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**Your opportunity to save for retirement**

**Participate or increase your savings in our retirement plan**

*At [****Insert name of organization****], we want to help you save for retirement. We encourage all eligible employees to take the important step of contributing their own money to the plan. If you are already contributing, we encourage you to consider an increase in your savings rate. Our plan makes saving convenient and offers you important tax advantages as you save.*

The following guidelines provide important information about how you can contribute to your [***Insert name of 403(b) plan]*** (the “Plan”). [All eligible employees can elect to have money taken from their paychecks and contributed to the Plan as “salary reduction contributions. **Change this sentence to reflect your requirements.**].”

Take this opportunity to begin making pre-tax [***Insert “***and/or after-tax (Roth 403(b)” **if applicable**] salary reduction contributions. If you already participate in the plan, we encourage you to increase your saving rate every year.

**Am I eligible to make these contributions to a retirement account?** *[****Change the following sections to reflect your requirements for making these contributions****.]*

All employees – excluding those who work less than 20 hours, are non-resident aliens or student employees – may contribute to the Plan.

**How do I enroll or change the amount I’m contributing?**

You can enroll in the Plan immediately on your date of hire or at any time during your employment. To get started or change your contribution, please contact: [**Insert staff member’s name**].

**When are my contributions effective?**

After completing a salary reduction agreement, your contributions will begin on the next pay period or as soon as administratively possible.

**Can I change or stop my contributions later?**

Yes. Your contributions continue unless you modify or revoke your election of this option. You can change or end the contributions anytime during the year. Any change will be effective for the next pay period or as soon as administratively possible after we receive the necessary forms from you.

**What is the maximum amount that I can contribute?**

The Internal Revenue Service sets the limits each year. In 2015, you can contribute 100 percent of your income, not to exceed $18,000. If you are 50 or older in 2015, you may contribute an additional $6,000.

**Whom do I contact for additional information?**

If you have questions, please contact: ***[Insert staff member’s name***].

This notice is provided as a source of information and does not constitute legal, tax or other professional advice. If legal advice, tax advice or other professional assistance is required, the services of a professional advisor should be sought.