



December 3, 2018

403(b) Tax Deferred Annuity Plan

Universal Availability Notice:

Georgia Highlands College provides you with the opportunity to save for your retirement through the 403(b) Tax Deferred Annuity Plan (the "plan").

Whether you want to enroll in the plan or you are already enrolled but wish to change the amount of your contribution, you can accomplish this goal by filling out a "403(b) Salary Reduction Agreement." A copy of the agreement and information on the plan can be obtained from Georgia Highlands College Human Resources Department.

Eligibility:

All full-time, part-time and temporary employees, with the exception of student workers, at Georgia Highlands College who receive compensation reportable on an IRS Form W-2 are eligible to participate in the plan at any time during their employment.

- Please take a moment to review the plan brochure or website before enrolling.
- The exact date your investment allocations will take effect may vary depending upon the policies of the financial service firm providing the investment options you choose.

Contribution Limit:

The IRS limits the amount you may defer (under this and other plans) in any tax year.

For 2018, the limit under all plans of this type is (generally) \$18,500, although larger limits may apply if you are age 50 or over.

- Each enrolled participant is capped at \$18,500 for the tax year for contributions to all 403(b) plans.
 - This includes any other employers with a 403(b) plan in which you participate.
 - You are responsible for tracking and reporting to the IRS the amount of your contributions to any 403(b) plans in which you participate.

For further details, or if you have questions, please contact your Human Resources Office.