

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 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 403(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 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.

New website coming January 2009.

