

403 (b) Plan

For ALL STAFF:

(Professional staff will also be getting another email giving specific details for them.)

If you would like to have a voluntary deduction of monies invested in one of the approved 403(b) vendors

(see attached), **you must first have an account set up with one of the approved vendors.** You

then need to enroll online with our third party administrator – PenServ. Attached is the enrollment guide to access PenServ.

If you want to change your investment vendor, you need to **first** set up an account with the approved vendor and then enroll that information with PenServ.

If you have any questions, please contact Jane Helman in Payroll, ext 1143.