

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

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. 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)		
Total Dollar Amount		

Section C
Your Vendor Direction

Section D
Sign

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 _____