

## **REGIONAL UNIVERSITY SYSTEM OF OKLAHOMA 403(b) Plan ANNUAL UNIVERSAL AVAILABILITY NOTICE**

This notice provides important information regarding the 403(b) plan in which you are eligible to participate (the "Plan").

You may want to take this opportunity to either (1) begin making **PRE-TAX** elective deferral contributions or (2) review your current elections and decide if you want to make changes. Before making any initial elections or changes, you should be sure to consult the written plan and any other materials provided to you that explain the terms of the Plan.

### **WHEN DO I ENROLL?**

As a Full-time or Part-time employee you are eligible to enroll immediately upon your date of hire.

You can elect your initial elective deferral rate by completing the appropriate application and any other necessary forms at initial enrollment.

Follow 403(b) enrollment process that you may elect your elective deferral rate. This may be achieved by visiting <http://www.LincolnAlliance.com>, speaking with a Customer Service Representative, or requesting it through your NSU's HR Benefits Representative.

### **CAN I CHANGE OR STOP MY ELECTIVE DEFERRAL CONTRIBUTIONS?**

You may change your elective deferral contributions by the 15<sup>th</sup> of any month during the plan year. You are permitted to revoke your election at any time during the Plan Year.

### **WHEN ARE MY ELECTIVE DEFERRAL CONTRIBUTIONS EFFECTIVE?**

After completing the enrollment requirements, your elective deferral contributions will begin on the next pay period or as soon as administratively possible.

### **WHAT IS THE MAXIMUM AMOUNT THAT I CAN CONTRIBUTE?**

The IRS limits the annual contributions you can make to a 403(b) plan and the limits are adjusted each year. Below are the limits for 2009 and 2010:

- |                           |          |
|---------------------------|----------|
| • Elective Deferral Limit | \$16,500 |
| • Age 50 Catch-up         | \$5,500  |

### **WHO DO I CONTACT FOR ADDITIONAL INFORMATION?**

To learn more about 403(b) plans, please visit <http://www.irs.gov> and search for Publication 571. If you have any questions about how the Plan works or your rights and obligations under the Plan, please contact the HR Benefits Representative.

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