

September 7, 2017

Memo: To Comfort ISD Staff  
Re: 403 (b) Retirement Plan Options

The attached 403 (b) Newsletter and Universal Availability Notice are provided by First Financial Group of America, Third Party Administrator for Comfort ISD. The Annual Notification informs all employees of their right to contribute and of their right to make and change their deferral elections and detail any requirements for making such elections - such as when elections must be made.

**403 (b) Newsletter:** Provides informative information on 403 (b), employer plan options, as well as how to get started.

**Universal Availability Notice:** The IRS Universal Availability requires employers to provide all employees the opportunity to contribute to a 403(b) plan regardless of hours worked. If you do not allow for all employees, then you are required to keep track of hours worked. In order for this deferral opportunity to be considered effective, an employee must be able to make an initial deferral election or change an existing deferral election at least once during each plan year.