



SPRING BRANCH INDEPENDENT SCHOOL DISTRICT Human Resources Department

Memorandum

Date: October 5, 2009

To: All Employees

From: Employee Benefits

Re: Changes in Spring Branch ISD 403(b) Plan and Other Retirement Plans Effective October 2009

What is the 403(b) Plan? <http://www.region10rams.org/publicsite/learnmore/403b/faqs.php>

The 403(b) Plan is a tax-deferred supplemental retirement plan sponsored by Spring Branch ISD. Many District employees currently take advantage of this method of saving for retirement. The Plan allows employees to voluntarily contribute a portion of their compensation on a pre-tax basis. Unless participating in a Roth 403(b), the amount invested (plus earnings) is not taxable until withdrawn from the Plan.

What is changing?

- Beginning October 16, 2009 National Plan Administrators (NPA) will no longer administer the Spring Branch ISD 403(b) Plan.
- Spring Branch ISD has chosen to have our plan administered through the Region 10 Retirement Asset Management Services (RAMS) program effective October 16, 2009.
- **JEM Resource Partners (JEM)**, will be the new third party administrator (TPA) contracted through Region 10 to provide administrative and communication services for the 403(b) Plan. **JEM will be the main contact for participating SBISD employees.**

What are the advantages of the Region 10 Retirement Asset Management Services (RAMS) program and JEM Resource Partners (JEM)?

- More vendor choices – 44 Vendors to choose from (including low fee fund options that were not available with NPA).
- Convenient on-line services at www.jemtpa.com or www.region10rams.org (The website will be available after October 28, 2009) to:
 - Enroll in the 403(b) Plan
 - Complete salary reduction agreements
 - Make changes to your existing deductions
 - View your account balance with participating vendors (this will be available from certain vendors)

- later in the year)
 - Request distributions, transfers/exchanges, rollovers and loans
- **JEM Customer Service Line (800) 943-9179** that you may call if you need assistance or do not have internet access.

What are the important things to know about this change?

- All salary deduction additions or changes turned in to NPA through September 15th will be on the October payrolls, as normal.
- All additions or changes turned in to NPA from September 15 through October 15 will be on the November payrolls, also as normal.
- From October 16 until October 28 you will not be able to make any changes to your 403(b) plan payroll deduction. From October 28 through November 15 you will be able to make changes for the December payrolls.
- If you have any inactive 403(b) accounts, please notify JEM at 403b@region10rams.org. Otherwise, you may no longer be able to obtain loans or distributions from these accounts.
- Only the vendors listed on the JEM website ([click here](#)) will be allowed to offer annuities or other investments in the 403(b) plan.
- JEM is completely independent of the investments and vendors offered in the plan and JEM will not sell 403(b) products to employees.
- ***If your current vendor is on the attached list of approved vendors, you do not need to do anything.***
- ***If your vendor is not on this list, you must choose another vendor among those listed. You will also be able to find the list of approved vendors on the www.jemtpa.com or www.region10rams.org websites.***

Other Retirement Plan Changes

JEM will take over the administration of the 457(b) Deferred Compensation Plan, 403(b) Matched Savings Plan and FICA Alternative Plan (for employees not covered by TRS) from NPA at the same time as they take over the 403(b) Plan administration. Here are important things you need to know about these plans.

- VALIC will continue to be the sole vendor for the 403(b) Matched Savings Plan and FICA Alternative Plan.
 - Enrollment in these plans is automatic.
 - If you terminate employment you will go to the JEM website at www.jemtpa.com beginning October 28, 2009 to request a distribution. You will also go to their website to request a loan from the Matched Savings Plan.
- Regarding the 457(b) Deferred Compensation Plan:
 - There will be no change in the current vendors in the Plan.
 - You will not be able to make any changes or new salary deferral elections from October 15 through October 28, 2009, when you will begin making these elections on the JEM website at www.jemtpa.com.
 - If you terminate employment you will go to the JEM at www.jemtpa.com beginning October 28, 2009 to request a distribution. You will also go to their website to request a loan from the Plan.

If you have any questions, please contact JEM by email at 403b@jemtpa.org or by calling (800) 943-9179.

Website Instructions:

(Website Available October 28, 2009)

To make a 403(b) or 457(b) plan salary reduction election or change online, please follow the instructions below:

1. Go to www.jemtpa.com
2. Click on “Login to Retirement Solution” on the left side of the screen
3. If you are currently a participant in the 403(b) plan and/or 457(b) plan:
 - a. Click on “Login”
 - b. Enter your Social Security Number as the User ID and the last four numbers of your Social Security Number for the Password, then click on “Participant”
4. If you are *not* currently a participant in the 403(b) plan and/or 457(b) plan:
 - a. Click on “Login”
 - b. Choose “New to the System, Enroll Now”
 - c. Enter Your Social Security Number as the User ID
 - d. Enter the plan Password for your employer (this is available online under “Plan Description.”)
5. If you have any problems, please call JEM Customer Service at (800) 943-9179