

**SAN DIEGO CITY UNIFIED SCHOOL DISTRICT**  
**San Diego, California**

**ENROLLMENT PROCEDURES AND ADDITIONAL INFORMATION**  
**FOR 403(b) TAX SHELTERED ANNUITIES**

The San Diego City Unified School District “District” has established and makes available a 403(b) Tax Sheltered Annuity “TSA” Plan for the benefit of its employees. It is intended that the TSA plan comply with the requirements of and qualify under Section 403(b) of the Internal Revenue Code of 1986 as amended (“IRC”) and Section 17501 of the California Revenue and Taxation Code. It is not the purpose of the District, by providing this plan, to recommend its use by any individual employee. The fact that a particular contract or custodial account may be available under the District’s Tax Sheltered Annuity Plan does not constitute an endorsement, recommendation, or approval of any kind and the District does not warrant any particular tax consequence to the employees who elect to participate.

**GENERAL INFORMATION:**

Each employee of the District is given an opportunity to participate in the District’s approved 403(b) TSA Plan by entering into an amendment of employment contract through the use of an electronic Salary Reduction Agreement “SRA” except as limited below:

- (a) Employees whose salary reduction would not exceed \$200 per year, or
- (b) Employees who are students enrolled and regularly attend classes of this employer; or
- (c) Elected or appointed governing board member of the District, or
- (d) Persons who are not employees (independent contractors) of the District.

**ENROLLMENT PROCEDURES:**

To establish a 403(b) TSA as a New Participant, or make a change to an existing 403(b) TSA as a Current Participant, employees must follow the process outlined below.

**New Participants:**

- 1) choose your 403(b) TSA provider from the District’s Approved Provider List; and
- 2) establish an account with this provider, and
- 3) log on to [www.aigretco.com/retireman/](http://www.aigretco.com/retireman/) and
- 4) enter web site using district ID#, creating a new user password; and
- 5) go to enroll/make changes in 403(b) plan; follow steps 1 – 5 for submitting new enrollment.

**Current Participants:**

To increase or decrease your salary reduction amount to the District’s 403(b) TSA Plan or change your 403(b) provider:

- 1) choose your 403(b) TSA provider from the District’s Approved Provider List; and
- 2) establish an account if you are choosing a new provider, and
- 3) log on to [www.aigretco.com/retireman/](http://www.aigretco.com/retireman/) and
- 4) enter web site using district ID# and previously created password; and
- 5) click on enroll/make changes, follow steps 1 – 5 for making changes.

**TERMINATE (STOP) YOUR SALARY REDUCTION AGREEMENT:**

To discontinue your 403(b) TSA contributions, log on to [www.aigretco.com/retireman/](http://www.aigretco.com/retireman/). Enter website using district ID# and previously created password. Click on enroll/make changes. At Step 2, click “Stop Deduction”; then click submit at the bottom of the page;

**COMPLETING SRA FORMS:**

A Salary Reduction Agreement must be entered in advance of payment of any salary to be reduced. The SRA must be electronically submitted no later than the 15<sup>th</sup> of the month in which it is to take effect. The Salary Reduction Agreement will remain in effect until it is changed or terminated by the employee.

**CATCH UP PROVISION:**

If you are eligible to the catch up provision and plan on exceeding the allowable contribution limit, a Maximum Amount Contributable (MAC) form must be completed and submitted to the Fiscal Control Department no later than October 31<sup>st</sup> of the current tax year. Contact your financial advisor and request a calculation. If you do not have an advisor, calculation worksheets are available from the Internal Revenue Service within Publication 571 ([www.irs.gov](http://www.irs.gov)). For additional information call the district Fiscal Control unit at 619-725-7670.

**403b COMPARE:**

Vendors must be registered with the 403b Compare Web site in order to sell new 403b plans to our employees under California Education Code, Sections 25100 et seq. The 403bCompare Web site ([www.403bCompare.com](http://www.403bCompare.com)) will display vendor contact information employees can use to get more information regarding a particular product.

**THE DISTRICT DOES NOT PROVIDE TAX ADVICE TO ANY EMPLOYEE  
NOR  
DOES THE DISTRICT REVIEW THE MAC CALCULATIONS FOR ACCURACY**