



## **403(b) Plan Information for Employees & Advisors**

### **Massillon City Schools**

#### **Third Party Administrator (TPA)**

Massillon City Schools has contracted with TSA Consulting Group, Inc (TSACG) to provide 403(b) plan administration services. TSACG, based in Fort Walton Beach, Florida, is an independent TPA and is not affiliated with an investment provider nor do they market investment products.

On behalf of the District, TSACG will be responsible for the approval of transactions such as Distributions, Exchanges, Transfers, Loans, and Rollovers. After reviewing submitted paperwork to ensure that the transaction complies with IRS regulations and the Plan, TSACG will forward approved paperwork to the applicable investment product provider who will complete the transaction by disbursing funds directly to the participant or directly to an account specified by the participant.

#### **Participation in the 403(b) retirement plan:**

##### **Getting Started**

To enroll in the Massillon City Schools supplemental 403(b) Retirement Plan, each participant must do four things:

1. Select the provider(s) they wish to invest with;
2. Establish an account with that provider;
3. Complete a “Salary Reduction Agreement” (SRA) form, which authorizes Massillon City Schools to withhold the amount elected for contribution via payroll deduction;
4. Return the completed SRA form to the Massillon City Schools’ payroll office prior to the cut-off date for which the deduction is to begin.

A Salary Reduction Agreement can be downloaded from the Massillon City Schools employer page on TSACG’s Web site, <https://www.tsacg.com>. A list of authorized investment product providers can also be found on the Massillon City Schools employer page. The links to both documents are below.

#### **403(b) Salary Reduction Agreement & Approved Investment Provider List:**

<http://www.tsacg.com/individual/plan-sponsor/ohio/massillon-city-schools/>

***Important-You MUST establish an account with your selected provider prior to the date you begin the Salary Reduction. If the account has not been properly established, it could result in your contributions being returned to you and becoming taxable. Verifying that the account has been established before submitting the SRA will expedite the process and help to avoid having funds returned to you.***



### Change(s) or Stopping

A new Salary Reduction Form must also be completed any time that you wish to:

- Change your product provider
- Change the allocation between providers (if you remit to more than one provider)
- Change the amount of contribution
- Stop your deduction or restart your deduction after a stop
- Designate contributions as Roth (post-tax contribution)

**Remember that all SRA forms must be submitted to the Massillon City Schools payroll office by the cutoff date for the payroll for which you wish the change to be effective.**

### 403(b) Transaction Processing:

All transactions require a Transaction Routing Request form, which can be obtained from <http://www.tsacg.com/individual/plan-transactions/>. The Transfer Routing Request Form provides important information regarding your request and is vital to ensuring proper processing.

### Distributions:

Distribution transactions may include any of the following: loan, transfer/exchange, rollover, hardship withdrawal, or cash distributions. Each investment product provider requires their own form to be submitted. You may request distributions by completing the necessary forms obtained from your investment product provider, other necessary documentation as indicated below and submitting all completed documents to TSACG for processing.

Transaction Requested	Forms needed for Processing
Contract Exchanges, incoming and outgoing	Submit <b>complete investment provider paperwork</b> for transaction and the following form:  *Completed Transaction Routing Request form (including Box B)
403(b) Hardship Withdrawals	Submit <b>complete investment provider paperwork</b> for transaction and the following forms and/or documentation:  *Completed Transaction Routing Request form *Completed Hardship Withdrawal Disclosure form *Evidence of expenses equal or more than amount requesting <i>Please verify that you have completed Box A on the form if you are submitting a transaction for a Financial Hardship Withdrawal.</i>  <i>Please note that evidence of expenses MUST be provided for approval of request.</i>

457(b) Unforeseen Emergency Withdrawals	<p>Submit <b>complete investment provider paperwork</b> for transaction and the following forms and/or documentation:</p> <ul style="list-style-type: none"> <li>*Completed Transaction Routing Request form</li> <li>*Completed 457 Unforeseen Emergency Disclosure form</li> <li>*Evidence of expenses equal or more than amount requesting</li> </ul> <p><i>Please verify that you have completed Box A on the form if you are submitting a transaction for a 457(b) Unforeseen Emergency Withdrawal.</i></p> <p><i>Please note that evidence of expenses MUST be provided for approval of request.</i></p>
403(b) and 457(b) Loan Withdrawals	<p>Submit <b>complete investment provider paperwork</b> for transaction and the following form:</p> <ul style="list-style-type: none"> <li>*Completed Transaction Routing Request form (including Box C)</li> </ul>
Rollovers and/or 403(b) and 457(b) Cash Withdrawal (due to qualifying event only)	<p>Submit <b>complete investment provider paperwork</b> for transaction and the following form:</p> <ul style="list-style-type: none"> <li>*Completed Transaction Routing Request form (including Box A)</li> </ul>

***Important: If your rollover or withdrawal request is due to the qualifying event of separation from service your termination date must be verified by your employer.***

**Exchanges/Transfers:**

Please note: Participants may only exchange their accounts among the authorized providers in the employer’s Plans.

After verifying that the selected new provider is a current authorized investment product provider, you must complete any forms required by the provider (usually supplied by the new provider), as well as a Transaction Routing Request form. All completed forms should be submitted to TSACG for processing.

**Submitting Transaction Requests:**

All transaction requests should be submitted to TSACG for processing via fax, mail, or email:

TSA Consulting Group, Inc.  
 Attn: Participant Transactions Department  
 28 Ferry Rd SE  
 Fort Walton Beach, FL 32548  
 Fax: 1-866-741-0645  
 Email: [recordkeeping@tsacg.com](mailto:recordkeeping@tsacg.com)

TSACG wants to assist you in the most efficient manner possible. Carefully reviewing all documentation, verifying that you have signed all necessary forms, and verifying that you have included any necessary evidence will help us to reach this goal and avoid delays that are caused by incomplete documentation. Our customer service representatives are available to assist you at 1-888-796-3786 or [recordkeeping@tsacg.com](mailto:recordkeeping@tsacg.com). **Please note that the Participant Transaction Department’s hours of operation are Monday – Thursday, 7:00 am – 7:00 pm (CST) and on Friday 7:00 am – 5:00 pm (CST).**

*Participation in the 403(b) and/or 457(b) plans is voluntary and should be based on your financial objectives and resources. Individual investment strategies should reflect your personal savings goals and tolerance for financial risk. You may want to consult a tax advisor or financial planner before enrolling. Your Employer and TSACG are not liable for any loss that may result from your investment decisions.*