

## How can I start a 403b account?

- First you need to choose a vendor that is available under your employer plan.
- Contact an agent/financial advisor. Be aware that your agent must have completed the agent enrollment on our website [www.ffga.com](http://www.ffga.com) prior to submitting business. Do you need an agent? Call your Retirement Services Specialist at 1-800-523-8422 for agents in your area.
- Complete a Salary Reduction Agreement (SRA) and fax or mail the form to First Financial. **Only** the **First Financial** Salary Reduction Agreement form will be accepted to start and/or make any changes to your 403(b) accounts. Request must be in writing. One has been attached as an example. (Please send vendor applications to the vendor).
- Agent signatures are only required on new accounts—new: starting contributions to a new vendor or starting contributions with a new school.
- Check with your Retirement Services Representative for the school's due dates to have Salary Reduction Agreements processed in the allotted time.

## Transferring to a new school and want to continue your 403b contributions?

Complete a Salary Reduction Agreement for the new school. On the SRA circle new because you are a new employee with the school district.

Contact the vendor and advise them you have changed districts.



## Savings Tax Credit (Saver's Credit):

If you make contributions to a qualified employer-sponsored retirement plan such as a 403(b), 457, or 401(k), or to an individual retirement arrangement, you may be able to take a tax credit of up to \$1,000 (up to \$2,000 if filing jointly).

The Retirement Saving Contributions Credit applies to:

- Individuals with incomes up to \$25,000 (\$37,000 for head of household)
- Married couples with incomes up to \$50,000, who file jointly.
- You must be over the age of 18, and you cannot be a full-time student, or be claimed as a dependent on another person's return.

## How much can I contribute?

Current contribution limits are as follows:

- Under age 50 -- up to \$15,500 per calendar year.
- Age 50+ -- up to \$20,500 per calendar year

**The 15-year catch up will *no longer* allowed.**

## How and when can I get my money out?

You must have a qualifying event in order to withdraw your money. The qualifying events are:

- Severance from service
- You have reached 59 ½ years of age or older
- Disability
- Death
- Financial Hardship

### Exchanges:

An exchange is when you have a 403(b) with one vendor and start another 43(b) with a new vendor under the same employer plan and you want to merge the two accounts. You must move your 403(b) account to a company that is on the approved list.

### Buying Years of Service:

You may transfer your 403(b) account to buy back TRS years of service or purchase out of state credit credits, if they are available to you.



For a review of *IRS Publication 590, Individual Retirement Arrangements* and *Form 8880, Credit for Qualified Retirement Savings Contributions*, go to [www.irs.gov](http://www.irs.gov) or call 1-800-829-3676.

The SRA, a list of the approved companies you may invest in, as well as additional information can be obtained from our website at: [www.ffga.com](http://www.ffga.com).

New website coming January 2009.

