



Tippecanoe School Corporation
21 Elston Road
Lafayette, Indiana 47909-2899

March 8, 2017

To: All Employees

From: TSC Business Office

Re: Annual Notice of Participation in the Tippecanoe School Corporation 403(b) Retirement Savings Plan

The Tippecanoe School Corporation ("the Employer") offers a 403(b) Plan for eligible employees of the school corporation. The Tippecanoe School Corporation 403(b) Retirement Savings Plan (the 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) Plan investment. The Plan also allows employees to make 403(b) retirement contributions on an after-tax basis (a Roth 403(b) contribution).

All employees of the Tippecanoe School Corporation who receive compensation reportable on an IRS form W-2 and who are not currently enrolled as a student at the Tippecanoe School Corporation are eligible to participate in the 403(b) Plan.

To enroll in the 403(b) Plan, you must complete a Salary Reduction Agreement and designate a beneficiary. Enrollment paperwork can be submitted to the Business Office (attn: Colleen Imhof) at any time and will be processed within 15 days after the information is received by the Business Office. To view the Enrollment Guide (provided by The Schamber Group, Inc.), please access our website at www.tscschools.com, select Administration, Office of Personnel, Information tab and then the Current and Former Employees link.

You can make a change to or stop your 403(b) contributions at any time. You will need to complete a new Salary Reduction Agreement and submit it to the Business Office (attn: Colleen Imhof) to do so. This can also be accomplished by changing your Salary Deferral options within the online ASpire portal (www.aspireonline.com). Changes will be processed within 15 days after the information is received by the Business Office.

For 403(b) Plan information, please contact The Schamber Group, Inc. at info@schambergroup.com or (765) 807-0683.

The IRS limits the annual contributions you can make to a 403(b) Plan. For 2017, the limit is \$18,000 for participants under age 50 and up to \$24,000 for participants who become age 50 or older during this calendar year. The maximum combined amount both the employer and the employee can contribute annually to the Plan is generally the lesser of \$54,000 for 2017 or an employee's includible compensation for the most recent year of service.

The Tippecanoe School Corporation has no liability for any employee's election to participate in the 403(b) Plan, choice of investment(s), or expected tax consequences resulting from participating in the 403(b) Plan. The Tippecanoe School Corporation 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 Colleen Imhof, Lana Crum, or Amanda Brackett.

Sincerely,

Amanda Brackett
Chief Financial Officer