

# **Chabot-Las Positas Community College District**

## **Retirement Savings Plans**

We would like to make our employees aware of the voluntary retirement plans that we sponsor which include a 403(b) Tax Sheltered Annuity Plan (TSA/403(b) Plan) and a 457(b) Deferred Compensation Plan (DCP/457(b) Plan) (the Plans). Participation is voluntary, allowing you to make pre-tax salary deferral contributions. One of the benefits of participating in the Plans is the ability to defer from current taxation salary that would otherwise be currently taxable and also defer income taxes on the earnings credited to your account.

The amount you contribute to the 430(b) Plan is subject to an annual dollar limit, and if you are age 50 or older you may contribute an additional amount. See the chart below for the maximum contribution limits for 2011. The maximum limits for the 2012 calendar year will be issued by the IRS in October, 2011. The new limits will be posted at the website of our retirement plan administrator, Envoy Plan Services, Inc. at [www.envoyplanservices.com](http://www.envoyplanservices.com).

The amounts you contribute to the TSA/403(b) Plan have an independent limit from the amounts that you contribute to the DCP/457(b) Plan. You may make pre-tax salary deferral contributions to the TSA/403(b) Plan, the DCP/457(b) Plan only, or you may make pre-tax contributions to both Plans simultaneously. See the chart below for the maximum contribution limits for 2011. The maximum limits for the 2012 calendar year will be issued by the IRS in October, 2011. The new limits will be posted at the website of our retirement plan administrator, Envoy Plan Services, Inc. at [www.envoyplanservices.com](http://www.envoyplanservices.com).

Year	403(b) TSA	457(b) DCP	Total
2011 Basic Limit	\$16,500	\$16,500	\$33,000
Age 50+ Catch-up	\$5,500	\$5,500	\$11,000
<b>Total</b>	<b>\$22,000</b>	<b>\$22,000</b>	<b>\$44,000</b>

We are pleased to be able to offer the benefits of this voluntary pre-tax savings plan for you, because we recognize that many of you wish to defer current income taxes to your post retirement years, while accumulating additional savings for retirement.

Please note that if you also make contributions, or have contributions made for you, to a 401(a) or 401(k) plan you are limited by the overall 415(c)(1)(A) limit of \$49,000 for all plans including 403(b), 401(a) and 401(k). If you are a participant in another retirement plan (excluding CalSTRS or CalPERS), please advise Envoy Plan Services, Inc.

**If you wish to learn more about participating in the 403(b) Plan or the 457(b) Plan, please visit the website of our retirement plans administrator Envoy Plan Services, Inc. at [www.envoyplanservices.com](http://www.envoyplanservices.com).**

The website will provide you information about:

- Plan Highlights providing an overview of plan features
- The investment and insurance companies that are available for the 403(b) Plan and the 457(b) Plan
- Enrollment procedures
- Salary Reduction Agreement form (SRA)
- Toll free phone and fax numbers as well as an email address to ask questions and seek assistance
- Internet Links and other information
- Transaction Request Form and Instructions to request loans, distributions, transfers, exchanges and financial hardship withdrawals.

## ***Plan Participant/Employee Contact Information***

Salary Reduction Agreement, Transaction Form, Providers, and other Forms and Information are all available on the website. (see instructions below)

[www.envoyplanservices.com](http://www.envoyplanservices.com)

**For inquiries regarding General Customer Service please contact:**

### **Salary Reduction Agreements (SRAs):**

For general information regarding SRAs call us at 1-800-248-8858 or email us at [Info@envoyplanservices.com](mailto:Info@envoyplanservices.com)

To obtain an SRA form log on to website at [www.envoyplanservices.com](http://www.envoyplanservices.com)

- a. Click on Customer Service Center
- b. Click on your state
- c. Click on your county
- d. Click on your employer's section
- e. Click on the Forms tab
- f. Click on Salary Reduction Agreement

Complete the SRA form (it is a fillable PDF file), print it, sign and date and fax it to Envoy's toll free fax number 877-513-2272

### **Transactions:**

Transactions include Contract Exchanges, Transfers, Loans, Rollovers, Hardship Withdrawals, all Distributions and Qualified Domestic Relations Orders (QDROs).

All transactions must be sent to Envoy Plan Services for approval on behalf of your employer.

To submit a transaction request to Envoy for approval:

- a. Contact your provider and request their specific paperwork.
- b. Go to Envoy's website and obtain the Transaction Request Form and Instructions (located from Envoy's website home page under Forms and Tools
- c. Complete and MAIL all of the paperwork to Envoy at:

### **Customer Service Center**

**Mailing Address:** Envoy Plan Services, Inc.  
c/o MidAmerica  
211 E. Main Street - Suite 100  
Lakeland, FL 33801

**Corporate Office:** Envoy Plan Services, Inc.  
23332 Mill Creek Drive – Suite 170  
Laguna Hills, CA 92653

### **Local Personalized Service Contact:**

***Chad Weber***

**Call: 310-528-9643**

**Email: [cweber@zukfinancial.com](mailto:cweber@zukfinancial.com)**

***Dan Buster***

**Call: 310-765-0877**

**Email: [dbuster@zukfinancial.com](mailto:dbuster@zukfinancial.com)**

## Getting Started

- ❑ Go to [www.envoyplanservices.com](http://www.envoyplanservices.com)
- ❑ Click onto Client Center; then Click onto your State, County and Employer.
- ❑ You are now on your Employer's home page on the Envoy Plan Services Website
  - **403(b) & 457(b) Providers** – A complete list of Approved 403(b) and 457(b) Providers currently available in the Plan are listed on the Employer's home page.
  - **Forms Tab** – A Forms Tab is at the top of the home page. Clicking on this tab will provide you with Definitions, Enrollment Procedures, Plan Highlights, Salary Reduction Agreements (SRAs), Transaction Request Instructions and the Transaction Request Form. Please download all forms and read carefully!
  - **Frequently Asked Questions** – A list of frequently asked questions and the responses to these questions is provided for your reference.
  - **Educational videos are provided for your viewing.**

**NOTE: IT IS IMPORTANT WHEN ESTABLISHING A CONTRIBUTION TO A NEW PROVIDER THAT YOU ESTABLISH A NEW 403(b) and/or 457(b) ACCOUNT WITH THE PROVIDER AND COMPLETE A SALARY REDUCTION AGREEMENT FORM (SRA).**

### Enrolling with a Provider

- ❑ Locate the provider of your choice from the list on your Employer's home page.
- ❑ Contact information and a link to their website is listed for each approved provider.
- ❑ Contact that Provider directly to request enrollment forms.
- ❑ **Complete the necessary enrollment forms with that provider and mail it back to them directly. (Envoy Plan Services will not accept Provider enrollment forms).**

### Setting up your Salary Reduction Agreement (SRA)

- ❑ Click on the **Forms** tab and download the SRA form, which you will use for any changes in your monthly contributions to your provider.
- ❑ The signed SRA form must be completed in its entirety and include the **Provider name**, your **account number** with that provider, the **per pay period contribution amount**, and the **effective payroll date** you would like contributions to begin.
- ❑ New Accounts (annuities only) must include the Agent's signature on the bottom of the SRA form.
- ❑ Fax or mail the completed SRA form to Envoy Plan Services, Inc. – c/o MidAmerica
- ❑ The SRA must be received by Envoy no later than **the last business day of the month prior to the month that you want** your first deduction or the date you would like the change made.

### Transfers / Exchanges (Reference to Transfers Includes Exchanges)

- ❑ Contact the receiving provider to open an account and request Transfer paperwork.
- ❑ Complete the Transfer paperwork and the Transaction Request Form (available on the Forms tab of the Envoy's home page at [www.envoyplanservices.com](http://www.envoyplanservices.com)) and Mail or Fax to Envoy Plan Services.
- ❑ If an Information Sharing Agreement (ISA) between your Employer and the 403(b) company is on file, Envoy will approve the Transfer and forward the paperwork based on your instructions given on the Transaction Request Form. Envoy must receive and review ALL Transfer paperwork.
- ❑ If you elect to have the paperwork sent to you, you will be responsible for forwarding the completed Transfer paperwork to the receiving 403(b) company.

**ENVOY PLAN SERVICES, INC.**  
c/o MidAmerica  
200 E. Main Street, Suite 100  
Lakeland, FL 33801  
(800) 248-8858 Toll Free Phone Number  
(877) 513-2272 Toll Free Fax Number

**Email us at:** [info@envoyplanservices.com](mailto:info@envoyplanservices.com)  
**Website:** [www.EnvoyPlanServices.com](http://www.EnvoyPlanServices.com)