



# Saint Charles R-6 School District

400 North Sixth Street, St. Charles, MO 63301  
636-443-4000

Fax: 636-443-4001

Website: [www.stcharles.k12.mo.us](http://www.stcharles.k12.mo.us)

## New Employees,

We are pleased to offer you a 403(b) and a 457(b) plan to help you save for your future retirement on a tax sheltered basis. This is a good time to consider supplementing your retirement savings by enrolling in the 403(b) or 457(b) plan. Enclosed is a paper titled "Important Benefit Information Regarding Your 403(b) and 457(b) Plan", which provides some general information. We are enclosing the Approved 403(b) and 457(b) Plan Vendor List which contains a complete list of the approved vendors and their investment products as well as their financial advisor's contact information. The list also includes vendors who are only approved to receive contract exchanges from other vendors under the 403(b) and 457(b) Plan maintained by the School District of the City of St. Charles. The list of approved vendors can also be found on the CPI Participant Website at [www.cpicrs.com](http://www.cpicrs.com).

In order to enroll in the plan, you will need to review the information on the Approved 403(b) and 457(b) Plan Vendor List and then contact the vendors to determine where you would like to invest your contributions. The financial advisor(s) will provide you with the form(s) that will set up the contract or account with the vendor. Once you complete the paperwork provided by your selected financial advisor(s) and have established an account you will need to complete the enclosed Elective Deferral and Vendor Election Form and return it to the Benefits Specialist for the District. Enclosed is an instruction sheet, which outlines the features of the website and provides instructions for accessing the website. The CPI Participant Website can be accessed 24 hours a day, 7 days a week.

In the future, to ensure that the requirements for loans and hardship withdrawals are met, you will need to obtain a voucher from CPI prior to receiving a loan or hardship withdrawal. The voucher can be obtained through the CPI Participant Website. This voucher will need to be provided to your vendor(s) along with their standard forms. The voucher is needed as it lets your vendors know that you have met the regulatory requirements. The voucher does not guarantee that a loan or hardship withdrawal can be made, as each vendor may apply additional restrictions, just that you have met the regulatory requirements to receive a loan or hardship withdrawal.

Also, if you want to make a contract exchange in the future between vendors, you will need to obtain a voucher from CPI. The voucher can be obtained through the CPI Participant Website. If you do not have access to the internet, you can contact the CPI Participant Service Center at (877) 488-4040 to obtain a paper copy of a Voucher Request. If the contract exchange is approved, you will be provided with a voucher, which will need to be provided to the transferor vendor along with the vendors transfer request forms. It is important that a voucher is obtained before assets are transferred. Any transfer that is made that does not comply with the final regulations could cause the loss of the tax-qualified status of the money transferred to the vendor. If this happens, the money will become taxable to the participant.

If you have any questions regarding this information, please contact the CPI Participant Service Center at (877) 488-4040, Monday thru Friday 7am-7pm central time, or send an email to [Participant.ServiceCenter@cpicrs.com](mailto:Participant.ServiceCenter@cpicrs.com).

Sincerely,  
School District of the City of St. Charles

### Administration

**Mr. Randal D. Charles**  
Superintendent

**Dr. Danielle Tormala**  
Associate Superintendent  
Curriculum & Instruction

**Dr. Jeff Marion**  
Asst. Superintendent  
Human Resources

**Dr. Rick Radford**  
Asst. Superintendent  
Business Services

**Mr. Dennis Rohlffing**  
Executive Director of  
Instructional Technology

**Dr. Kay Davis**  
Director of  
Special Education

### Board of Education

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A.C.B.M., President

**Dr. Donna Towers**  
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C.B.M., Secretary

**Mr. Mike Thorne**  
C.B.M., Treasurer

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M.C.B.M., Member

**Ms. Lori Gibson**  
C.B.M., Member

**Mr. Tim Bekebrede**  
Member

## Important Benefit Information Regarding Your 403(b) and 457(b) Plan

### What is a 403(b) retirement plan?

A 403(b) is a tax-deferred retirement plan for employees of public educational institutions and certain other non-profit organizations. A 403(b) plan allows you to contribute a portion of your compensation on a pre-tax basis in order to save for your retirement. Contributions are made to the plan by payroll deduction.

### What is a 457(b) retirement plan?

A 457(b) plan is a tax advantaged deferred-compensation retirement plan that is available to state and local public employees, certain nonprofit organizations and governmental and non-governmental employers. The employer provides the plan and the employee defers pre-tax income into the plan. The plan operates similarly to a 403(b) plan, but is slightly more flexible and the key difference is that there is not a 10% penalty for withdrawal before the age of 59 ½ (although the withdrawal is subject to ordinary income taxation).

### What are the benefits of contributing to a 403(b) or 457(b) plan?

- Contributing to a 403(b) or a 457(b) plan helps to ensure that you will have funds to provide yourself with an income during retirement.
- The pre-tax elective deferrals that you make to the plan now are not taxed until you withdraw them. This means you are lowering your taxable income now, and will potentially lower the amount of income tax you will pay on those funds at the time of withdrawal when you may be in a lower tax bracket.
- Both your pre-tax elective deferrals and earnings grow tax free until they are withdrawn.

### What do I need to do in order to start making elective deferrals?

You can locate a list of vendor(s) approved with in the plan to receive contributions under this 403(b) or 457(b) plan and their contact information by visiting the CPI Participant Website at <https://www.cpicrs.com> or on the Approved 403(b)/457(b) Vendor list enclosed. The financial advisor representing the vendor(s) will provide you with their form that will set up the contract or account with the vendor. Once you have completed paperwork provided by the selected financial advisor and received an account number to insert on the Elective Deferral Form, please complete the Deferral Form and return to the District's Benefit Specialist.

If you are unable to access the website or want additional information, please contact the CPI Participant Service Center at 877-488-4040 or the District's Benefits Specialist at 636-443-4047.

### How much can I contribute to a 403(b) or 457(b) plan?

In 2012 you can make elective deferrals up to \$17,000. As this amount is subject to cost of living increases as set by the government, this amount will increase over time. In addition, if you have met certain conditions, you may have the opportunity to contribute above this limit; these contributions are known as "catch-up contributions." The first catch-up contribution is the "Age-50 Catch-up Contribution". If you are at least age 50 by the end of a calendar year, you have the ability to contribute an additional \$5,500 a year. This amount can be contributed on top of the deferral limit of \$17,000. The second contribution limit is known as the "15 Year of Service Catch-up Contribution". If you have at least 15 years of service with School District of the City of St. Charles you may be eligible to contribute up to \$3,000 a year above the elective deferral limit until the amount of the additional catch-up contributions made using this special rule equals \$15,000. Both the Age-50 Catch-up Contribution and the 15 Year of Service Catch-up Contribution can be used in the same year.

### When can funds be withdrawn from a 403(b) plan?

A 403(b) retirement plan is intended as a way to save over the long-term for your retirement. Therefore, distribution of the funds are only allowed when you separate from service, are disabled, die or are at least age 59 ½.

Taking a non-taxable loan or a hardship withdrawal are options available to you should it be necessary for you to withdraw funds from your 403(b) plan prematurely. Taking a hardship withdrawal must meet the requirements of an immediate and heavy financial need. However, certain income taxes and tax penalties may apply depending on the situation.

### When can funds be withdrawn from a 457(b) plan?

A 457(b) plan allows you to withdraw funds under the following circumstances: when you retire, when you leave your job for any reason, or during an unforeseeable emergency circumstance which is defined as a severe financial hardship resulting from a sudden illness or a disability or accidental property loss. If you elect to directly receive funds eligible for rollover to another employer plan or an IRA, you are subject to a 20% mandatory federal tax withholding. A 457(b) plan does however allow you to take a withdrawal before the age of 59 ½ without a penalty from the IRS, you will however owe income tax on all withdrawals regardless of your age. You will pay taxes only on the money you receive, and funds that remain in your account and any future investment earnings continue to accumulate tax-deferred until they are withdrawn.

**What are the advantages of the 457(b) plan?**

At retirement you are offered options from The Retirement System of Missouri on how to receive your funds. One option offered is a Partial Lump-Sum Option (PLSO) which is a PSRS/PEERS service retirement benefit payment option that allows members to elect to have lifetime monthly benefits actuarially reduced in exchange for the right to receive a one-time, lump-sum payment at retirement. A 457(b) plan allows you to take a Partial Lump Sum Option (PLSO) if you retire prior to age 55. The PLSO allows you to take one large payment at retirement, then a reduced monthly benefit for life. The size of this one time payment can be the equivalent of one, two or three years of monthly benefits, which can be a significant amount. If a retiree has a qualified 457(b) account set up **Before Retirement**, then, at retirement, you can rollover the PLSO funds into the qualified 457(b) account. The retiree can then access the funds anytime (with normal income tax implications, but no 10% penalty). However, if an employee retires before turning 55 years of age and rolls the the PLSO funds into a 403(b) account, then those funds cannot be withdrawn until turning age 59 ½ (or you will pay a 10% penalty in addition to normal income tax implications).

**For more information on enrolling in your 403(b) Plan, making changes to your current deferral or vendor elections, or any other questions or requests for information, please contact the CPI Participant Service Center at (877) 488-4040 from 7:00 a.m. to 7:00 p.m. Central time, Monday through Friday. You can also send an e-mail to [Participant.ServiceCenter@cpicrs.com](mailto:Participant.ServiceCenter@cpicrs.com).**

# CPI PARTICIPANT WEBSITE INSTRUCTIONS

## for School District of the City of St. Charles 403(b) Plan

In order to bring our 403(b) plan services as close as your fingertips, we provide a Participant Website. The website features step by step instructions to guide you through all of the features and options.

### CPI makes it easy for you to:

- Obtain vendor contact information
- Make changes to the amount of your deferral elections
- Make changes to your vendor(s)
- Request vouchers for loans and hardship withdrawals
- Request vouchers for contract exchanges

The website is available 24 hours a day, 7 days a week.

### HOW TO GET STARTED

To access the system for the first time, log onto the website at <https://www.cpicrs.com>. For prompt access, please have your six-digit plan reference number 105701, the last four digits of your social security number (SSN) and date of birth available. The first time you log onto the website, you will be required to choose a new user name other than the last four digits of your SSN. You will also be prompted to establish a password of your choosing.

Once you have changed your user name and established a password, the Plan Contact feature will provide a list of all approved vendors as well as the financial advisors' contact information.

### Under the Request a Transaction feature you will have access to:

- **Change Salary Deferral Contribution** - Make a change to your election for future contribution amounts as well as make changes to your current vendors. The Vendor Elections shown on the Website will be used until you change them through the website or by submitting an Elective Deferral and Vendor Election Form, which can be obtained by contacting the CPI Participant Service Center at (877) 488-4040 or by sending an e-mail to [Participant.ServiceCenter@cpicrs.com](mailto:Participant.ServiceCenter@cpicrs.com). On the website you will also have access to several retirement planning tools to assist you in deciding how much you should be deferring in order to meet your retirement goals.
- **Request a Loan and Hardship Withdrawal** - Request a loan and hardship withdrawal from any of the approved vendors for which you have invested contributions by requesting a voucher. This voucher is needed as it lets your vendors know that you have met the regulatory requirements. The voucher does not guarantee that a loan and hardship withdrawal can be made as each vendor may apply additional restrictions.
- **Request a Contract Exchange** - Request a voucher to exchange your account balance to another approved vendor. If your contract exchange between vendors is approved, you will be provided with a contract exchange voucher, which you will need to provide to the transferor vendor along with the vendor's transfer request forms. It is important that before you exchange assets that you first obtain a voucher. Any contract exchange that is made that does not comply with the final regulations could cause the loss of the tax-qualified status of the money transferred to the vendor. If this happens, the money will become taxable to you.

**You will need Version 6 or greater of Netscape Navigator or Version 5 or greater of Internet Explorer to access the website.** Most people have at least one of these versions on their computer.

If you do not have Internet access, have questions regarding the website, or want to make a request contact the Participant Service Center.

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### PARTICIPANT SERVICE CENTER

Participant Service Center (877) 488-4040, from 7 a.m. to 7 p.m. Central Time, Monday through Friday. You can also send an e-mail to [Participant.ServiceCenter@cpicrs.com](mailto:Participant.ServiceCenter@cpicrs.com). For prompt assistance, please have your six-digit plan reference number 105701, the last four digits of your social security number and date of birth available.

# On-line Enrollment is Easy!

## Instructions on using the On-line Enrollment System

Before you enroll, you will need to log in to the website, select a User Name and Password.

- ◆ **Log in to the Website** - Log in to the Website at <https://www.cpicrs.com>. If this is your first time on the site you will need to create a User Name and Password that is unique to you and confirm it. You will be given the option to provide a question and answer to be used as a hint, should you forget your Password at a later date. This is verified by using the last four digits from your social security number, your date of birth and the plan reference number 105701. If your employer has more than one plan with CPI, you will be asked to click on the name of the plan that you would like to access.
- ◆ **Review and Update Contact Information** - The next screen will show you the mailing/home address we have on file for you as well as an e-mail address if provided. You will be requested to correct and/or update this information, if needed. This address information will be provided to your employer in order to change their records. However, until this address information is updated in your employer's payroll records, the contribution files provided by your employer will over-ride your changes temporarily.

After you finish with these preliminary screens, you will go to the Welcome to On-Line Enrollment screen. Click on "Enroll Now" to begin.

### Here are the Easy Steps to On-line Enrollment:

- Step 1. – Provide a valid e-mail address** — This will allow you to receive confirmation emails as well as other important information on transactions you have requested. In addition, to expedite the process for receiving a voucher for hardship withdrawals, loans, and contract exchanges between vendors, it is important to have an e-mail address in our Website.
- Step 2. – Use Retirement Planning Tools** — You have the option to use these tools as little or as much as you wish during the enrollment process. Using the Retirement Savings Calculator and Mastery POINT Financial Analyzer, you can project different rates of deferral to determine a hypothetical account balance at age 65 based on your personal factors (age, marital status, tax bracket, etc.).
- Step 3. – Vendor Contracts** — Please enter the account/contract number in the box(es) next to the vendor(s) for which you have established an account. If an account has not yet been established, you cannot select the vendor at this time.
- Step 4. – Salary Deferral Election** — Select how much salary you wish to contribute by entering a dollar amount where indicated. This amount will automatically be deducted from your pay each pay period.
- Step 5. – Vendor Election** — Select how much you would like to invest in the available vendors by entering a dollar election next to each vendor. Please keep in mind that you will first need to contact each vendor that you have selected in order to have your account set-up prior to completing this step.
- Step 6. – Confirm Your Enrollment** — On this screen, you can review your elections. If you wish to make changes, you may select a previous screen from the menu on the left or click on "Previous Screen" until you arrive at the applicable screen. Once you are satisfied, you can select "Enroll Me" to complete the enrollment process or "Quit", if you decide to enroll at a later date. If you select Quit, you will lose all of the information you have input and will need to start over.

Once you select Enroll Me, you will go to a confirmation screen that shows your elections. If you previously provided us with a valid email address we will send you a confirmation of this transaction for your records. Your email address can be updated at anytime through the Maintenance option found on the Website. When you are done, you can logout of the website.

If you need assistance, you can call our Participant Service Center (877) 488-4040 from 7 a.m. to 7 p.m. Central Time, Monday through Friday. You can also send an e-mail to [Participant.ServiceCenter@cpicrs.com](mailto:Participant.ServiceCenter@cpicrs.com). For prompt assistance, please have your six-digit plan reference number 105701, the last four digits of your social security number and date of birth available.

# SELECT ANNUITY COMPANIES

School District of the City of St. Charles

**To begin a NEW payroll deduction for an annuity, please make your selection from this list. To increase or decrease your EXISTING deduction, the company does not need to appear below.**

403b ASP                    866-634-5873   [www.403bASP.com](http://www.403bASP.com)  
Joe Kloeppe 636-947-9897

AXA EQUITABLE   800-628-6673   [www.axa-equitable.com](http://www.axa-equitable.com)  
Julie Moriarty 314-889-0558  
Connie Schneider 636-300-4229

FSL-FTJ FCS 457 (Fidelity Security Life-457b) 800-648-8624  
Kerry Lang 573-576-7015     [klang@ftj.com](mailto:klang@ftj.com)

HORACE MANN   800-999-1030   [www.horacemann.com](http://www.horacemann.com)  
Stuart Ruwe 636-925-2781

METLIFE   [www.metlife.com](http://www.metlife.com)  
Chris Campo 314-251-6933 ext. 28378  
Standford A Lindquist, Money Concepts 636-925-3000 ext. 205

RELIANT GWN-GWN MARKETING  
Betty Aubuchon 636-939-4776

Vantage Credit Union (457b)            800-522-6009  
Deana Ruelas 314-264-5350   [druelas@VCU.com](mailto:druelas@VCU.com)

The following companies are currently FROZEN, and cannot be selected for a NEW payroll deduction...

American Fidelity  
Ameriprise Financial  
Commonwealth Annuity and Life Insurance Company  
General American  
ING  
Lincoln Investment Planning  
Mass Mutual Financial Group  
Oppenheimer Funds  
Security Benefit

(Updated 11/20/2011)

## Elective Deferral and Vendor Election Instructions

Please enroll in the 403(b) or 457(b) plan maintained by School District of the City of St. Charles using the Elective Deferral and Vendor Election Form. New employees must complete all sections. Current participants need to complete the applicable sections to make changes to their current elective deferral amounts or their vendor(s). The instructions for each section of this form are provided below:

At the top of the form, the eligible Employee/Participant should check one of the options to indicate the reason for completing the form in order to ensure complete processing.

### Section A Your Info

All Employees/Participants completing this form must enter the information requested in this section as indicated so that they will be properly identified as the originator of the election form.

### Section B Your Election

New Employees must complete this section and indicate the dollar amount they wish to contribute to the plan or a 457(b) Deferral.

Current Participants should complete this section if they wish to change the dollar amount they are currently deferring to the plan or a 457(b) Deferral.

Your deferrals will start once your Employer has had sufficient time to update their payroll system. If you do not see your deferral starting within a reasonable time, please contact your Employer.

### Section C Your Vendor Direction

The vendors approved to receive current contributions are listed in this section. New Employees enrolling in the plan must complete this section of the form to choose the vendors to which they wish to invest contributions and to indicate the dollar amount that will be allocated to each vendor.

Current participants should complete this section if they wish to make changes with who they are investing their contributions. You must also indicate the account/contract number to which the monies are being allocated with the appropriate vendor. This information should be provided to you by the vendor at the time you opened the account/contract. If you have not established the account/contract, you cannot select the new vendor at this time.

Once this information has been provided, CPI will input the election(s) amount along with the vendor(s) you have chosen for such allocations.

Participants should complete the Employer section(s), whether or not they are eligible. Since School District of the City of St. Charles will be determining the amount to be allocated, we ask that you indicate the percentage that is to be allocated to each vendor.

### Section D Sign

New employees and current participants should read this section carefully and sign where indicated in order for their election(s) to take effect.

### Mailing Instructions:

Upon completion of the Elective Deferral and Vendor Election Form, the form should be mailed, faxed, scanned or e-mailed to the following :

City of St. Charles School District  
Attention: Benefit Specialist  
400 North Sixth Street  
St. Charles, Mo. 63301  
Fax: 636-443-4001  
Email: [kpendleton@mail.stcharles.k12.mo.us](mailto:kpendleton@mail.stcharles.k12.mo.us)

If you need assistance completing this form, you can call our Participant Service Center (877) 488-4040 from 7 a.m. to 7 p.m. Central Time, Monday through Friday. You can also send an e-mail to [Participant.ServiceCenter@cpicrs.com](mailto:Participant.ServiceCenter@cpicrs.com). For prompt assistance, please have your six-digit plan reference number 105701, the last four digits of your social security number and date of birth available.

# Elective Deferral and Vendor Election Form

Plan Name: School District of the City of St. Charles 403(b) and 457(b) Plan

Ref. No. 105701

**To Enroll:** Complete All Sections

**To Change Contribution Amount:** Complete Sections A, B and D

**To Change Vendors:** Complete Sections A, C and D

**To Change Contract/Account Number:** Complete All Sections

Please type or print clearly

-   -

Section A  
Your Info

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M. I. \_\_\_\_\_ Social Security Number (SSN) \_\_\_\_\_

Email Address: \_\_\_\_\_ Daytime Phone Number: ( ) \_\_\_\_\_

**Salary Deferral** – I instruct my employer to deduct \$ \_\_\_\_\_ of my pay on a pre-tax basis each pay period for investment with the specified vendors below.  
(In the space provided, enter a dollar amount.)

**457(b) Deferral** – I instruct my employer to deduct \$ \_\_\_\_\_ of my pay each pay period for investment with the specified vendors below into the designated 457(b) portion of my account.  
(In the space provided, enter a dollar amount.)

Section B  
Your Election

**Please indicate how you are making your election**  as a dollar amount

I direct that all future contributions be invested with the following vendor(s). Enter a dollar amount.  
If you have not established the account/contract, you cannot select the new vendor at this time.

| Vendor Name  | Amount | Account/Contract Number |
|--|--------|-------------------------|
| 403(b) FundSource                                      |        |                         |
| AXA Equitable  |        |                         |
| GWN Securities, Inc                                    |        |                         |
| Horace Mann Companies                                  |        |                         |
| MetLife Investors                                      |        |                         |
| Fidelity Security Life Insurance/FTJ Fundchoice (457b) |        |                         |
| Vantage Credit Union (457b)                            |        |                         |
|  |        |                         |
| <b>Total Dollar Amount</b>                             |        |                         |

Section C  
Your Vendor Direction

By signing this form, I have authorized the Employer to deduct the amount(s) elected from my paycheck and transmit the contributions to the vendors as indicated. I certify that I have established a 403(b) or 457(b) account with the vendors selected above.

\_\_\_\_\_ Participant

\_\_\_\_\_ Date

Sign