



Reach Each Child

Pulaski County Public Schools

202 N. Washington Avenue, Pulaski, Virginia 24301

Date: August 15, 2011
To: All Employees
From: Lal Harter, Director of Finance
Re: Annual Notice of Participation
Pulaski County Public Schools 403(b) Plan

Pulaski County Public Schools ("the Employer") offers a 403(b) Plan for eligible employees of the organization. Employees are eligible to participate as described below:

- All W-2 employees are eligible to participate in the 403(b) Plan

A 403(b) plan is a tax-deferred retirement program that permits an employee to reduce his or her compensation on a pre-tax basis and have the contribution deposited into a 403(b) investment. The plan also allows employees to make 403(b) retirement contributions on an after-tax basis (a Roth 403(b) contribution).

To enroll in a 403(b) program, you must complete a Salary Reduction Agreement. Salary Reduction Agreements are available from the plan vendor.

You may also be required to complete an annuity contract or custodial account application to establish your investment account under the Plan. Application forms for an annuity contract or a custodial account can be obtained from the representative of the investment provider you select. Employees should contact each vendor for more information. Approved vendors are listed on the reverse side. You may also contact Janice Holt in payroll (540-994-2534) or visit the finance department webpage.

You can make a change to or stop your contribution at any time. You will need to complete a new Salary Reduction Agreement and provide it to the Human Resources Department to do so. The change will take effect for the next available payroll period as described above after the new Salary Reduction Agreement is processed.

The IRS limits the annual contributions you can make to a 403(b) plan. For 2010, the limit is \$16,500 for participants under age 50 and up to \$22,000 for participants who become age 50 or older during this calendar year.

Pulaski County Public Schools has no liability for any employee's election to participate in the 403(b) plan, choice of 403(b) vendor(s), or the expected tax consequences resulting from participating in the 403(b) plan. Pulaski County Public Schools does not provide tax, legal or investment advice and recommends that employees seek advice from professionals who specialize in these areas.

If you have any questions about our 403(b) Plan, please contact Janice Holt in payroll or the Plan's third party administrator, ADMIN Partners, LLC at 877-484-4400.

Sincerely,



Lal Harter
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403 (b) APPROVED VENDORS

AXA Advisors – E. Miller Baber, Jr.
Wachovia Tower,
10 S. Jefferson Street, Suite 850
Roanoke, Virginia 24011
Tel: (540) 983-7120
Fax: (540) 344-7331
Miller.baber@axa-advisors.com

Horace Mann – Scott Arnett
6226 University Park Dr
Suite 2612
Radford, VA 24141
Tel: (540) 639-1027
Bus: 1-800-999-1030
scott.arnett@horacemann.com

VRSI – Robbie Gardner
6713 Bay Hill Ct.
Radford, Virginia 24141
Tel: (540) 731-9302
Fax: (540) 731-9303
rgardner@swcares.com

VALIC – Kathy Waller
10800 Midlothian Turnpike
Suite 200
Richmond, Virginia 23235
Tel: (540) 239-2246
Fax: (540) 980-5017
Katherine.waller@valic.com

Ameriprise Financial – Keith P. Weltens
202 Third Avenue
Radford, Virginia 24141
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