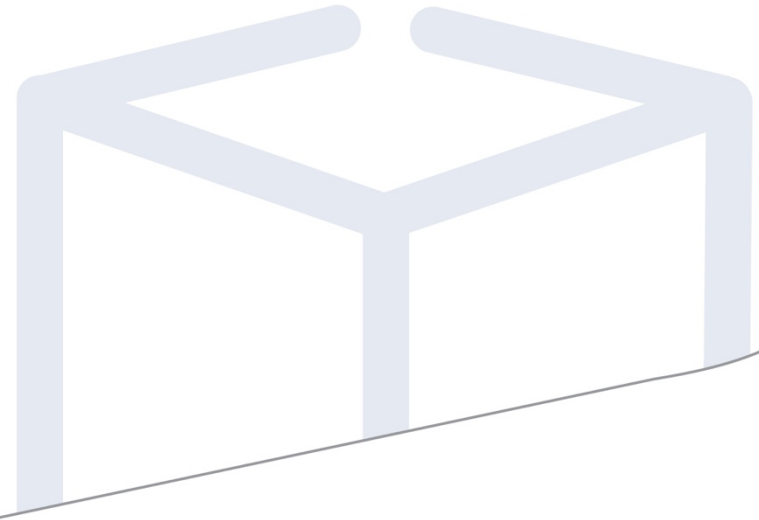
Continue and Confirm

1. Confirm by selecting CONTINUE.
2. You will receive a message confirming your User ID and/or Password was updated.





How to Update
User ID and Password



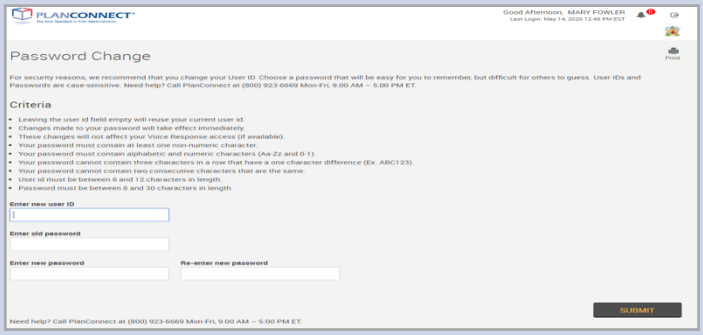
PLANCONNECT®

How to Update User ID and Password

Step 1: Update User ID and/or Password

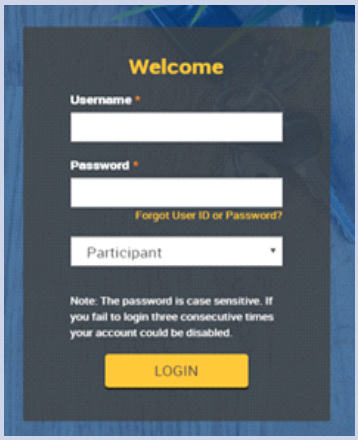
Go to the PlanConnect® Web Site

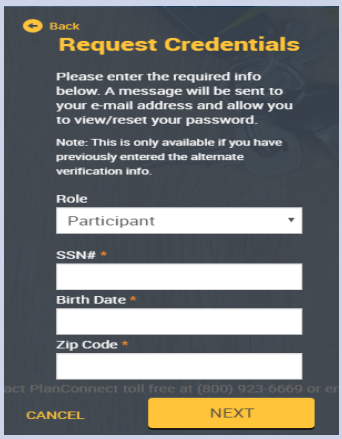
1. Open your web browser and go to **www.planconnect.com**.[1]
2. Click on **LOG INTO YOUR ACCOUNT**.
3. The log-in window will open.



Forgot User ID and/or Password

1. Select the **Forgot User ID or Password?** link.
2. Enter your Social Security Number, Date of Birth, and Zip Code and select **NEXT.**
3. You will receive an email with a link to change your existing User ID and/or Password.





1 This application is written to work with the latest version of Firefox, Chrome, Safari, Microsoft Edge, and Internet Explorer 11.0+. If you are having problems viewing the page, click on the “Problems viewing the site?” link at the bottom of the web page to confirm your web browsers is compatible with the website.

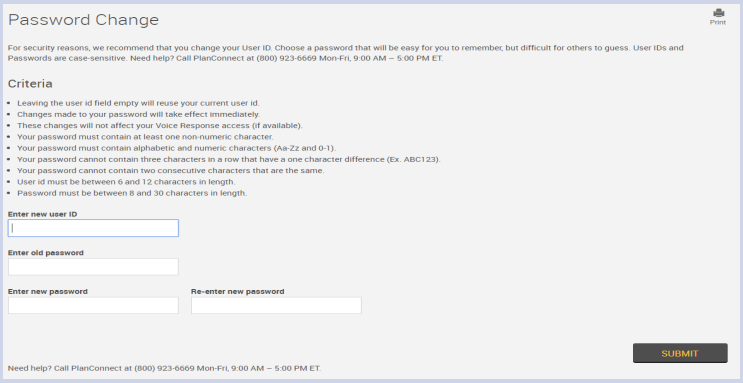
.

Step 2: Enter Your New User ID and/or Password Information

Enter New User ID and/or Password

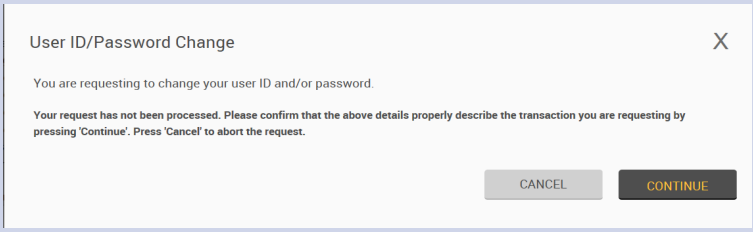
1. Create a unique User ID. Your User ID must be:
    a. 6-12 characters long and include any combination of uppercase or lowercase letters and numbers.*
2. Create a unique password. Your password must be:
    a. 8-30 characters long and include any combination of uppercase or lowercase letters and numbers*,
    b. Cannot contain three characters in a row that have a one-character difference (Ex. ABC123), and
    c. Cannot contain two consecutive characters that are the same.
3. Re-enter the password you created.

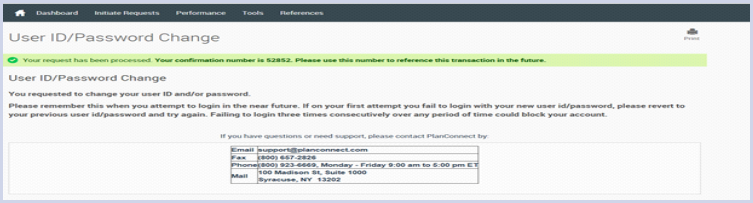
* Please note all User ID's and Passwords are CASE SENSITIVE.



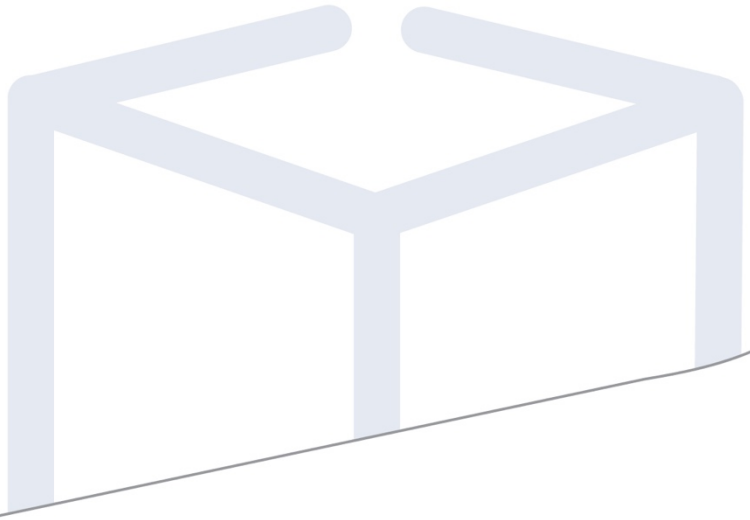
Continue and Confirmation

1. Confirm by selecting **CONTINUE**.
2. You will receive a message confirming your User ID and/or Password was updated.





How to Update My Personal Information



PLANCONNECT®
The New Standard in Plan Administration

How to Update My Information

Important Information — Read This First!

Why Should I Update My Personal Information?

You should update your personal information if you:

- Change your name
- Have a new address
- Get a new phone number
- Change email addresses
- Would like to change your contact information

About This Guide

This “How to…” guide describes the most important steps needed to complete certain transactions using the PlanConnect® web site. Note that the web site may have changed since this guide was issued. If you have any questions about the guide or need additional assistance, please contact PlanConnect® using the contact information listed on the last page.

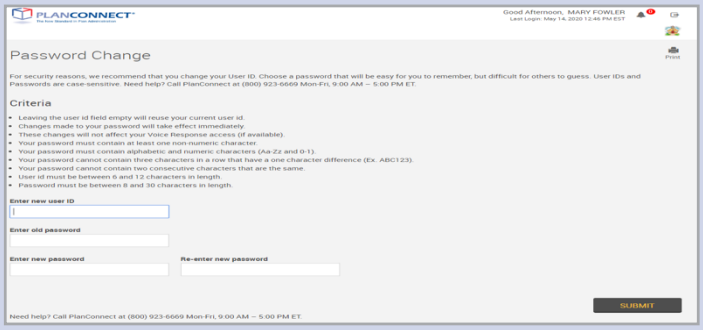
The examples appearing in the guide are for illustrative purposes only; the information you will see will differ.

Updating Your Personal Information

Step 1: Connect to PlanConnect®

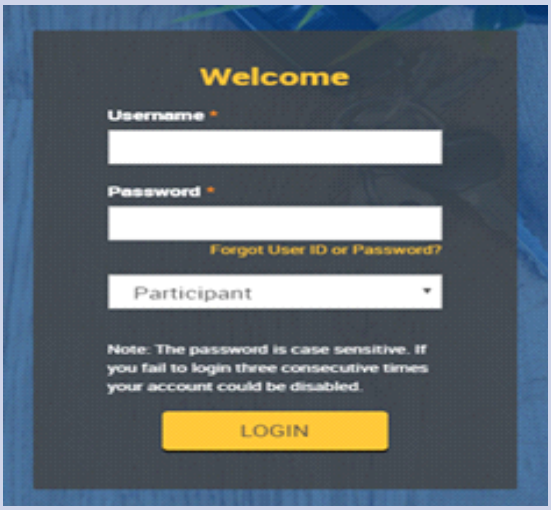
Go to the PlanConnect® Web Site

1. Open your web browser and go to **www.planconnect.com**.[1]
2. Click on **LOG INTO YOUR ACCOUNT**.
3. The log-in window will open.



Log In to Your Account

1. Enter your User ID.
   If this is the first time you're logging in, you will be using your Social Security number.
2. Enter your Password.
   If this is the first time you're logging in, use your date of birth in mmddyyyy order.
   (e.g., July 20, 1987 would be 07201987.)
3. In the drop-down menu labeled "Select Role," verify **PARTICIPANT** is selected.
4. Click on the **LOGIN** button.



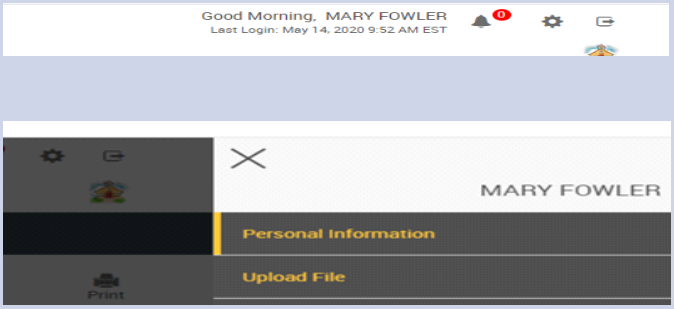
1 This application is written to work with the latest version of Firefox, Chrome, Safari, Microsoft Edge, and Internet Explorer 11.0+. If you are having problems viewing the page, click on the "Problems viewing the site?" link at the bottom of the web page to confirm your web browsers is compatible with the website.

.

Step 2: Access Your Personal Information

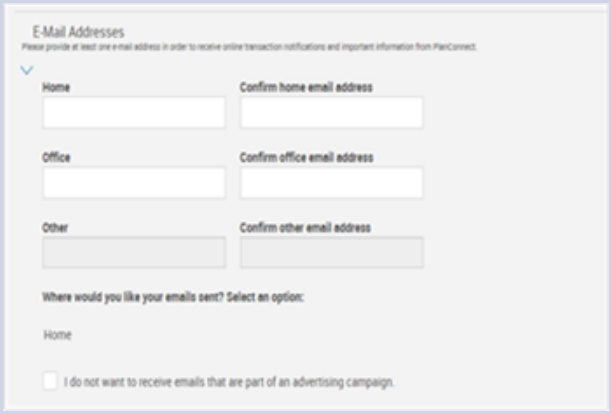
Personal Information

1. Click on **GEAR** icon on the top right corner of the page.
2. From the drop-down menu that appears, select **PERSONAL INFORMATION**. The "Edit Personal Information" window will open.



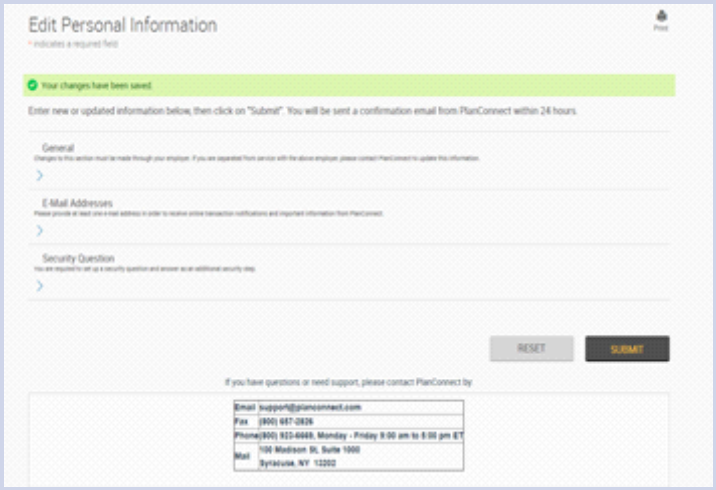
Enter Personal Information

1. Update the screen with your new information.
2. Click **SUBMIT**.
3. If there is an error, click **RESET**.

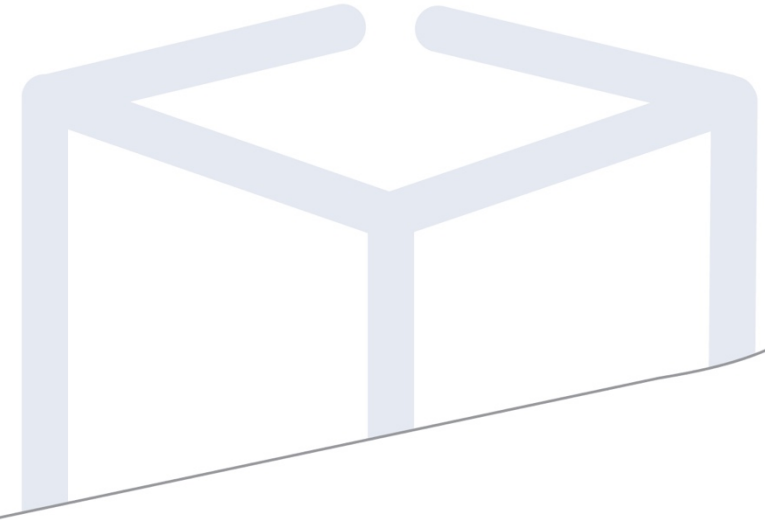


Confirm

1. You will receive a message confirming your changes were saved.



How to Begin, Change or Stop Contributions



PLANCONNECT®

How to Begin, Change or Stop Contributions

Important Information — Read This First!

Why Should I Save for Retirement?

Retirement is life's biggest expense. It will cost more than your child's tuition or even your home. Retirement can span up to a third of your lifetime. It is much like saving for a 25 to 35 year vacation.

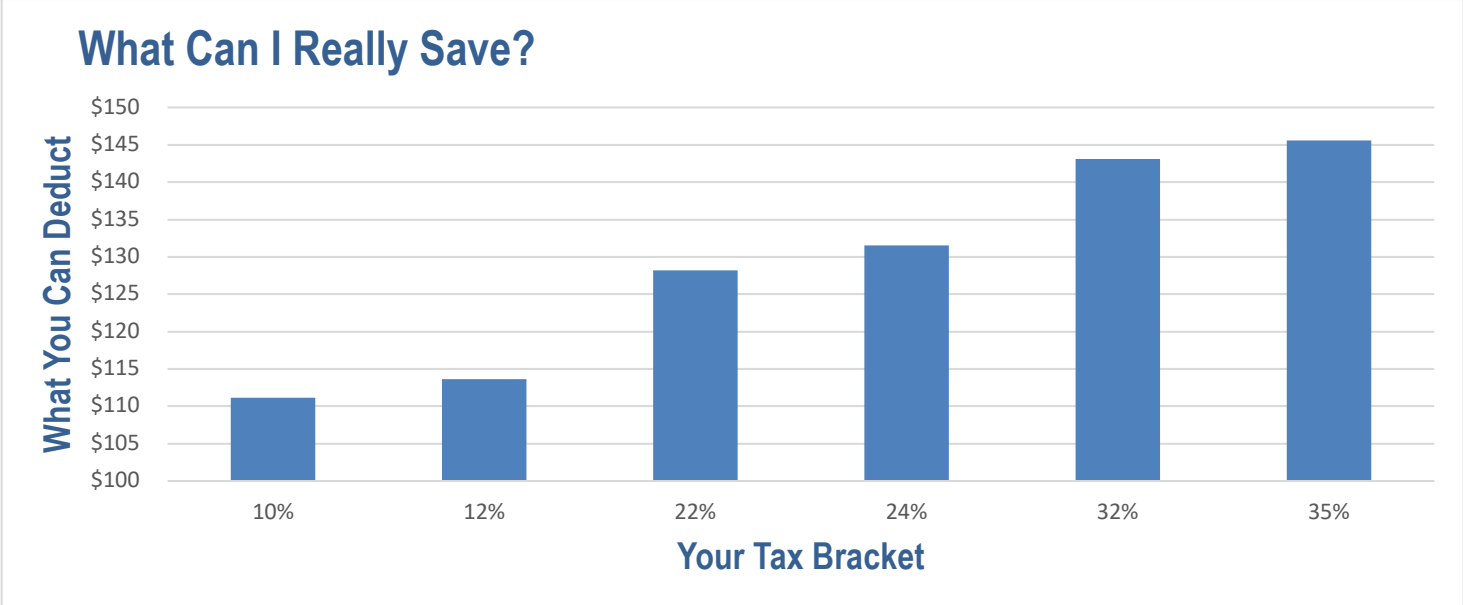
It's easy to get caught up in the demands of today and forget about tomorrow. But to afford an expense of this magnitude, you need to start planning and saving right away. There is no better time then the present to save for your retirement.

Enrolling in your retirement plan is a great step in shaping how you will live during your years to come. Contributing to your plan can be done easily through payroll deductions — which are most often pre-tax, although some plans offer Roth deductions. Check with PlanConnect® or your plan administrator for more details.

What Is a Pre-tax Payroll Deduction?

A pre-tax payroll deduction is a deduction from your gross wages that reduces taxable income. In other words, you do not pay income tax on the pre-tax money that is deducted from your paycheck, which means you can save more with less impact to your take-home pay.

Let's say you want to reduce your take home pay by a $100. Let the pre-tax deduction work in your favor and save more for your retirement.

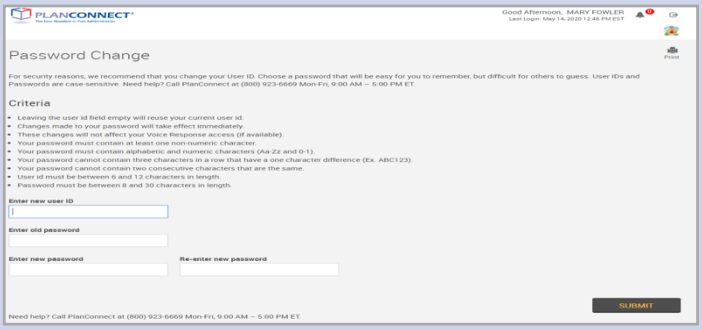


Want to learn more? Try our estimating calculators in our **retirement planning** section.

Step 1: Connect to PlanConnect®

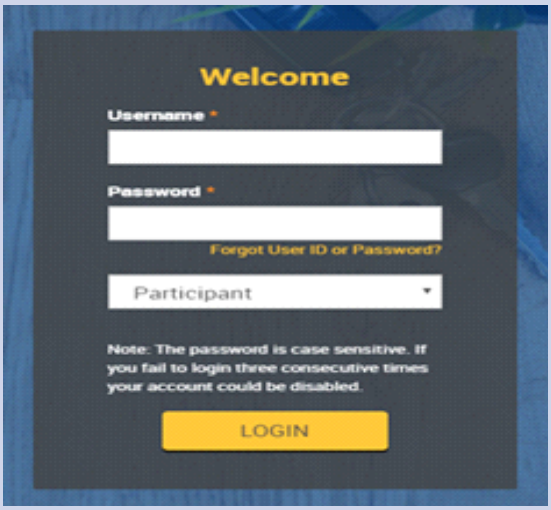
Go to the PlanConnect® Web Site

1. Open your web browser and go to **www.planconnect.com**.[1]
2. Click on **LOG INTO YOUR ACCOUNT**.
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Log In to Your Account

1. Enter your User ID.
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2. Enter your Password.
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.

Step 2: Initiate Request and Change Elections

Before you can complete this step, you need one or more contracts with an approved investment provider(s). If you need to obtain a contract and want a list of your plan's approved investment providers and their agents, call PlanConnect at (800) 923-6669 or email us at support @planconnect.com.

Initiate Request

1. The next step is to enter how much you would like to contribute to your retirement plan each pay period.
   - For assistance with determining how much to contribute as well as the impact it can have on your paycheck and your retirement savings, go to Planning for Retirement.

Stop and Plan

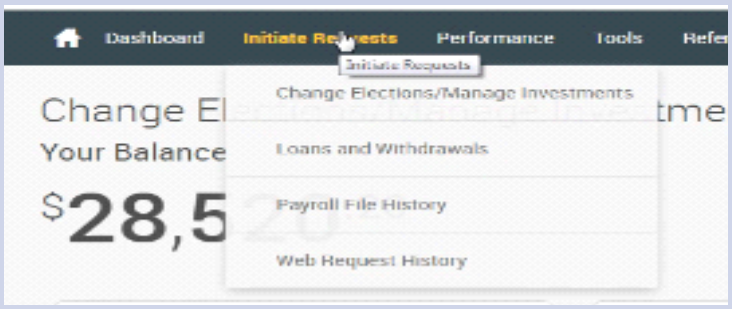
How much should I save?

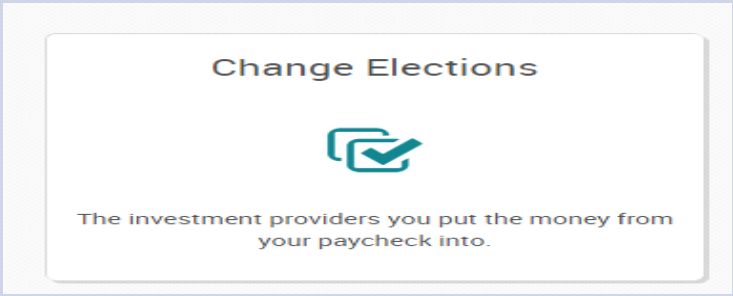
How much can I save?

Try our retirement calculators at http://www.planconnect.com

Change Elections/Manage Investments

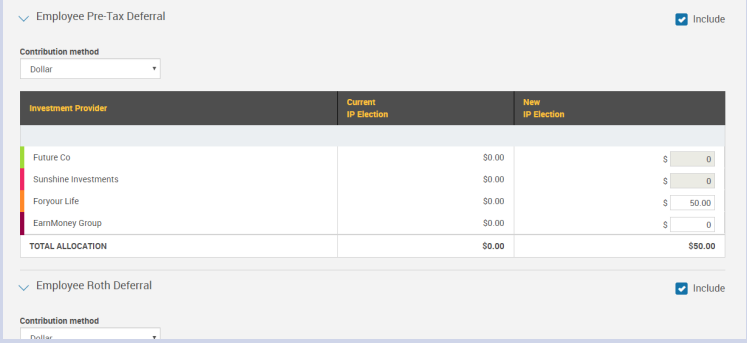
1. Select **Initiate Requests and Change Elections/Manage Investments**.
2. Select **Change Elections**.





Indicate Contribution Amount or Percent

1. Check the box next to **Include** for each contribution type (Employee Pre-Tax or Employee Roth) you wish to begin, change or stop.
2. Select the **Contribution Method** as an amount or percentage and enter the dollar amount or percent, as applicable, next to an approved **Investment Provider**.



Step 3: Authorization to Begin, Change or Stop Elections

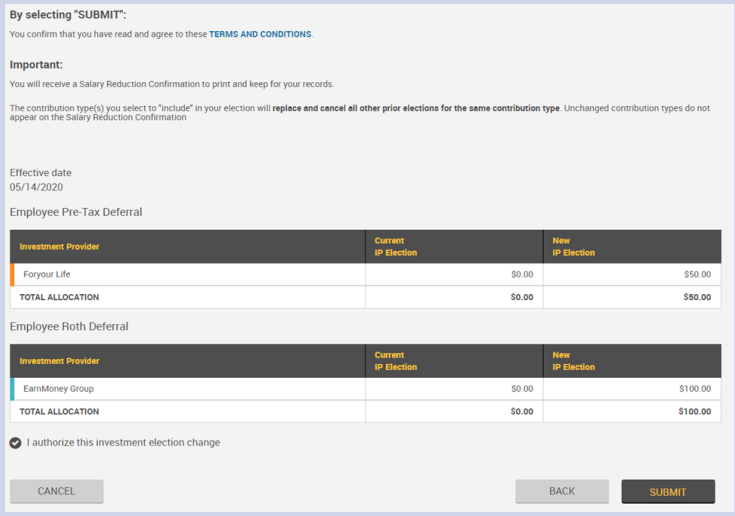
Authorize

1. Check the box **I authorize this investment election change** and select **Next**.



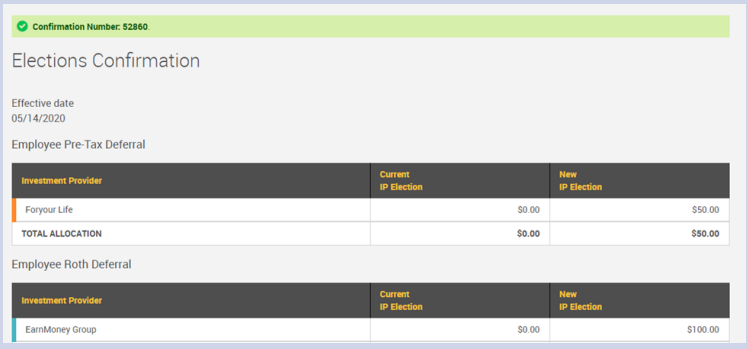
Review and Confirm

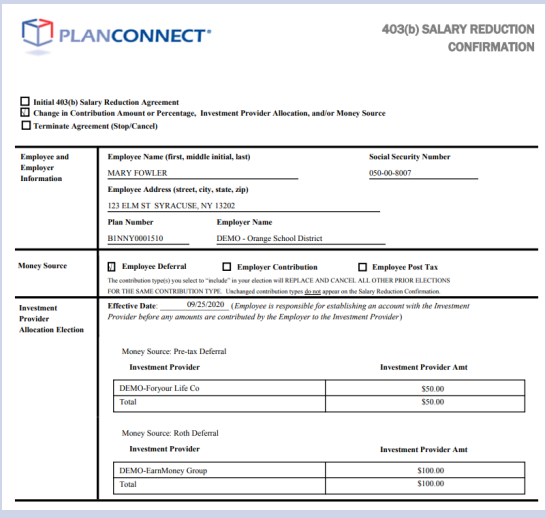
1. Review your contribution elections, **TERMS AND CONDITIONS**, and the important notes. If you agree and your elections are accurate, check the box next to **I authorize this investment election change** and select **Submit**.
2. Select **Change Elections**.



Election Confirmation

1. Print and save the confirmation screen and report for your records.



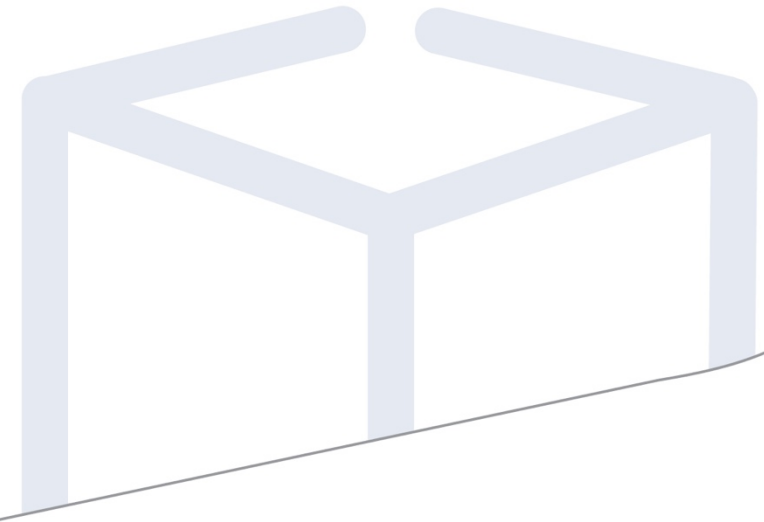


Congratulations! You've taken a big step toward ensuring you have a comfortable retirement.

Keep in mind that it is a good idea to review your retirement strategy annually because:

- You may want to reallocate your contributions.
- You may want to change your contribution amount, especially if contribution limits increase.
- You may want to take a loan.
- You may need to take an early withdrawal.
- You may have had a major life change. (e.g. marriage, birth of a child, etc.).

How to Move My Funds



PLANCONNECT®

How to Move My Funds

Important Information — Read This First!

Can I Move My Funds Without a Penalty?

Yes, there are three ways to move your funds tax free and with no IRS penalty*:

- **Rollovers** — Move your funds from one qualified retirement plan to another qualified retirement plan.
- **Exchanges** — Move your retirement account to another account of the same type within your employer's plan. For example, if your employer offers a 403(b) plan with more than one investment provider, you can move your 403(b) plan account from investment provider A to investment provider B.
- **Transfers** — Move all or a portion of your funds from one employer's plan to new or former employer's plan.

Who's Eligible?

Rollovers — According to the IRS, you are eligible to roll over funds in the following circumstances:

- You no longer work for the employer sponsoring your retirement plan.
- You are over the age of 59½.
- Your employer no longer offers your type of retirement account.
- Some examples include funds to be rolled over are from:
  - A spouse or former spouse and are due to a divorce or separation agreement
  - A death benefit distribution
  - An in-service withdrawal from a profit-sharing plan

ROLLOVER CHART

		Roll To							
		Roth IRA	Traditional IRA	SIMPLE IRA	SEP-IRA	Governmental 457(b)	Qualified Plan[1] (pre-tax)	403(b) (pre-tax)	Designated Roth Account (401(k), 403(b) or 457(b))
Roll From	Roth IRA	Yes[2]	No	No	No	No	No	No	No
	Traditional IRA	Yes[3]	Yes[2]	Yes[2, 7], after two years	Yes[2]	Yes[4]	Yes	Yes	No
	SIMPLE IRA	Yes[3], after two years	Yes[2], after two years	Yes[2]	Yes[2], after two years	Yes[4], after two years	Yes, after two years	Yes, after two years	No
	SEP-IRA	Yes[3]	Yes[2]	Yes[2, 7], after two years	Yes[2]	Yes[4]	Yes	Yes	No
	Governmental 457(b)	Yes[3]	Yes	Yes[7], after two years	Yes	Yes	Yes	Yes	Yes[3,5]
	Qualified Plan[1] (pre-tax)	Yes[3]	Yes	Yes[7], after two years`	Yes	Yes[4]	Yes	Yes	Yes[3,5]
	403(b) (pre-tax)	Yes[3]	Yes	Yes[7], after two years	Yes	Yes[4]	Yes	Yes	Yes[3,5]
	Designated Roth Account (401(k), 403(b) or 457(b))	Yes	No	No	No	No	No	No	Yes[6]

[1]Qualified plans include, for example, profit-sharing, 401(k), money purchase, and defined benefit plans.
[2] Only one rollover in any 12-month period.
[3]Must include in income.
[4]Must have separate accounts.
[5]Must be an in-plan rollover.
[6]Any nontaxable amounts distributed must be rolled over by direct trustee-to-trustee transfer.
[7]Applies to rollover contributions after December 18, 2015. For more information regarding retirement plans and rollovers, visit Tax Information for Retirement Plans.

* Please contact your individual financial institution for a detailed explanation of any (fees or charges) or (contingent differed sales charges, administrative fees or market fluctuation) your account may be subject to.

Exchanges and Transfers — If you are an active or retired employee, you are eligible to exchange or transfer funds as long as each of the following conditions is met:

- Exchanges or transfers must be permitted under your plan
- Your employer and the investment provider receiving the exchange or transfer have an information sharing agreement.
- The investment provider receiving the exchange or transfer is an approved provider within your employer's plan.
  - The benefit after the exchange is at least as great as the benefit before the exchange.
  - The withdrawal restrictions are at least as great after the exchange as before the exchange.

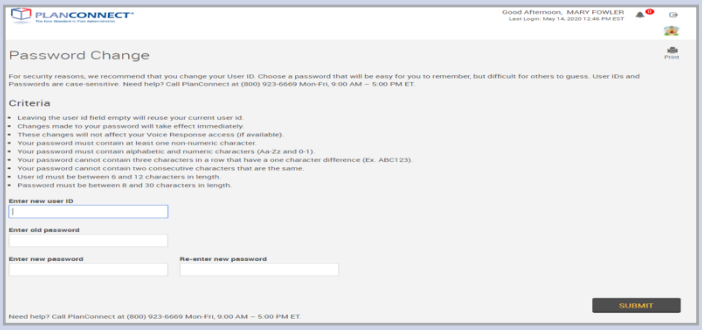
Before You Move Any Funds

- Transfers, exchanges, and rollovers are optional features of 403(b) retirement plans. Check your employer's Plan to make sure they are allowed.
- If you have a required minimum distribution (RMD) due, you will need to take the RMD before you can transfer, exchange, or rollover your funds.
- You can request an approval certificate to move funds into or out of your retirement plan through the PlanConnect® web site or by contacting PlanConnect at (800) 923-6669 or by email at support@planconnect.com.
- For rollovers:
  - If you are rolling over funds and you do not have your funds going directly to another investment provider, you may have to pay 20% federal income tax withholding.

Step 1: Connect to PlanConnect®

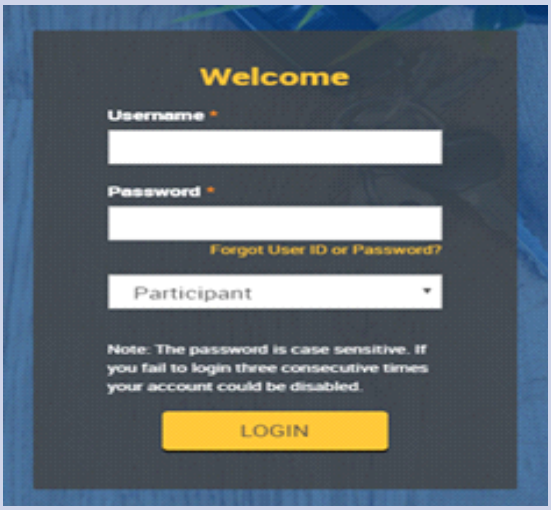
Go to the PlanConnect® Web Site

1. Open your web browser and go to **www.planconnect.com**.[1]
2. Click on **LOG INTO YOUR ACCOUNT**.
3. The log-in window will open.



Log In to Your Account

1. Enter your User ID.
   If this is the first time you're logging in, you will be using your Social Security number.
2. Enter your Password.
   If this is the first time you're logging in, use your date of birth in mmddyyyy order.
   (e.g., July 20, 1987 would be 07201987.)
3. In the drop-down menu labeled "Select Role," verify **PARTICIPANT** is selected.
4. Click on the **LOGIN** button.

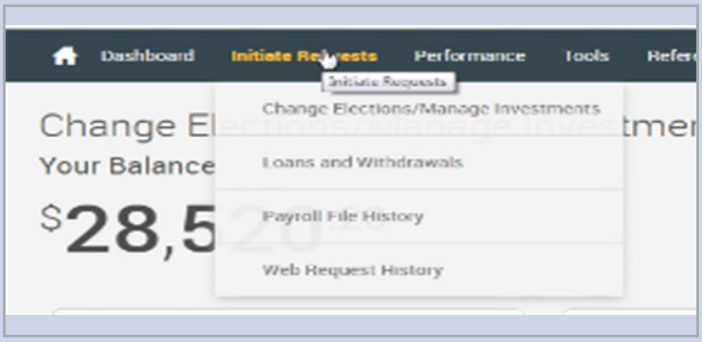


1 This application is written to work with the latest version of Firefox, Chrome, Safari, Microsoft Edge, and Internet Explorer 11.0+. If you are having problems viewing the page, click on the "Problems viewing the site?" link at the bottom of the web page to confirm your web browsers is compatible with the website.

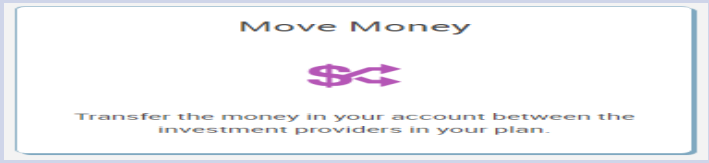
.

Step 2: Start Your Transaction

1. Click on the **INITIATE REQUESTS** tab.
2. From the drop-down menu that appears, select **CHANGE ELECTIONS/MANAGE INVESTMENTS**. A new window will open.



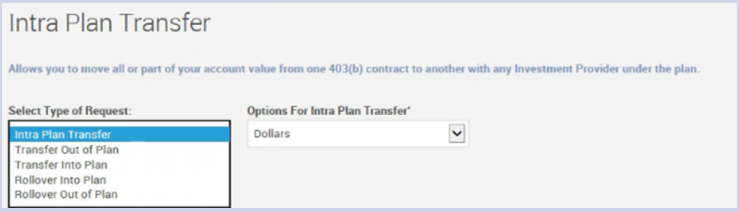
3. Select **MOVE MONEY**.

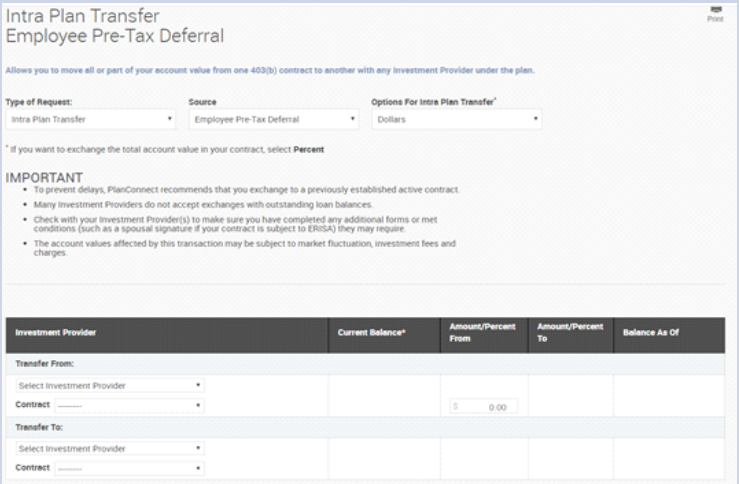


Step 3: Enter Your Transaction

Intra Plan Transfers/Exchanges

1. In the drop-down menu labeled **SELECT TYPE OF REQUEST**, select **INTRA PLAN TRANSFER** (also known as an Exchange).
2. Read the **IMPORTANT** information carefully.
3. From the drop-down menu labeled **SOURCE**, select the source (I.e. **EMPLOYEE PRE-TAX DEFERRAL**) you are moving the funds from.
4. From the drop-down menu labeled **OPTIONS FOR INTRA PLAN TRANSFER**, select **$** (for dollar amount) or **%** (for percentage of account value).
5. In the **INVESTMENT PROVIDER** column, go to the **TRANSFER FROM** drop-down menu and select the investment provider and contract number from which you wish to intra plan transfer/exchange funds from.
6. In the **AMOUNT/PERCENT FROM** column, enter the dollar amount or percentage you want to intra plan transfer/exchange.
7. In the **INVESTMENT PROVIDER** column, go to the **TRANSFER TO** drop-down menu and select the investment provider and contract number from which you wish to intra plan transfer/exchange funds to.
8. Click on **CONTINUE**.

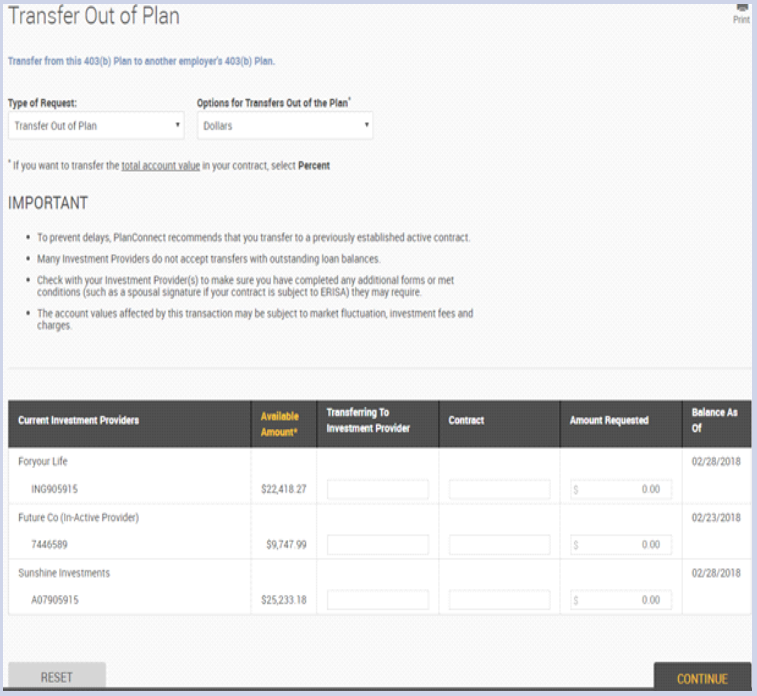




Step 3: Enter Your Transaction (continued)

Transfers

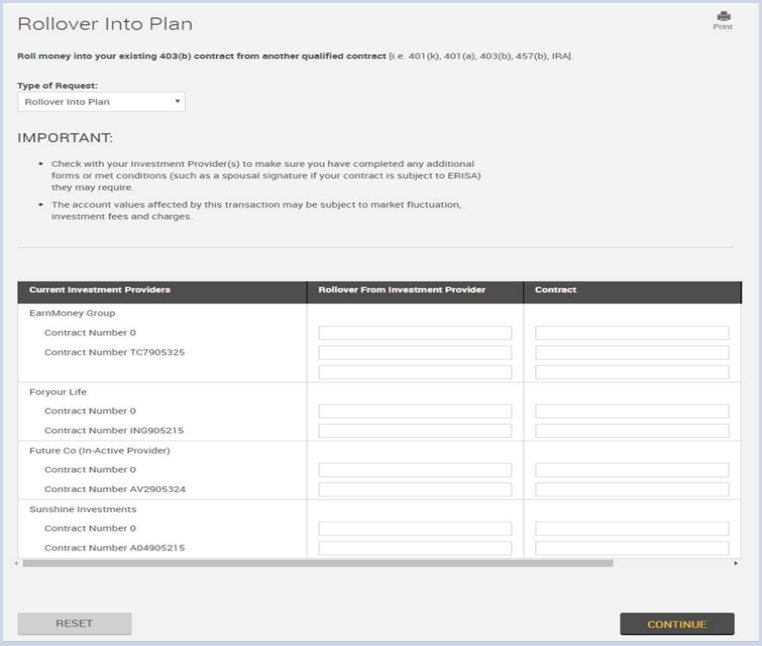
1. In the drop-down menu labeled **SELECT TYPE OF REQUEST**, select **TRANSFER OUT OF/INTO PLAN**.
2. Read the **IMPORTANT** information carefully.
3. From the drop-down menu labeled **OPTIONS FOR TRANSFER OUT OF THE PLAN**, select **$** (for dollar amount) or **%** (for percentage of account value). This option is only available when transferring funds out of the plan.
4. In the **CURRENT INVESTMENT PROVIDER** column, select the row for the investment provider from which you will make the transfer — that is, the "from" source.
5. In the **TRANSFERRING TO INVESTMENT PROVIDER**" column, enter the name of the investment provider receiving the transfer — that is, the "to" destination.
6. In the **CONTRACT** column, enter the investment provider's contract number to which you will transfer funds.
7. Under **AMOUNT REQUESTED**, enter the dollar amount or percentage you want to transfer.
8. Click on **CONTINUE**.



Rollovers into or out of Your Retirement Plan

1. In the drop-down menu labeled **SELECT TYPE OF REQUEST**, select **ROLLOVER INTO OR OUT OF PLAN**.
2. Read the **IMPORTANT** information carefully.
3. In the **CURRENT INVESTMENT PROVIDERS** column. select the row for the investment provider receiving the rollover — that is, the "to" destination.
4. Under **ROLLOVER FROM INVESTMENT PROVDER**, enter the name of the investment provider from which you will roll over funds — that is, the "from" source.
5. In the **CONTRACT** column, enter the contract number of the investment provider from which you will be rolling over funds.

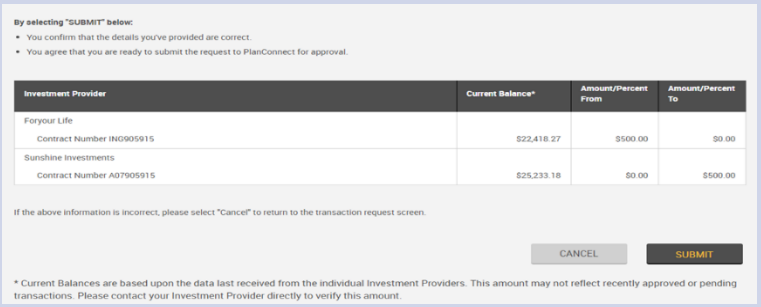
   If you are rolling the funds into a new contract number, click on the **ADD CONTRACT** icon, after you enter the new contract number.
6. Click on **CONTINUE**.



Step 4: Complete Your Transaction

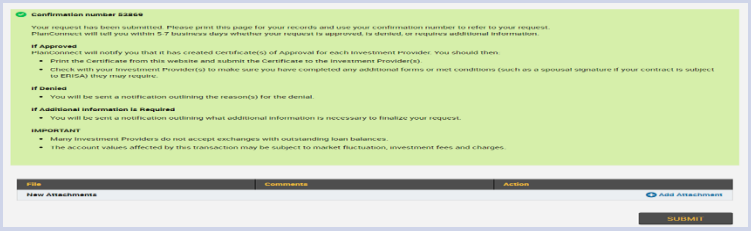
Verify the Transaction You've Requested

1. After you have finished entering your transaction details, you will see a transaction verification screen. Make sure the information is correct.
2. Click on **SUBMIT**.



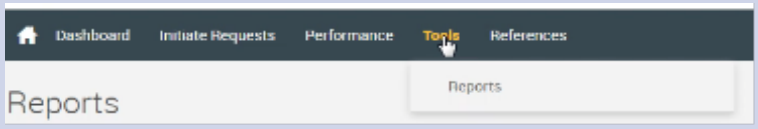
Print the Transaction Confirmation

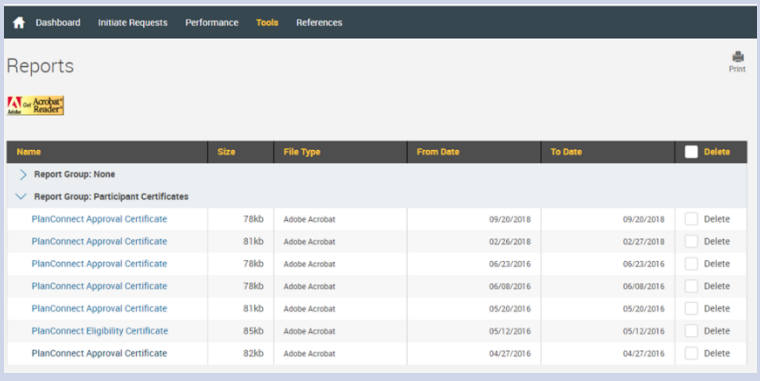
1. Once you have agreed to the transaction requested, the confirmation window will open.
2. Use your browser's "print" function to print and retain the confirmation for your records.
3. You may upload any attachments necessary to accompany your transaction request.



Print and Mail Your Transaction Approval Certificate to Your Investment Provider

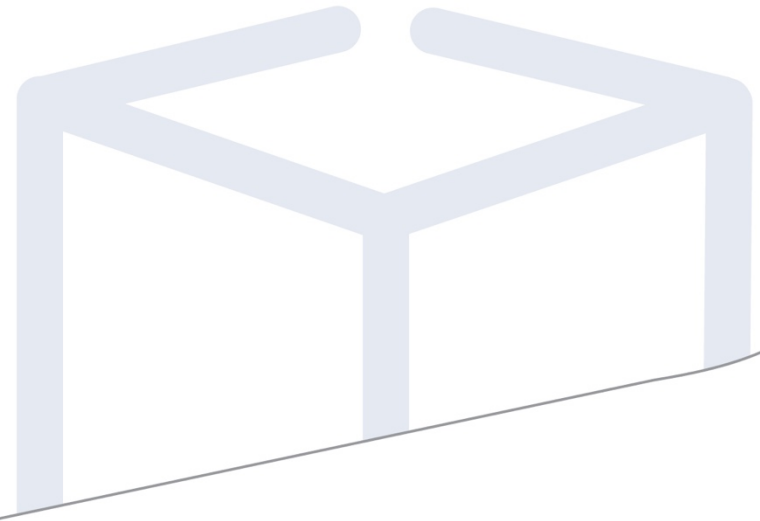
1. Click on the **TOOLS** tab.
2. From the drop-down menu that appears, select **REPORTS**. The **REPORTS** window will open.
3. Click on the **REPORT GROUP: PARTICIPANT CERTIFICATES**. You will then click on the blue PlanConnect Approval Certificate wording in the left-hand column for the appropriate transaction approval document.
4. Print out the transaction approval (note you will receive two copies) and send a copy along with the appropriate form to the releasing company as well as the receiving company. Please also keep a copy for your records.





* You will need the free Adobe Acrobat Reader to view/print the Agreement. Acrobat Reader can be downloaded here.

How to Take a Loan



PLANCONNECT®

How to Take a Loan

Important Information — Read This First!

Can I Take a Loan from My Retirement Account?

You can take a loan from your account if your retirement plan has a loan feature and your investment provider permits loans. There are, however, restrictions about when and how much you can borrow. Please review your employer's retirement plan document and investment provider's contract for restriction details.

What Should I Consider Before Taking a Loan?

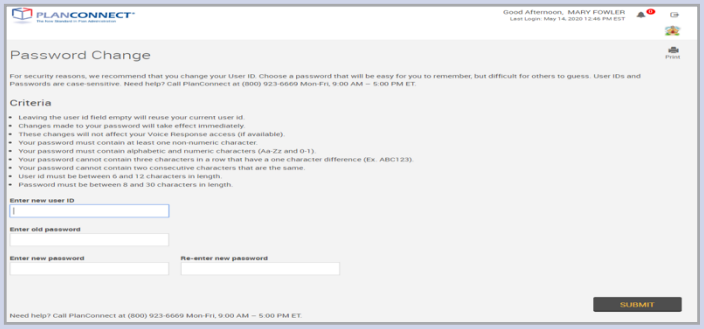
- If you borrow from your retirement plan account, the money you borrow is no longer invested; you are therefore missing a potential opportunity for your investments to grow.
- Interest is charged on the loan per the IRS guidelines.
- Your loan must be repaid within a five-year period. If the loan is used towards purchasing your principal residence, you may be allowed to exceed the five-year repayment period.
- Payments on loans are required no less frequently than quarterly, with both principal and interest amortized the repayment period.
- If a loan payment is not made, the entire outstanding loan balance is considered in default. Defaulted loan balances are reported as distributions. You will owe federal and state (if applicable) income taxes along with a 10% early distribution penalty if you are under 59½ years of age.
- Additional loans are not permitted if there's an outstanding defaulted loan, unless the employer permits loan payments to be deducted from payroll or you first repay the prior defaulted amount and accrued interest.

Taking a Loan

Step 1: Connect to PlanConnect®

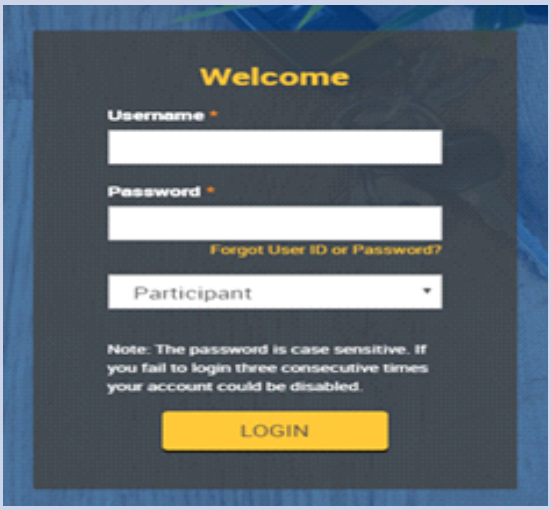
Go to the PlanConnect® Web Site

1. Open your web browser and go to **www.planconnect.com**.[1]
2. Click on **LOG INTO YOUR ACCOUNT**.
3. The log-in window will open.



Log In to Your Account

1. Enter your User ID.
   If this is the first time you're logging in, you will be using your Social Security number.
2. Enter your Password.
   If this is the first time you're logging in, use your date of birth in mmddyyyy order.
   (e.g., July 20, 1987 would be 07201987.)
3. In the drop-down menu labeled "Select Role," verify **PARTICIPANT** is selected.
4. Click on the **LOGIN** button.

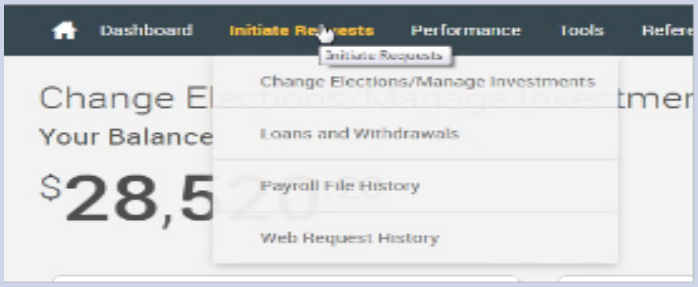


1 This application is written to work with the latest version of Firefox, Chrome, Safari, Microsoft Edge, and Internet Explorer 11.0+. If you are having problems viewing the page, click on the "Problems viewing the site?" link at the bottom of the web page to confirm your web browsers is compatible with the website.

Step 2: Start Your Loan Transaction

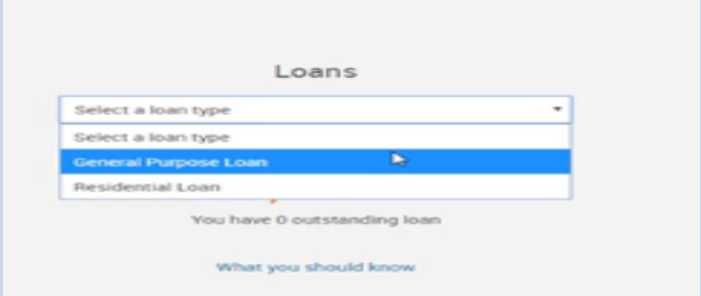
Initiate Loan Request

1. Click on the **INITIATE REQUESTS** tab.
2. From the drop-down menu that appears, select **LOANS AND WITHDRAWALS**. The "Loans and Withdrawals" screen opens.



Select Loan Type

1. Select from the drop-down menu labeled "Select loan type" the type of loan you wish to take:
   a. **PERSONAL LOAN,** or
   b. **RESIDENTIAL LOAN**
2. Click on **GET STARTED.**
3. If you currently have any outstanding or defaulted loans with any other qualified plan sponsored by this employer, you must submit your request with our **Connect²Service form**, which is found on the top of the next page in the statement "If you currently have an outstanding or defaulted loan with any other 401(a), 401(k), 403(b), or 457(b) plan sponsored by this employer, **click here** to submit your loan request." If you do NOT have any outstanding or defaulted loans with any other qualified plan sponsored by this employer, proceed on the page.





Step 3: Enter Your Loan Amount

1. The screen will now display the amounts available for your loan based on the investment provider(s) and contract(s). Enter the loan amount you wish to take in the "Loan Amount Requested" column for the provider(s) of your choice.
2. Click **CONTINUE**.



Step 4: Complete Your Transaction

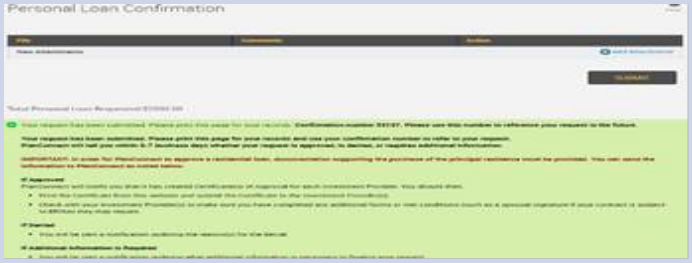
Verify the Transaction You've Requested

1. Read the "I Agree" statements.
2. Check that the loan details are correct.
3. Click **I AGREE** to submit your request, or select **CANCEL** to return to the "Loan Distribution Request" screen.



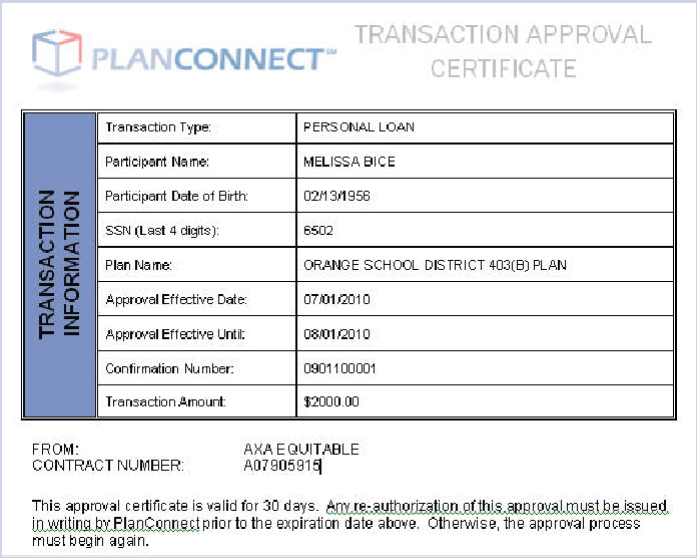
Print Your Transaction Request Confirmation

1. Your transaction request confirmation will appear.
2. Use your browser's "print" function to print the transaction confirmation and retain it for your records.



Look for Notification from PlanConnect®

1. You will receive confirmation by e-mail (if an active email address is on file) within an hour after your request has been processed. **Note:** It can take up to 5-7 business days to process this request.
2. Your loan request will be either approved, denied, or will require additional information.
   - If your loan request is approved, you will receive an email notification prompting you to log in to PlanConnect.com to print your Loan Approval Certificate.
   - If your loan request is denied, you will receive a letter from PlanConnect® explaining the reason(s) the request was denied.
   - If additional information is required, you will receive a letter from PlanConnect® describing what additional information is necessary to finalize the request.



PLANCONNECT™ TRANSACTION APPROVAL CERTIFICATE

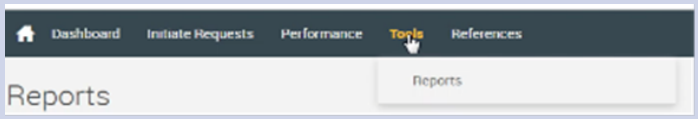
TRANSACTION INFORMATION		
	Transaction Type:	PERSONAL LOAN
	Participant Name:	MELISSA BICE
	Participant Date of Birth:	02/13/1956
	SSN (Last 4 digits):	6502
	Plan Name:	ORANGE SCHOOL DISTRICT 403(B) PLAN
	Approval Effective Date:	07/01/2010
	Approval Effective Until:	08/01/2010
	Confirmation Number:	0901100001
	Transaction Amount:	$2000.00

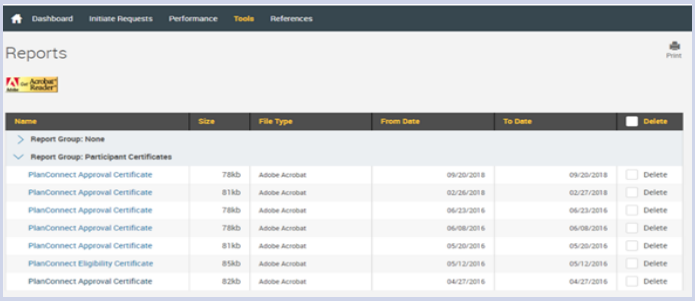
FROM: AXA EQUITABLE
CONTRACT NUMBER: A07905915

This approval certificate is valid for 30 days. Any re-authorization of this approval must be issued in writing by PlanConnect prior to the expiration date above. Otherwise, the approval process must begin again.

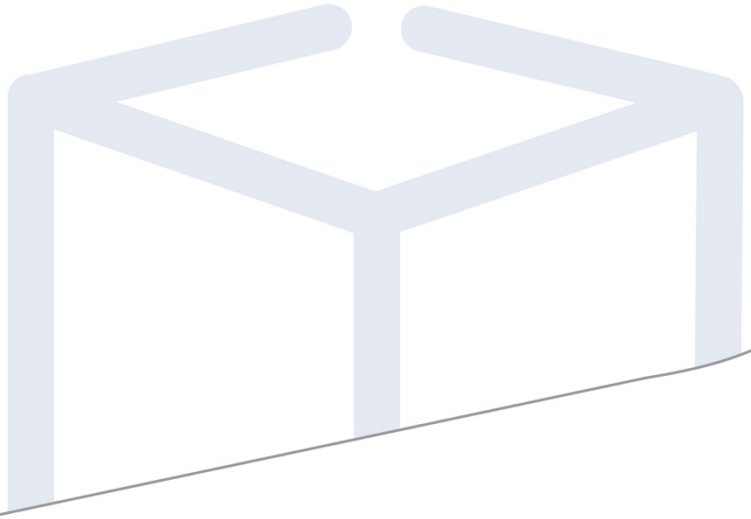
Print and Mail Your Loan Approval Certificate

1. Click on the **TOOLS** tab.
2. From the drop-down menu that appears, select **REPORTS**. The “Reports” window will open.
3. Click on **TRANSACTION REQUEST APPROVAL** with the applicable date, or the Adobe icon in the left-hand column next to it.
4. Print out a copy of the Loan Approval Certificate and send it along with a copy of any forms required to your approved provider for processing. You should also keep a copy for your records.





How to Take a Withdrawal



PLANCONNECT®

Taking a Withdrawal

Important Information — Read This First!

Can I Withdraw Funds from My Account?

You can take a withdrawal but restrictions and penalties may apply.

The taxable portion of your withdraw may be subject to a mandatory federal withholding; it could be as much 20%.

If you are under the age of 59½ or (depending on your plan provisions) 70½:

- Some or all of your funds may be restricted and only withdrawn for certain situations, such as:
  - Financial hardship
  - Unforeseen emergency
  - If you are disabled
- The IRS may impose a penalty on your withdraw. In most cases it is 10% of the withdrawal amount.

What Should I Consider Before Taking a Withdrawal?

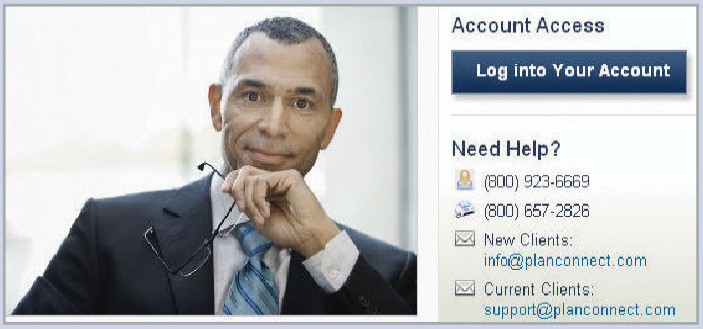
Withdrawing from your account leaves you less money for retirement. As previously mentioned, if you are taking an early withdrawal there may be IRS penalties and withdrawal restrictions. In addition to the IRS penalties, there may be mandatory 20% federal income tax withholding requirement; when you file your incomes taxes you may owe more than 20% depending on your tax bracket.

Taking a Withdrawal

Step 1: Connect to PlanConnect®

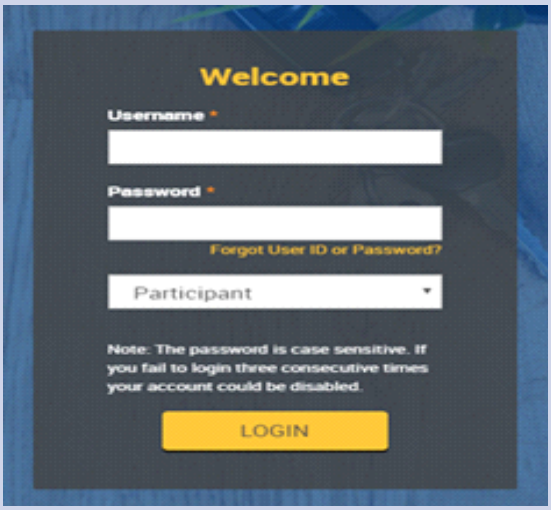
Go to the PlanConnect® Web Site

1. Open your web browser and go to **www.planconnect.com**.[1]
2. Click on **LOG INTO YOUR ACCOUNT**.
3. The log-in window will open.



Log In to Your Account

1. Enter your User ID.
   If this is the first time you're logging in, you will be using your Social Security number.
2. Enter your Password.
   If this is the first time you're logging in, use your date of birth in mmddyyyy order.
   (e.g., July 20, 1987 would be 07201987.)
3. In the drop-down menu labeled "Select Role," verify **PARTICIPANT** is selected.
4. Click on the **LOGIN** button.

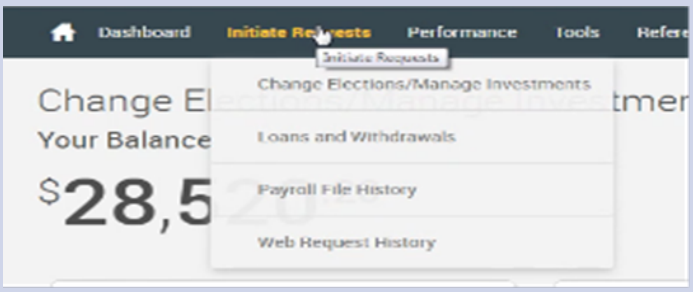


1 This application is written to work with the latest version of Firefox, Chrome, Safari, Microsoft Edge, and Internet Explorer 11.0+. If you are having problems viewing the page, click on the "Problems viewing the site?" link at the bottom of the web page to confirm your web browsers is compatible with the website.

Step 2: Start Your Withdrawal Transaction

Initiate Withdrawals

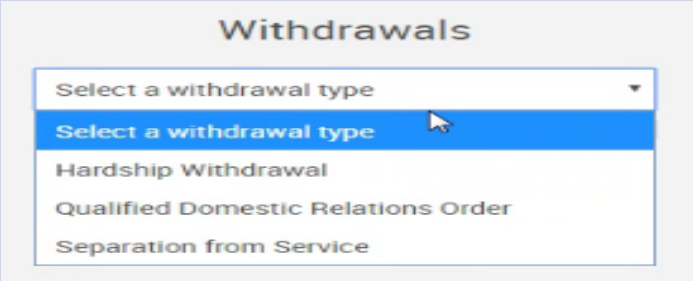
1. Click on the **INITIATE REQUESTS** tab.
2. From the drop-down menu that appears, select **LOANS AND WITHDRAWALS**. The "Loans and Withdrawals" window opens.



Select Withdrawal Type

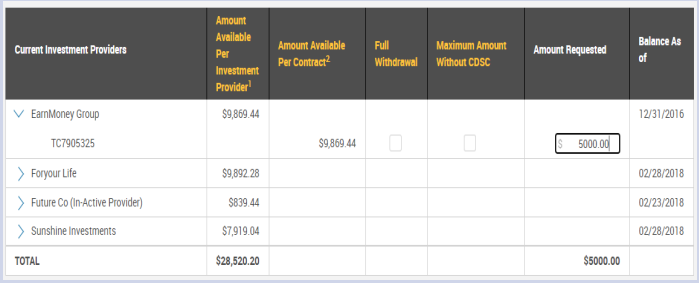
1. From the drop-down menu labeled "Withdrawals," select the type of withdrawal you wish to take:
   a. **FINANCIAL HARDSHIP** and **UNFORESEEN EMERGENCY** if you are not eligible to receive an in-service distribution based on your employer's plan provisions.
   b. **IN-SERVICE WITHDRAWAL** if permitted under your employer's plan and you are age eligible (I.e. 59 ½ or the age defined under the plan).
   c. **QUALIFIED DOMESTIC RELATIONS ORDER** if the withdrawal is a result of a divorce agreement.
   d. **SEPARATION FROM SERVICE**
2. Select **CONTINUE**.





Step 3: Enter Your Withdrawal Amount

1. The screen will now display the amounts available for withdrawal based on the type of withdrawal youare requesting and the amounts available from your investment provider(s). For each of your investment providers, either:
   - Check the box to make a full withdrawal, or
   - Enter the amount you wish to withdraw.
2. Click **CONTINUE**.

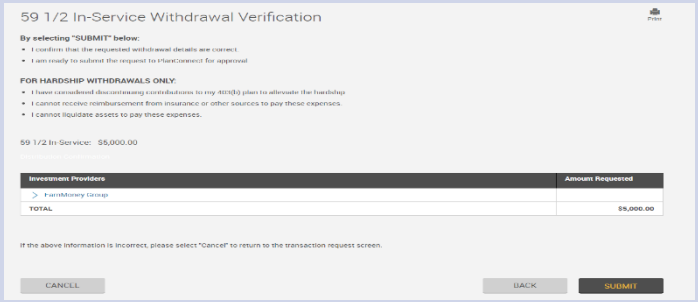


Current Investment Providers	Amount Available Per Investment Provider[1]	Amount Available Per Contract[2]	Full Withdrawal	Maximum Amount Without CDSC	Amount Requested	Balance As of
EarnMoney Group	$9,869.44					12/31/2016
TC7905325		$9,869.44	☐	☐	$ 5000.00	
Foryour Life	$9,892.28					02/28/2018
Future Co (In-Active Provider)	$839.44					02/23/2018
Sunshine Investments	$7,919.04					02/28/2018
TOTAL	$28,520.20				$5000.00	

Step 4: Complete Your Transaction

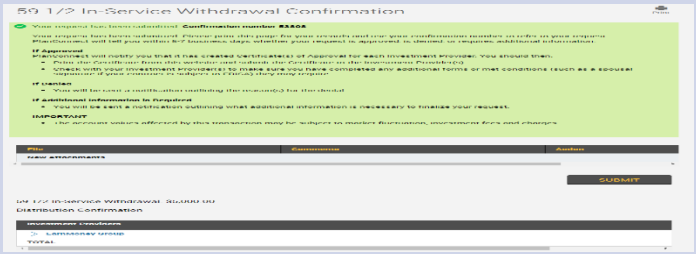
Verify the Information You've Requested

1. Read the applicable statements.
2. Check that the withdrawal details are correct.
3. Click **SUBMIT** if the transaction is correct and you agree with the applicable statements or select **CANCEL** to return to the "Withdrawals Instructions" screen.



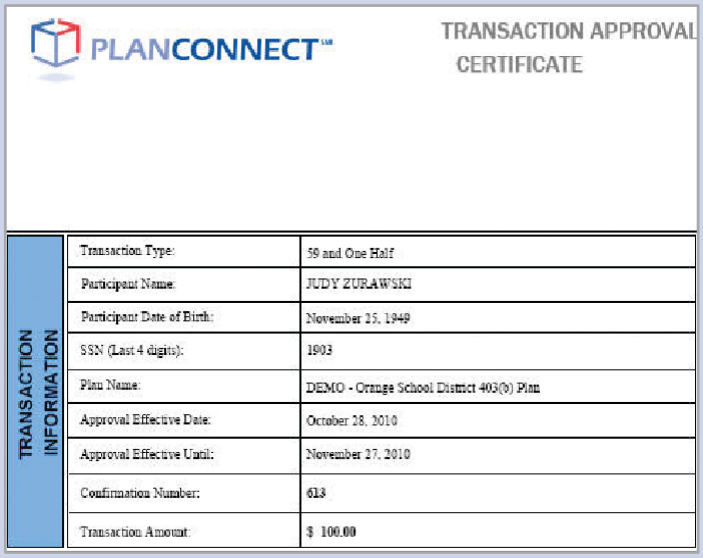
Print Your Transaction Request Confirmation

1. Your transaction request confirmation will appear.
2. Use your browser's "print" function to print the transaction confirmation and retain it for your records.



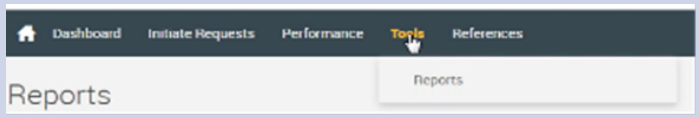
Look for Notification from PlanConnect®

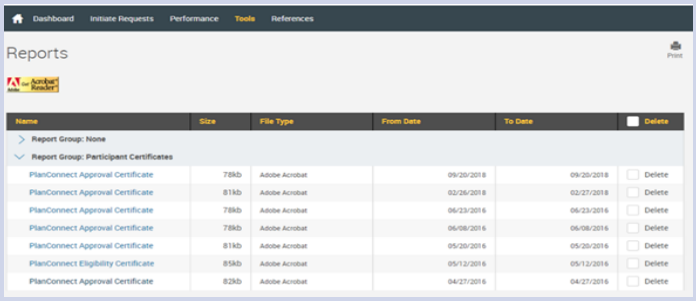
1. You will receive confirmation by e-mail (if an active email address is on file) within an hour after your request has been processed. Note: It can take up to 5-7 business days to process the transaction.
2. Your withdrawal request will be either approved, denied, or will require additional information.
   - If your withdrawal request is approved, you will receive an email notification (if an active email address is on file), prompting you to log in to PlanConnect.com to print your Loan Approval Certificate.
   - If your withdrawal request is denied, you will shortly receive a letter from PlanConnect® explaining the reason(s) the request was denied.
   - If additional information is required, you will shortly receive a letter from PlanConnect® describing what additional information is necessary to finalize the request.
3. If your withdrawal request is approved, login to PlanConnect® to print your Withdrawal Approval Certificate.



Print and Mail Your Loan Approval Certificate

5. Click on the **TOOLS** tab.
6. From the drop-down menu that appears, select **REPORTS**. The “Reports” window will open.
7. Click on **TRANSACTION REQUEST APPROVAL** with the applicable date, or the Adobe icon in the left-hand column next to it.*
8. Print out a copy of the Loan Approval Certificate and send it along with a copy of any forms required to your approved provider for processing. You should also keep a copy for your records.





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