

Annual 403(b) Plan Eligibility Notice

[Insert name of employer] offers our eligible employees the opportunity to save for retirement by participating in the **[Insert name of 403(b) Plan]** (the “403(b) plan”). You can participate in this plan by making pre-tax contributions and (if permitted by the 403(b) plan) Roth 403(b) after-tax contributions. You are eligible to participate in this plan, whether or not you are actively contributing to it.

Not yet contributing to the 403(b) plan?

To start your contributions to the 403(b) plan, complete and return a salary reduction agreement to **[Insert 403(b) plan contact information]**. **[Insert, as appropriate: a summary of plan rules regarding an individual’s election to contribute to the 403(b) plan, including the period of time for making the election and any additional requirements.]** Please note that in addition to completing and returning a salary reduction agreement, you must also establish an account with the appropriate investment provider(s) that you have selected on the salary reduction agreement and you may also need to provide any additional information that may be required to enroll you in the 403(b) plan.

Already contributing the 403(b) plan? Great News! You have an opportunity to increase your contributions to the 403(b) Plan.

If you are already currently contributing to the 403(b) plan, you may be able to increase your pre-tax contributions **[Insert, if appropriate: and Roth 403(b) after-tax contributions]**. To change your contributions, complete and return a salary reduction agreement to **[Insert 403(b) plan contact information]**. **[Insert as appropriate: a summary of plan rules regarding an individual’s election to change a contribution election to the 403(b) plan, including the period of time for making the election and any additional requirements.]**

Of course, you can keep your contributions at their current level. In the alternative, if your current financial situation means that you need to lower your saving for retirement, you can change your contribution rate by completing and returning a salary reduction agreement as described above.

How much can I contribute?

In general, you may contribute up to \$16,500 in 2010. This amount may be adjusted annually. **{Insert catch up information if appropriate to your plan:** Also, if you are at least 50 years old and/or you have completed at least 15 years of service, you may also be able to make additional catch-up contributions. Each catch-up has its own limits.]

This Notice is not intended as tax or legal advice. Neither your employer nor the investment providers offering retirement savings products under the plan can provide you with tax or legal advice. Employees are encouraged to contact their financial representative or tax professional with any questions