



**MILWAUKEE  
PUBLIC SCHOOLS**

# **403(b) Plan**

**August 2021**

**Office of Human Resources  
Benefits, Compensation & Pension Systems**

## **Table of Contents**

---

MPS 403(b) Plan Introduction	<b>2</b>
List of Approved MPS 403(b) Vendors	<b>3</b>
Planwithease.com– MPS 403(b) Plan Administrator	<b>4</b>
MPS 403(b) Plan Questions and Answers	<b>5-7</b>
MPS 403(b) Glossary	<b>8-9</b>
Traditional 403(b) and Roth 403(b) Comparison Chart	<b>10</b>
MPS 403(b) Vendor Comparison of Plan Features Chart	<b>11-14</b>
Vendor Flyers	<b>15-24</b>
Planwithease.com Quick Guide Flyer	<b>25-26</b>
Salary Reduction Agreement Form	<b>27-28</b>

---

## **Milwaukee Public Schools 403(b) Plan**

### —Voluntary Tax Sheltered 403(b)(1) 403(b)(7) & Roth 403(b) Plans

MPS is committed to providing you with a 403(b) Plan that allows you the flexibility necessary to meet your retirement needs.

Many experts tell us, and we see in the District, that people are living longer and thus will need supplemental income to add to their pension income from other sources like the City of Milwaukee and the Wisconsin Retirement System pension plans. Whether it's before-tax or after-tax, it's important to make voluntary contributions to the 403(b) Plan as lifestyles are changing and Social Security benefits are under increasing stress.

Making voluntary employee contributions to a retirement plan may be a challenge for many employees. That is one of the reasons why our program continues to be evaluated for enhancements to ensure that your hard-earned money is working as efficiently as possible. The 403(b) Plan offers two options: the Traditional 403(b) and the Roth 403(b). The Traditional 403(b) option reduces your taxable income while deferring taxes until you take a distribution from your account at separation of service. The Roth 403(b) option allows you to make after-tax contributions from your paycheck, while earnings accumulate tax-deferred and possibly tax-free if certain conditions are met. Together these options provide you with a retirement planning opportunity in accordance with your personal preference for paying taxes in a retirement program.

If you are not enrolled in the 403(b) Plan, we highly encourage you to take a look at what the Plan has to offer. If you are already enrolled, now is the time to consider any of the following options:

- Increase your contribution before the end of the year (per IRS annual limit plus an additional catch-up contribution if over age 50. For IRS annual limit, please reference Internal Revenue Services Retirement Topics-403(b) Contribution Limits [Here](#)).
- Evaluate the Roth 403(b) option to determine if you should stay in the tax-deferred plan or switch to the after-tax Roth; or
- Review your investment options to determine if they still make sense. Remember you should review your 403(b) portfolio at least once a year. An annual exam of your portfolio is important for the health of your investments.

## **List of Approved Vendors for the Milwaukee Public Schools 403(b) Plan**

The following is the list of approved vendors (investment providers) for the Milwaukee Public Schools 403(b) Plan.

**1. Voya Life Insurance and Annuity Company**

Local Representative Team - 414-256-2187

Voya Customer Service (800) 584-6001

[mpsservicebox@voya.com](mailto:mpsservicebox@voya.com)

**2. MetLife**

Local Representative Team—(414) 615-4926

[www.metlife.com/mps](http://www.metlife.com/mps)

**3. WEA TSA Trust**

1-800-279-4030 or 414-259-1990

**4. TIAA-CREF**

National Contact Center 1-800-842-2273

Enrollment Hotline 1-800-842-2888

*(Important: No other investment providers other than those listed above and the funds these approved vendors offer are eligible to receive employee contributions (payroll deductions) under the Milwaukee Public Schools 403(b) Plan.)*

Participation in the MPS 403(b) Plan is voluntary. Employees are responsible for selecting an investment provider and fund(s) from the above list of approved vendors. Employees can call and/or meet with representatives from the approved vendors to discuss and review investment options. There is no charge for this service.

Employees can cancel payroll deductions to this Plan at any time. Employees must complete the required Salary Reduction Agreement with their applicable vendor to indicate cancellation of payroll deduction. Payroll deductions will be cancelled as soon as administratively possible. For further details, contact the various MPS approved vendors at the telephone numbers listed above.

## **Planwithease.com—MPS 403(b) Plan Administrator**

Planwithease.com is a third party plan administrator that MPS has selected to administer the 403(b) Plan. You can go to planwithease.com to view a summary of your account, access financial education information, or use the tools and calculators to help you plan for your retirement. Planwithease.com also authorizes, on behalf of MPS, loan approvals, withdrawals, contract exchanges, and rollover transaction requests under the Plan.

Planwithease.com:

- Acts as a central location to view a summary of your account.
- Reviews and approves your requests for loan and withdrawals based on Plan rules.
- Provides basic financial education and calculators to help you manage your retirement savings under the Plan.

*Planwithease.com Customer Service Associates are available Monday-Friday, 8 AM to 6 PM (Central Standard Time) at 855-464-6928 to assist plan participants with login assistance or help with site navigation. If you have questions regarding your plan, please contact your 403(b) account representatives directly.*

## Questions and Answers

### What is a 403(b) Plan?

A 403(b) Plan is a retirement plan known as a tax-sheltered annuity (TSA) available for employees of public schools and other tax exempt organizations. Similar to a 401(k) Plan, a 403(b) Plan allows you to make voluntary pre-tax contributions from your salary to a plan available under the MPS program. When you enroll, individual accounts are opened in a 403(b) Plan in either of the following two types; (1) an annuity contract, which is provided through an insurance company under 403(b); (2) custodial account which is invested in mutual funds under 403(b)(7). Vendors typically offer both arrangements as you may sometimes see the terms 403(b) and 403(b)(7) used together. Remember one uses individual annuity type contracts and the other uses custodial mutual fund type arrangements. You can select either or both arrangements for your individual account.

### Why should I participate in a 403(b) Plan?

There are several reasons why participating in a 403(b) Plan makes sense:

- Significant tax-deferred advantages exist for participants in a 403(b) Plan. Contributions and earnings to a 403(b) Plan are tax-deferred, meaning that you are not taxed on your account until you terminate employment and take a distribution (Note: There may be other tax implications, so please talk to your selected vendor or tax consultant prior to any distributions to obtain more details).
- 403(b) accounts are portable and can be carried with you upon separation of service with MPS or at retirement.
- Depending on your selected vendor, you may be able to take a loan against your contributions while working if you ever have a need to access those funds.
- A 403(b) Plan is a retirement savings and investment plan designed to allow MPS employees to supplement any existing retirement and pension benefits by saving pre-tax dollars through voluntary salary deferrals.
- You have a choice to invest your voluntary contributions with one or more of the four (4) available vendors up to the IRS annual limit.
- Your 403(b) Plan can be a good tool to help make your future more secure.

### Who are the available vendors?

- Voya
- MetLife
- WEA TSA Trust
- TIAA-CREF

### If I'm already enrolled, do I need to do anything?

No, unless you want to change vendors or your voluntary contribution amount. However, before you make any changes, make sure you review the vendor comparison chart and the steps below for the enrollment process before you enroll or switch vendors.

## **How much can I tax defer from my salary?**

The IRS has an allowable annual limit that each employee cannot exceed during the calendar year. In addition, there is a catch-up provision for employees who have or will turn 50 during the calendar year. For IRS annual limit, please reference Internal Revenue Services Retirement Topics-403(b) Contribution Limits [here](#). Note: The IRS limits changes year to year, and we will communicate the new amounts in a future communication.

## **How do I enroll and/or make changes?**

The first step is to select a vendor. If you are already making contributions to the Plan, determine if you want to continue with your present vendor or select a new vendor from the list of MPS approved vendors.

You can enroll anytime during the calendar year, and you can also make changes going forward to the amount you deduct out of your paycheck at anytime.

If you are currently enrolled in the Plan, you should be evaluating your contribution amount to determine if you want to make changes to your contribution level and consider increasing it as much as possible to help you build up your retirement savings. If you need to make changes to your plan, please contact the 403(b) account representatives. You should also evaluate your investment options at this time and review your choices with the 403(b) account representatives.

Before you enroll or switch vendors, it is recommended you take the following steps:

1. You should have an initial meeting or discussion with one or more of the approved MPS 403(b) account representatives of your choice. As an employee, there is no cost to you for the meeting.
2. Review the vendor comparison chart included in this booklet to understand the differences between the products and services offered by each vendor.
3. Review the following as guidance on questions to ask account representatives. Your questions should focus on fees, services and expenses.

- Will I have a fee deducted from my account if I enroll with your organization?
- What are the ongoing annual expenses under various investment options?
- Should I make traditional (pre-tax) 403(b) or Roth (after-tax) contributions?
- Are there fees associated with loans, moving money around, or taking distributions?
- What is the current performance and long-term performance of investment options offered?
- How can I receive assistance in selecting investment options that suit me?
- Are there any incentives to invest with your organization?
- Do you offer loans and how do they work?
- What overall services are provided by your organization?
- Will I be able to make transactions online or through a toll-free number?
- What happens to my account if I decide to discontinue contributions?

- Am I charged a fee if I decide to transfer money from your organization to another if I am displeased?
- Where can I find information in writing to support your fees and investment performance?

Once you have reviewed the vendor(s) and feel comfortable with a selection, you will need to (1) complete an enrollment form from that vendor and (2) complete the standard MPS Salary Reduction Agreement. Both forms must be completed and returned to the selected vendor(s) for processing. Please note that vendors may assist you through an exercise to determine your personal tolerance for risks.

### **What is the difference between the Roth 403(b) and the Traditional 403(b)?**

The Traditional 403(b) Plan allows you to make contributions from your paycheck on a tax-deferred basis, with taxes on earnings and contributions not being made until distribution of the funds. Under the Roth 403(b) option, you make contributions from your paycheck with after-tax contributions and earnings accumulate tax-deferred and possibly tax-free if the following requirements are met:

- Distribution is made no earlier than five years after contributions were first made to the Roth account; and
- The employee is age 59 ½ or greater; or
- The employee becomes disabled or is deceased.

The contribution limits for the Roth 403(b) are exactly the same as the Traditional 403(b), including all of the catch-up provisions. The IRS contribution limits apply on a combined basis for Roth 403(b) and Traditional 403(b) contributions.

It can be difficult to project your tax rate when you retire. However, one way to determine which option is best for you is to use this approach as guidance:

- If you think your marginal tax rate in retirement will be higher than your current tax rate, you may want to consider the Roth 403(b) approach. Under this scenario, you can potentially receive your contributions with any earnings tax-free when you are in a higher tax bracket.
- If you think your marginal tax rate in retirement will be lower than your current tax rate, you may want to consider the Traditional 403(b) approach. Under this scenario, you are paying no taxes now while your tax rate is higher and you are lowering your taxable income. While in retirement you are paying taxes on the distribution (contributions and earnings) when you will presumably be in a lower tax bracket.

Please discuss your options with your tax advisor before making a decision.



## Glossary

<b>401(k)</b>	A type of qualified defined contribution plan established by an employer enabling participating employees to make pre-tax contributions by salary reduction agreements structured within the format of a cash or deferred plan under Internal Revenue Code Section 401(k). Traditionally only available to for profit organizations, but recent laws have allowed certain tax-exempt organizations to implement these plans.
<b>403(b) Plan</b>	The Traditional 403(b) Plan is a tax-deferred retirement plan available for employees of public schools, colleges, research and other similar tax exempt organizations. It is defined under Internal Revenue Code (IRC) Section 403(b). Either or both employers and participants can make contributions to a 403(b) Plan. Contributions can be made by participants on a tax-deferred basis under a Traditional 403(b) Plan, or with after-tax contributions under a Roth 403(b) Plan (see Roth definition below).
<b>403(b)(7)</b>	Prior to 1974, 403(b) participants could only invest in annuity products. Congress added paragraph 7 to the 403(b) in 1974 permitting the investment in mutual funds through a 403(b)(7) custodial account. Therefore, 403(b)(7) arrangements are investment options under 403(b) Plans. Same investment options exist for both Roth 403(b) and Traditional 403(b) contributions.
<b>Annuity</b>	A contract issued by an insurance company that provides income for a specified period of time, such as a number of years, or for the life or life expectancy of an individual. Same annuity options exist for both Roth 403(b) and Traditional 403(b) contributions.
<b>Beneficiary</b>	Person or entity properly designated to receive benefits upon the death of a participant.
<b>Contract Exchange</b>	<p>Movement of accumulations in an individual's 403(b) account from one investment vehicle to another (i.e., from a stock investment to a bond investment) or movement of all or part of accumulations directly from one 403(b) retirement vendor to another 403(b) retirement vendor. Contract exchanges are only permitted within the employer's list of approved investment providers (vendors) for the 403(b) Plan.</p> <p>Exchanges can only be made from a Traditional 403(b) investment vehicle to another traditional or from a Roth 403(b) investment vehicle to another Roth 403(b).</p>
<b>Defined Contribution Plan</b>	A retirement plan that specifies a rate of employer and/or employee contributions. How much income a participant receives in retirement will depend on several factors, including amount and duration of contributions, investment earnings, and age at retirement.
<b>Loan</b>	Payment of funds as a credit against existing account balance based on collateral in existing account and rules of current vendor. Loans must be repaid based upon criteria of vendor. There is no tax consequence of securing a loan, as long as the loan is paid back based on selected payment schedule and amount of the loan. Loans are available under 403(b), 401(k) and similar plans, but not from IRA plans. Roth loans are not available from the MPS 403(b) Plan.
<b>Mutual Fund</b>	A mutual fund is an investment that pools money from many participants and invests in stocks, bonds, short-term money-market instruments, or some combination of the three. The combined holdings of stocks, bonds, or other assets that the fund owns are known as its portfolio. Each investor in the fund owns shares, which represent a part of these holdings. There are two kinds of mutual funds: loaded mutual funds and no-load mutual funds. A load is a commission the investor must pay in order to purchase/sell that fund. All mutual funds have operating costs. Mutual funds are securities regulated by the SEC, but are not guaranteed or insured by the FDIC or any other government agency. Mutual funds may be used as funding vehicles in 403(b)(7) plans via custodial accounts. Mutual fund options are available under both the Traditional 403(b) and the Roth 403(b) Plans.

<b>Rollover</b>	Funds in a retirement account which are moved or rolled from one qualified plan to another qualified and eligible retirement vehicle and accounted for separately under the receiving vehicle. There are no tax consequences on the rollover funds as long as the receiving vehicle is a qualified retirement vehicle defined by the IRS. There must be a qualifying event such as separation of service, disability, age 59 ½, or termination of the Plan before a rollover can take place. The Milwaukee Public Schools 403(b) Plan permits rollovers to or from the following qualified plans: another 403(b) Plan, 457 governmental plan, 401(a) or 401(k) plan or IRA. Rollovers are not permitted from or to Roth IRAs or 457 non-profit plans. However, rollovers are permitted from a Roth 403(b) to a Roth 403(b) or to a Roth 401(k).
<b>Roth 403(b)</b>	<p>Tax savings vehicle that combines features of 403(b) Plans with tax-free growth advantage of Roth IRAs. Unlike Roth IRAs, the Roth 403(b) does not have an income level test to receive the tax benefit. Contributions are made with after-tax dollars up to the available IRS compliance limit each year. Funds may be tax-free if the following conditions are met:</p> <ul style="list-style-type: none"> <li>• Distribution is made no earlier than five years after contributions were first made to a Roth account; and</li> <li>• The employee is age 59½ or greater; or</li> <li>• The employee becomes disabled or is deceased.</li> </ul> <p>The IRS contribution limits apply to all participant contributions on a combined basis, whether Traditional 403(b), Roth 403(b), or both.</p>
<b>Salary Reduction Agreement</b>	An agreement between an employer and an employee whereby the employee agrees to have a dollar amount or percentage of salary withheld from payment and the employer agrees to contribute such amount to a retirement plan on behalf of the employee. The Agreement is also used to select after-tax contributions to be made directly to a Roth 403(b) account.
<b>Tax-deferred Annuity (TDA) also Tax-Sheltered Annuity (TSA)</b>	A 403(b) arrangement or plan pursuant to which an employee is permitted to make voluntary contributions on a pre-tax basis.
<b>Transfers</b>	Funds in an individual's 403(b) account that are transferred from one employer's 403(b) Plan to another employer's 403(b) Plan and both plans must permit such transfers. These are referred to as plan to plan transfers. The Milwaukee Public Schools 403(b) Plan does not permit these types of transfers.
<b>Vesting</b>	The participant's nonforfeitable right to receive amounts allocable to contributions made to a retirement plan. It allows all monies and interest in the account to be owned by the participant.
<b>Withdrawals</b>	Distribution of funds from a retirement account at separation of employment or other qualifying event subject to applicable taxes at time of termination. Withdrawals can be in the form of a lump sum payment, an annuity, or periodic lump sum payment as permitted by the investment vehicle. Withdrawal options are the same for the Roth and Traditional 403(b).

## Traditional 403(b) and Roth 403(b) Comparison Chart

Feature	Traditional 403(b)	Roth 403(b)
<b>Employee contribution limit</b>	For IRS annual limit, please reference Internal Revenue Services Retirement Topics-403(b) Contribution Limits <a href="#">here</a> .	For IRS annual limit, please reference Internal Revenue Services Retirement Topics-403(b) Contribution Limits <a href="#">here</a> (Limit Applies to Roth and Traditional if both are selected).
<b>Age 50 Catch-Up</b>	Available for additional contributions per IRS Limit annually if age 50 or older.	Available for additional contributions per IRS Limit annually if age 50 or older.
<b>Employee Pre-Tax Contributions</b>	Available	Does not apply
<b>Employee After-Tax Contributions</b>	Allowable but not preferred	Available. Limit governed by annual contribution compliance amount
<b>Income limitations on Contributions</b>	Does not apply	Does not apply
<b>Vesting of Contributions</b>	Immediate	Immediate
<b>Distribution Options</b>	Annuities, cash, systematic withdrawals, etc.	Annuities, cash, systematic withdrawals, etc.
<b>Taxation of Distributions</b>	All pre-tax contribution amounts and any earnings are taxable when distributed.	Earnings on contributions are tax-free if the Plan has been opened for at least five years and the participant has reached age 59½ or older, or becomes disabled, or is deceased. Original contributions are always tax-free.
<b>10% Penalty on Early Distributions</b>	Yes, unless age 59½ or older, disabled, or distribution used to pay medical expenses that exceed 7.5% of average gross income.	Yes, but only the earnings that do not meet tax-free distribution guidelines (age 59½ or older, disabled, or distribution used to pay medical expenses that exceed 7.5% of average gross income).
<b>Minimum Distribution Requirements</b>	Account owners age 72 or older, or have reached age 70 ½ prior to January 1, 2020, and retired, are required to take minimum distributions each year.	Account owners age 72 or older, or have reached age 70 ½ prior to January 1, 2020, and retired, are required to take minimum distributions each year.
<b>Loans</b>	Yes, if allowed by provider	Yes, if allowed by provider
<b>Hardship withdrawals</b>	Yes, if allowed by provider	Yes, if allowed by provider

## MPS 403(b) Vendor Comparison of Plan Features Chart - 2019

Features	MetLife Expert Select (Mutual Funds)	MetLife Financial Freedom Select (Variable Annuity)	Voya 403(b)(7) Mutual Fund	WEA TSA Trust
<b>General Contact Information</b>	<p>Account Information: 800-543-2520</p> <p>To arrange a personal meeting contact the Local MLR Office: 414-615-4926</p>	<p>Account Information: 800-560-5001</p> <p>To arrange a personal meeting contact the Local MLR Office: 414-615-4926</p>	<p>Voya Financial 10700 Research Drive, Suite 190 Milwaukee, Wisconsin 53226 Arrange a Personal Meeting: 414-256-2187; Toll Free Milwaukee Office, 1-800-335-0982; Toll Free Account Access: 1-800-584-6001 mpsservicebox@voyacom</p>	<p>1-800-279-4030</p> <p>Use this number to obtain general information. 414-259-1990 x1133</p> <p>Use this number for on-site service or to set up a personal consultation with N'Kenza Whitlow.</p>
<b>Account Services (i.e., 1-on-1 service, internet access, etc.)</b>	<p>On Site Service</p> <p>24 hour Internet Access</p> <p>24 hour Voice Response System</p> <p>Call Center Hours: M-F 8:00am - 6:00pm CST</p> <p>Personalized one-on-one meetings with a local representative</p>	<p>On Site Service</p> <p>24 hour Internet Access</p> <p>24 hour Voice Response System</p> <p>Call Center Hours: M-F 8:00 am – 5:00pm CST</p> <p>Personalized one-on-one meetings with a local representative</p>	<p>On Site Service</p> <p>Local Office Hours: M-F 8:00am – 4:15pm 414-256-2187</p> <p>Voya Call Center hours M-F 8:00am -9:00pm ET. 800-584-6001</p> <p>24 hour Online Account Access</p> <p>Personalized face to face counseling and enrollment assistance from your local representative by calling 414-256-2187.</p> <p>Distribution assistance for departing/retiring employees. No Fee Personal Account Reviews</p> <p>No fee Retirement Planning</p>	<p>On Site Service</p> <p>Madison Call Center Hours: M – F 7:30am – 5:00pm</p> <p>(Call center closes at 1:00pm on summer Fridays)</p> <p>24 hour Online Account Access</p> <p>24 hour Telephone Account Access</p> <p>Telephone and Personal consultations available by appointment</p> <p>Online enrollment</p> <p>Online Financial Calculators</p>
<b>Website address</b>	www.metlife.com/mps	www.metlife.com/mps	Milwaukee.beready2retire.com VoyaRetirementPlans.com	www.weabenefits.com
<b>Roth 403(b)</b>	Yes	Yes	Yes	Yes
<b>Fixed Investment option</b>	Yes	Yes	Yes	Yes

\*For TIAA, Please refer to <https://www.tiaa.org/public/tcm/mps/contact-us> for more information

Features	MetLife Expert Select (Mutual Funds)	MetLife Financial Freedom Select (Variable Annuity)	Voya 403(b)(7) Mutual Fund	WEA TSA Trust
Current rate of fixed investment option during exact period of time	3.0% for 2021	3.0% for 2021	Contractual Minimum 3% Guaranteed Interest Rate: • Voya Fixed Plus III Account: 3.0%. *Current interest rates are credited to participant accounts. No contract charges are deducted.	2.55% for 2021
Investment options (number of options offered to MPS employees)	<ul style="list-style-type: none"> <li>• 29 investment options in 8 asset classes.</li> <li>• 1 Fixed Account Option</li> <li>• Selected and monitored by Morningstar, LLC.</li> <li>• Includes Target Date Funds, American Funds, MFS and PIMCO.</li> </ul>	56 Funding Options including: <ul style="list-style-type: none"> <li>• 14 Asset Allocation Portfolios.</li> <li>• 5 Index Portfolios.</li> <li>• 2 Exchange Traded Funds.</li> <li>• 1 Fixed Interest Account.</li> <li>• 4 Automated Investment Strategies.</li> </ul>	<ul style="list-style-type: none"> <li>• Choice of 40 mutual fund options and one fixed interest option.</li> <li>• Including options from American Funds, Fidelity, and PIMCO.</li> <li>• 4 Lifecycle Funds Daily Valuation.</li> <li>• Self Directed Brokerage Account Available through TD Ameritrade Corporate ServicesTM.</li> </ul>	<ul style="list-style-type: none"> <li>• 1 Fixed Investment</li> <li>• 17 Mutual Funds for those who want to self direct.</li> <li>• 6 Target Retirement Funds for those who do not want to self direct.</li> <li>• Fund families include Fidelity, Vanguard, T.Rowe Price, PIMCO, Parnassus, &amp; more.</li> <li>• Funds pre-screened and monitored by Investment committee according to Investment Policy Statement.</li> <li>• All funds No-load.</li> </ul>
Transfers allowed to other approved vendors	Yes	Yes	Yes	Yes
Fees or restrictions on transfers to approved vendors	Restrictions are on the Fixed Account only <ul style="list-style-type: none"> <li>• A 10% free withdrawal is available after the 1st contract year.</li> <li>• 8-yr surrender schedule applies for transfers to another vendor from the fixed account option.</li> <li>• No withdrawal charges apply on assets held within the mutual funds.</li> </ul>	<ul style="list-style-type: none"> <li>• B Class: 12-yr surrender schedule.</li> <li>• L Class: 7-yr surrender schedule.</li> <li>• A 10% free withdrawal is available each year.</li> </ul>	<ul style="list-style-type: none"> <li>• No restrictions or fees apply on transfers to approved vendors from the mutual fund investments.</li> <li>• Transfers to an approved vendor from the Voya Fixed Plus III Account are subject to an industry standard equity wash provision.</li> </ul>	None
Loans	Yes	Yes	Yes	Yes

Features	MetLife Expert Select (Mutual Funds)	MetLife Financial Freedom Select (Variable Annuity)	Voya 403(b)(7) Mutual Fund	WEA TSA Trust
If loans are available, brief outline of features	<ul style="list-style-type: none"> <li>• \$1,000 minimum loan amount.</li> <li>• \$75 origination fee.</li> <li>• \$50 annual maintenance fee.</li> <li>• General and residential loans available.</li> </ul>	<ul style="list-style-type: none"> <li>• \$1,000 minimum loan amount.</li> <li>• \$25 origination fee (waived for residents of WI).</li> <li>• No annual maintenance fee.</li> <li>• General and residential loans available.</li> </ul>	<ul style="list-style-type: none"> <li>• Residential and General Purpose loans are available.</li> <li>• \$1,000 minimum loan amount.</li> <li>• \$100 origination fee.</li> <li>• Maximum of two loans allowed outstanding at any time.</li> <li>• No annual maintenance fee.</li> </ul> <p>Loans are not available from the Roth 403(b).</p>	<ul style="list-style-type: none"> <li>• Minimum: \$1,000.</li> <li>• Maximum: Half of account balance up to a maximum of \$50,000.</li> <li>• Interest Rate: Prime + 1%.</li> <li>• Set up fee of \$200.00</li> </ul>
Hardship Withdrawals	Yes	Yes	Yes	Yes
Charges for withdrawals at termination of employment	None	None	No withdrawal charges apply after five years from the issue date of the contract upon retirement or separation of employment.	None
Available payout options at termination	<ul style="list-style-type: none"> <li>• Lump Sum</li> <li>• Periodic Payments</li> <li>• Partial Distribution</li> </ul>	<ul style="list-style-type: none"> <li>• Lump Sum</li> <li>• Lifetime Income Annuity</li> <li>• Lifetime Income Annuity w/ Guarantee Period</li> <li>• Systematic Withdrawals</li> <li>• Partial Distribution</li> </ul>	<ul style="list-style-type: none"> <li>• Lump Sum Withdrawal</li> <li>• Partial Withdrawal</li> <li>• Systematic Distribution Option(s)</li> <li>• Variety of Annuity Payout Options including life income and/or distributions over a specified period.</li> </ul>	<ul style="list-style-type: none"> <li>• Lump Sum</li> <li>• Partial</li> <li>• Monthly &amp; other scheduled options</li> <li>• Declining Balance</li> </ul>
Annual maintenance fee	No	No	No	No
Contract/Account charges (i.e., annual administrative fee, annual service fee)	2.5 basis points (0.025%) annual asset based fee assessed to mutual fund options only. Example: \$1,000 x .00025= \$0.25	\$30 - waived if account balance exceeds \$25,000, or if contributions exceed \$2,000 within last 12 months. Mortality & Expense Fee (by class) B = 1.15%, L = 1.30%	0.35% annual asset based fee assessed to mutual fund options only.	0.35% annual administrative fee with a maximum annual fee of \$500.
Annuity contract features and charges.	Not applicable	Optional Annual Death Benefit Step Up: 0.10%	Not applicable	Not applicable

Features	MetLife Expert Select (Mutual Funds)	MetLife Financial Freedom Select (Variable Annuity)	Voya 403(b)(7) Mutual Fund	WEA TSA Trust
<p><b>Range of total fees (includes mortality and expenses where total range is indicated)</b></p>	<p>0.025% annual administrative fee assessed to mutual fund options only.</p> <p>Fund expense ratio range: 0.22% to 1.44%.</p> <p>Range of total fees: 0.025% to 1.465%.</p>	<p>Variable funds operating expense range: 0.53% to 1.67%.</p> <p>Fixed account operating expense: 0.0%.</p> <p>Range of total fees: 0.0% to 2.97%, plus \$30</p>	<p>Range of Fund Fees: 0.47% -1.32%</p> <p>Range of Total Fees: .0.0%-1.67%</p> <p>Fund fees depend on investment option(s) selected.</p> <p>Fixed Account operating expense: 0.0% All returns reported are net of investment fees and expenses.</p>	<p>0.35% annual administrative fee with a maximum annual fee of \$500.</p> <p>Fund Expenses range from 0.02% - 1.00% (returns published are net of fund costs).</p>
<p><b>Independent</b></p>	<p>Yes</p>	<p>Yes</p>	<p>Yes</p>	<p>Yes</p>
<p><b>If offering independent advice, summarize high level features</b></p>	<ul style="list-style-type: none"> <li>• No Fee for a one-on-one enrollment meeting.</li> <li>• No Fee for a portfolio analysis or reallocations.</li> <li>• No Fee for a comprehensive retirement plan road map.</li> <li>• No Fee for a comprehensive analysis of the member’s current portfolio.</li> <li>• No Fee for a complete review for current investments, risk tolerance, investment objectives and financial goals.</li> <li>• No Fee for a retirement income projection based on members social security, Wisconsin retirement system and personal investments.</li> </ul>	<ul style="list-style-type: none"> <li>• No Fee for a one on one enrollment meeting.</li> <li>• No Fee for a portfolio analysis or reallocations.</li> <li>• No Fee for a comprehensive retirement plan road map.</li> <li>• No Fee for a comprehensive analysis of the member’s current portfolio.</li> <li>• No Fee for a complete review for current investments, risk tolerance, investment objectives and financial goals.</li> <li>• No Fee for a retirement income projection based on members social security, Wisconsin retirement system and personal investments.</li> </ul>	<ul style="list-style-type: none"> <li>• No additional charges apply to services and education provided by Voya Local Representatives to participants including:</li> <li>• No Fee Portfolio Analysis.</li> <li>• Portfolio Analysis is an evaluation of a member’s current portfolio that includes recommended adjustments to meet financial goals, risk tolerance, and investment objectives.</li> <li>• No Fee Retirement Income Analysis. Analysis takes into consideration the Wisconsin Retirement System, Social Security, and personal retirement savings.</li> <li>• No Fee Face to Face Meetings.</li> <li>• No Fee Asset Allocation Assistance.</li> <li>• No Fee One on one enrollment assistance.</li> <li>• No Fee Distribution and retirement planning assistance for retirees.</li> </ul> <p>** Voya 403(b)1 Variable Annuity Product remains active for existing participants.**</p>	<ul style="list-style-type: none"> <li>• Retirement Income Analysis, which is a for-fee, highly focused retirement plan that takes into consideration the Wisconsin Retirement System, Social Security, and personal retirement savings. The final plan culminates with a cash flow analysis that will predict if you have sufficient resources to successfully retire.</li> <li>• Retirement Income Projection is a for-fee projection of retirement expenses and income, including a Wisconsin Retirement System pension benefit estimate and a Social Security benefit estimate.</li> <li>• Portfolio Analysis is a for-fee evaluation of a member’s current portfolio that includes recommended adjustments to meet financial goals, risk tolerance, and investment objectives.</li> <li>• Free Consultation is a one-hour service to assist members in understanding and determining appropriate asset allocation, evaluating retirement savings options, and calculating savings goals.</li> <li>• All investment advisory services are offered through WEA Financial Advisors, Inc.</li> </ul>

# Program highlights

Features	403(b)(7) Mutual Funds through a Custodial Account (Voya Retirement Choice)
<b>Account services</b>	<ul style="list-style-type: none"> <li>• Personalized one-on-one service and education from your local representative by calling (414) 256-2187</li> <li>• Toll-free account access: (800) 584-6001</li> <li>• Quarterly account statements</li> <li>• milwaukee.beready2retire.com</li> <li>• Dedicated Service Center</li> </ul>
<b>Investment options</b>	Choice of more than 30 investment options (mutual funds under a custodial account) as well as one fixed interest option.
<b>Fixed interest options available and minimum guaranteed interest rate(s)</b> Please refer to the contract prospectus and fund fact sheet(s) for additional information, including restrictions.	<ul style="list-style-type: none"> <li>• Voya Fixed Plus III: 3.00%</li> </ul> Guarantees are based on the claims-paying ability of Voya Retirement Insurance and Annuity Company and do not apply to the investment return or principal value of the mutual funds under a 403(b)(7) custodial agreement.
<b>Death benefit</b>	Not Applicable
<b>Contract/Account charges</b>	0.35% annual asset-based fee on mutual funds only, not applicable to the fixed account.
<b>Maintenance fee</b>	None
<b>Fund fees</b>	Fund management fees and other fund operation expenses apply. Fees depend on mutual fund(s) selected. Please refer to the fund prospectuses for individual fund fee information.
<b>Withdrawals</b> Withdrawals prior to age 59½ will be subject to 10% premature distribution tax.	Employee deferrals and employer contributions (including earnings) may only be distributed upon your: <ul style="list-style-type: none"> <li>• Attainment of age 59½</li> <li>• Severance from employment</li> <li>• Death</li> <li>• Disability, or</li> <li>• Hardship</li> </ul> Note: Hardship withdrawals are limited to: <ul style="list-style-type: none"> <li>– Employee deferrals; and</li> <li>– '88 cash value (earnings on employee deferrals and employer contributions, including earnings, as of 12/31/88)</li> </ul>
<b>Withdrawal charge</b>	None
<b>Additional product features</b>	<ul style="list-style-type: none"> <li>• Roth 403(b) available</li> <li>• Account rebalancing available<sup>1</sup></li> <li>• Self Directed Brokerage Account available<sup>2</sup> (additional fees and charges apply)</li> </ul>





Features	403(b)(7) Mutual Funds through a Custodial Account (Voya Retirement Choice)
<b>Loan fees and interest rates</b> Please note: loans will reduce your account balance, may impact your withdrawal value and limit participation in future growth potential. Other restrictions may apply. Not available for Roth 403(b).	Loan origination fee: \$100 Loan interest rate charged: 6.00% Loan interest earned: 6.00%
<b>Annuity payout guaranteed interest rate</b> Guarantees are based on the claims-paying ability of Voya Retirement Insurance and Annuity Company.	3.00%
<b>Annuity rate tables</b>	1983 Mortality Table A with age set back  The annuity rate tables used to calculate benefits for participants who elect life annuity options (i.e., the lifetime and joint and survivor annuity options) are subject to the 1983 Mortality tables. There is also an adjustment to the 1983 Mortality tables to reduce the annuitant's age by one or more years (depending on the annuity commencement date) to reflect life expectancy improvements since the tables were established.
<b>Example of impact of fixed annuity payout rate tables for fixed annuity and guaranteed fixed interest rate</b>	<ul style="list-style-type: none"> <li>• 1983 Mortality Table A with age set backs</li> <li>• 3.00% guaranteed interest rate</li> </ul> Annuity Payout Example: <ul style="list-style-type: none"> <li>• \$100,000 annuitized as a life income option in 2015 for a 65-year-old MPS participant generates a \$521 monthly payment</li> </ul>

1 Account rebalancing is a program which offers automatic adjustment of fund values to reflect a predetermined mix of investment options on an annual, semiannual, or quarterly frequency.

2 Participants who elect a TD Ameritrade brokerage account pay a \$50 annual fee, charged to the core account investment options annually. Additionally, participants will be responsible for all applicable brokerage account commissions and transaction fees. Brokerage services provided by TD Ameritrade, Inc., member FINRA/SIPC. TD Ameritrade is a trademark jointly owned by TD Ameritrade IP Company, Inc. and The Toronto Dominion Bank. ©2015 TD Ameritrade IP Company, Inc. All rights reserved. Used with permission. TD Ameritrade, Inc. and Voya Financial Partners LLC are separate and unaffiliated entities, and are not responsible for each other's services or policies.



**Not FDIC/NCUA/NCUSIF Insured | Not a Deposit of a Bank/Credit Union | May Lose Value | Not Bank/Credit Union Guaranteed | Not Insured by Any Federal Government Agency**

**You should consider the investment objectives, risks, and charges and expenses of the mutual funds offered through a retirement plan carefully before investing. The fund prospectuses and information booklet containing this and other information can be obtained by contacting your local representative. Please read the information carefully before investing.**

For 403(b)(1) fixed or variable annuities, employee deferrals (including earnings) may generally be distributed only upon your: attainment of age 59½, severance from employment, death, disability, or hardship. Note: Hardship withdrawals are limited to employee deferrals made after 12/31/88. Exceptions to the distribution rules: No Internal Revenue Code withdrawal restrictions apply to '88 cash value (employee deferrals (including earnings) as of 12/31/88) and employer contributions (including earnings). However, employer contributions made to an annuity contract issued after December 31, 2008 may not be paid or made available before a distributable event occurs. Such amounts may be distributed to a participant or if applicable, the beneficiary: upon the participant's severance from employment or upon the occurrence of an event, such as after a fixed number of years, the attainment of a stated age, or disability. Mutual funds under a custodial or trust account agreement are intended as long-term investments designed for retirement purposes. Money distributed will be taxed as ordinary income in the year the money is distributed. Account values fluctuate with market conditions, and when surrendered the principal may be worth more or less than the original amount invested. A group fixed annuity is an insurance contract designed for investing for retirement purposes. The guarantee of the fixed account is based on the claims-paying ability of the issuing insurance company. Although it is possible to have guaranteed income for life with a fixed annuity, there is no assurance that this income will keep up with inflation. Early withdrawals, if taken prior to age 59½ will be subject to the IRS 10% premature distribution penalty tax, unless an exception applies. Amounts distributed will be taxed as ordinary income in the year it is distributed. An annuity does not provide any additional tax deferral benefit; tax deferral is provided by the plan. Annuities may be subject to additional fees and expenses to which other tax-qualified funding vehicles may not be subject. However, an annuity does offer other features and benefits, such as lifetime income payments and death benefits.

For 403(b)(7) custodial accounts, employee deferrals and employer contributions (including earnings) may only be distributed upon your: attainment of age 59½, severance from employment, death, disability, or hardship. Note: hardship withdrawals are limited to: employee deferrals and '88 cash value (earnings on employee deferrals and employer contributions (including earnings) as of 12/31/88).

Insurance products, annuities and retirement plan funding issued by (third party administrative services may also be provided by) Voya Retirement Insurance and Annuity Company, One Orange Way, Windsor, CT 06095-4774. **Securities are distributed by Voya Financial Partners LLC (member SIPC).** Custodial account agreements or trust agreements are provided by Voya Institutional Trust Company. All companies are members of the Voya® family of companies. **Securities may also be distributed through other broker-dealers with which Voya has selling agreements.** Insurance obligations are the responsibility of each individual company. Products and services may not be available in all states.

158771 3013702.E-P-6 © 2019 Voya Services Company. All rights reserved. CN744720\_0321

PLAN | INVEST | PROTECT

Voya.com



# MetLife Financial Freedom Select®

## Facts at a Glance — B & L & C Class\*

*MetLife Financial Freedom Select (MFFS®) is a variable annuity developed by MetLife\*\* to provide a retirement savings vehicle for employees of public schools, colleges and universities, nonprofit hospitals and nonprofit organizations under IRC §501(c)(3). A variable annuity is a contract/certificate between an employee and a life insurance company where, in exchange for your purchase payments, the insurer agrees to pay out a lump sum or a stream of retirement income at a later date. Certain provisions may vary by state.*

### Minimum contribution

None.

*Note: If no purchase payments are made for more than 24 months and the account balance is under \$2,000, MetLife may cancel the contract/certificate, if permitted by law, by paying the account balance less any outstanding loans (if loans are permitted by plan).*

### Transfers among funding options

Currently free and unlimited. Non-taxable. Other restrictions may apply.<sup>1</sup>

### Automated investment strategies<sup>2</sup>

The Equity Generator<sup>®2</sup>

The Rebalancer<sup>®</sup>

The Index Selector<sup>®3</sup>

The Allocator<sup>SM2</sup>

### 3% rollover distribution and direct transfer credit<sup>1</sup> (B and L classes only)

Eligible transfers in the first two employee years receive a bonus of 3% of the transfer. Generally, it is unavailable if assets are from other MetLife or MetLife affiliates' products<sup>4</sup> or if you are over age 65 on the issue date. If any amounts are withdrawn prematurely, either a portion or the entire transfer bonus will be forfeited. Eligible rollover and transfer bonus must remain in the Fixed Interest Account for five years. Other restrictions may apply.<sup>1</sup>

### Death benefit

Assuming income has not started, the standard death benefit is the greater of:

- Account balance;
- Total purchase payments reduced proportionately for withdrawals (including any applicable withdrawal charges);

In each case, the amount is reduced by any outstanding loans, where loans are permitted by plan.

### Optional annual step-up death benefit<sup>\*\*\*</sup>

The greatest of: 1. Account balance; 2. Total purchase payments reduced proportionately for withdrawals (including any applicable withdrawal charges), or 3. "Highest Anniversary Value" on any contract/certificate anniversary prior to employee's 81<sup>st</sup> birthday plus any subsequent purchase payments and reduced proportionately for withdrawals (including any applicable withdrawal charges).

In each case the amount is reduced by any outstanding loans (if loans are permitted by plan). Must be elected at time of purchase and is irrevocable once selected.

### Minimum distribution service

The minimum distribution generally required each year once you reach age 72 or for qualified employer plans when you retire (provided the plan allows and you are not a 5% or more owner of your employer), whichever is later, by federal income tax rules, can be calculated and forwarded from MetLife Financial Freedom Select. Failure to take required minimum distributions for a year will generally result in a 50% penalty tax on the amount of the shortfall. MetLife will calculate the required minimum distribution for this annuity contract/certificate based on information provided and for this annuity contract/certificate only. If the participant opts in, we will remit the required minimum distribution to the participant in installment frequencies elected by the participant. May not be available in all markets.

### Loan provision

The amount that may be borrowed, the interest rate charged, the loan repayment schedules and loan application fees are described in the loan application form and the contract/certificate (Tax Sheltered Annuity (TSA) only). Loan availability and terms may be subject to the provisions of the employer's plan.

*\*As of the close of the NYSE on 10/4/13, no new group sales permitted. Currently available to new participants in existing group plans established by 10/4/13. The C Class is only available to new participants in groups established prior to the close of the NYSE on 6/1/12 with the C Class in the 403(b) ERISA, 403(a), 457(b), or 401 markets.*

*\*\*MetLife refers to Metropolitan Life Insurance Company.*

*\*\*\*Available for an additional Separate Account charge of 0.10% annually.*



**Benefit sensitivity — See prospectus for additional details. State variations may exist.**

No contract/certificate withdrawal charge will apply upon:<sup>5</sup>

- withdrawals of up to 10% of the total account balance per contract/certificate year (after the first contract/certificate year)
- disability (subsequent to first contract/certificate year; you must be less than 65 years old on the date you become disabled and must meet the Social Security Administration definition of disability)
- death
- annuitization
- retirement from the employer you had at the time the annuity was purchased in the 403(b) ERISA, 403(a), 457(b), or 401 markets only (Amounts withdrawn that received the eligible rollover distribution and direct transfer credit are, however, subject to forfeiture.)
  - (after five years from the issue date of the contract/certificate for 403(b) Non-ERISA)
- severance from employment with the employer you had at the time the annuity was purchased in the 403(b) ERISA, 403(a), 457(b), or 401 markets only
  - (after five years from the issue date of the contract/certificate for 403(b) Non-ERISA)
- a direct transfer to another MetLife approved product
- any withdrawal required to avoid federal income tax penalties or satisfy federal income tax rules (for this annuity contract/certificate only) (does not include payments intended to avoid the 10% federal income tax penalty under section 72(t) of the Internal Revenue Code)

**Annual contract/certificate fee**

There is a \$30 annual contract/certificate fee from the investment divisions. The fee will be waived if the account balance is \$25,000 or greater, or if purchase payments of \$2,000 or more were received in the past 12 months. No fee is deducted from the Fixed Interest Account.

**Separate Account charge**

B Class: 1.15% per year; L Class: 1.30% per year; C Class\*: 1.45% per year

*Annual Separate Account charge for American Funds investment divisions is an additional 0.25%.*

Additional investment-related fees and expenses will apply to the selected funding options.

**Withdrawal charges<sup>5</sup>**

Maximum surrender charge schedule shown; state variations exist for CT and MA. The following withdrawal charges apply to the amount withdrawn from the account balance based on the age of the employee's account.

B Class: 12-year withdrawal charge schedule: 9%, 9%, 9%, 9%, 8%, 7%, 6%, 5%, 4%, 3%, 2%, 1%, 0%

L Class: 7-year withdrawal charge schedule: 9%, 8%, 7%, 6%, 5%, 4%, 2%, 0%

C Class\*: No withdrawal charges apply

1. Please see prospectus for more details.
2. No investment strategy can guarantee a profit or protect against a loss. Only one investment strategy may be in effect at a time. The Equity Generator and The Allocator are dollar cost averaging strategies that involve continuous investment in securities regardless of fluctuating price levels. Participants should consider their ability to continue purchases through periods of low price levels.
3. Direct investment into an index is not possible. Certain models in this strategy may be more volatile than other MetLife Automated Investment Strategies. We will continue to implement the Index Selector strategy using the percentage allocations of the model that have been in effect. These percentage allocations will not change. You should consider whether it is appropriate for you to continue this strategy over time if their risk tolerance, time horizon, or financial situation changes. The asset allocation models used in the Index Selector strategy may change from time to time.
4. In Connecticut, bonus also applicable for internal transfers.
5. Ordinary income taxes apply to withdrawals. Withdrawal charges may also apply. Federal income tax rules, with certain exceptions, prohibit withdrawals before age 59½ from a TSA annuity. Some exceptions apply. Where pre-59½ withdrawals are allowed, a 10% federal income tax penalty may apply in addition to ordinary income tax. Consult with a tax advisor to determine whether an exception to these tax rules may apply.

This product is a long-term investment designed for retirement purposes.

**MetLife Financial Freedom Select variable annuity products are offered by prospectus only. To obtain a prospectus, please contact MetLife at the service center number reflected on your enrollment materials. Please carefully read the product prospectus and consider the product's features, risks, charges and expenses, and the investment objectives, risks and policies of the underlying portfolios, as well as other information about the underlying funding options. This and other information is available in the prospectus. Product availability and features may vary by state. All product guarantees, including optional benefits, are subject to the financial strength and claims-paying ability of Metropolitan Life Insurance Company.**

**The amounts allocated to the variable funding options are subject to market fluctuations so that, when withdrawn, they may be worth more or less than their original value. There is no guarantee that any of the variable funding options will meet their stated goals or objectives.**

Like most annuity contracts/certificates, MetLife's contracts/certificates contain charges, limitations, exclusions, holding periods, termination provisions and terms for keeping them in force.

If you are buying a variable annuity to fund a qualified retirement plan or IRA, you should do so for the variable annuity's features and benefits other than tax deferral. In such cases, tax deferral is not an additional benefit of the variable annuity. References throughout this material to tax advantages, such as tax deferral and tax-free transfers, are subject to this consideration.

Any discussion of taxes is for general informational purposes only, does not purport to be complete or cover every situation, and should not be construed as legal, tax or accounting advice. Clients should confer with their qualified legal, tax and accounting advisors as appropriate.

Ordinary income taxes generally apply at withdrawal. Withdrawal charges may also apply. Withdrawals will reduce the living benefit, death benefit and account value. Withdrawals prior to age 59½ from a TSA (before separation of service) are generally prohibited. Where allowed, a 10% federal income tax penalty generally applies, in addition to ordinary income taxes. Consult with your tax advisor to determine whether an exception to these tax rules may apply.

MetLife Financial Freedom Select variable annuity is issued by Metropolitan Life Insurance Company, New York, NY 10166, and distributed by MetLife Investors Distribution Company (member FINRA). Both are MetLife companies. Policy Form numbers G.FFS(08/02) and G-MFFS-1(8/04).

- Not A Deposit • Not FDIC-Insured • Not Insured By Any Federal Government Agency
- Not Guaranteed By Any Bank Or Credit Union • May Go Down In Value



# Mutual Fund Select Portfolios

## Facts at a Glance

Your employer has selected MetLife's\* Mutual Fund Select Portfolios (MFSP) for your retirement savings plan. MFSP allows you to invest in mutual funds ("Funds") by selecting from a list of Funds chosen by your employer (or a third party appointed by your employer).

### Mutual Funds

MFSP offers a wide array of non-proprietary, no-load and load-waived Funds from well-known mutual fund families across a range of asset classes and risk levels, to appeal to every type of participant — from conservative to aggressive.<sup>1</sup> You choose how you want to allocate your plan contributions among a variety of Funds offered in your retirement savings plan, based on your individual risk tolerance and investment style. Then, you can monitor your Funds and adjust as your goals change over time. The full Fund lineup can be found in your enrollment materials.

### Target Date Funds

If offered in your MFSP account, a target date fund can help make it easier for you to save for retirement.<sup>12</sup> The "target date" refers to your potential retirement date or the date when you plan to begin withdrawing money, usually at retirement. Typically, the investments within a target date fund are weighted more towards stocks when the target date is far away and automatically adjusts over time, so that it becomes more heavily weighted towards bonds as the target date approaches.

### Fixed Account Annuity

If a Fixed Account Annuity option is offered together with your MFSP, it provides an annual fixed interest rate.<sup>3</sup> The Fixed Account Annuity is a funding option for participants who desire a committed interest rate. In most states, the Fixed Account Annuity is marketed as the Strategic Value Annuity ("SVA") or the Registered Fixed Account Option available with the Gold Track Select Variable Annuity ("Gold Track Select"). Redemptions under SVA and Gold Track Select may be subject to a market value adjustment and surrender charges. See the prospectuses for SVA and Gold Track Select and Registered Fixed Account Option for more details. Product features and availability vary by state.

### Transfers Between Funding Options

Transfers among mutual funds are free and unlimited. Some funds may assess a redemption fee on Funds shares held for a relatively short-period.<sup>1</sup> Fixed Account Annuity options may be subject to certain transfer restrictions, and if assets are allocated to the Registered Fixed Account Option of the Gold Track Select Variable Annuity, redemptions may be subject to a market value adjustment. See both the Gold Track Select prospectus and the prospectus for the Registered Fixed Account Option available with Gold Track Select for more details.

### Cost of Plan Services<sup>4</sup>

Fees and expenses have always been part of a retirement savings plan. Some fees are associated with the administration of the plan and may be covered by your employer, while others are paid by you based on the specific investments and services you choose. Please refer to your Summary Plan Description (SPD) for specific details regarding costs that apply to your retirement savings plan.<sup>5</sup>

#### Fund sales charges

Funds offered under MFSP have no front-end sales charges. All Funds are purchased at "net asset value," which means that 100% of your contributions are deposited into your Fund selections. However, other charges and expenses may apply to an investment in the Funds.<sup>1</sup>

#### Your expenses for investing in the MFSP Funds

Each Fund offered in your MFSP account has annual operating expenses (management fees, 12b-1 distribution fees, other expenses) and redemption fees (if any).<sup>16</sup> These expenses and fees vary by the Fund. You pay expenses and fees only for the Funds in which you've allocated assets and the fees assessed are based on a percentage of the assets you've allocated to that Fund.

These expenses and fees are not deducted directly from your MFSP account; instead they are paid indirectly through the Fund's expense ratio. The specific expense ratio for each plan designated Fund is listed in the fund fact sheet, which can be found in your enrollment materials.

#### General recordkeeping and other plan services

Many services are necessary for the day-to-day operation of your employer's retirement savings plan. General administrative services include recordkeeping, legal, accounting, consulting, investment advisory and other plan administration services. Some of these expenses are fixed and other expenses vary from year to year. These costs are allocated to each participant in a uniform way either on a separate per participant fee or basis point fee on plan assets. In addition, these costs are generally paid by charging participants' plan accounts or deducted from the plan expense account.<sup>5</sup>

#### Personalized services

Your employer may offer more personalized services such as a Self-Directed Brokerage Account. You pay for any such services only if you use them. These fees are charged directly to your plan account — when you use the service.

\* *“MetLife” refers to Metropolitan Life Insurance Company, and, as the context requires, its affiliated companies.*

1. Prior to investing, please review each Fund's prospectus for information about investment risks, fees, expenses and other important disclosures.
2. Target date funds are designed as a one-step approach; providing you with an asset allocation based upon your presumed retirement date, or the date money is to be withdrawn (i.e., the target date), usually at retirement. They assume that the target date fund is your only investment and that no contributions are made after the “target date” is reached. There is no guarantee that the Fund will not lose money or that it will provide sufficient assets for retirement. The principal value of a target date fund is not guaranteed at any time, including at the target date. Typically, a target date fund is a ‘Fund of Funds’ and has two layers of fees and expenses for the underlying Funds and the target date fund. Target date funds’ allocations move toward emphasizing cash and fixed income elements as the Funds approach their maturity or target date. By reducing exposure to the growth elements, the risk of a sudden drop in the market affecting the retirement date diminishes. Keep in mind that some types of bonds may be riskier than stocks. You must monitor your investment in the target date fund periodically to make sure that it is appropriate for you.
3. In connection with the Fixed Account Annuity option, there is no additional tax benefit in funding your plan account with an annuity. There should be reasons other than tax deferral for investing in an annuity.
4. MetLife and/or its affiliates (“MetLife”) receive fees for providing administrative and recordkeeping services. The fees may be deducted directly from the Participant's account, be paid for by the Employer, be paid from the Plan assets and/or paid from the fees deducted from Participant account values allocated to the mutual funds available under the Plan. The fees can vary based upon the mutual funds that are available in the Plan and Plan participants' asset allocations. Because different mutual funds pay different rates of compensation and rates of mutual fund compensation are subject to change from time to time, compensation received by MetLife varies based on the rates of compensation in effect from time to time. MetLife may receive a finder's fee from certain fund companies, which is additional compensation to MetLife. MetLife may also impose separate transactional fees for certain Participant elected transactions that will be charged directly to Plan Participants unless paid by the Employer or the Plan. MetLife may increase the annual administrative service fee charged to Participants' accounts. MetLife may also pay a portion of the fees it collects to an entity that is designated as a directed trustee or directed custodian of the Plan; or to a third party administrator, or third party investment advisor. MetLife may receive payments for administrative services provided under the third party investment advisory services. MetLife also receives compensation for administrative services on annuities that are issued by unaffiliated insurance companies. MetLife also receives fees with respect to annuities it issues, according to the terms of the annuity contracts and prospectuses, if applicable. If you would like more information on the compensation that MetLife receives, contact your Employer.
5. Your Summary Plan Description (SPD) provides more details about your retirement savings plan, including fees and expenses. You can obtain a copy of your SPD from your employer.
6. Please refer to each Fund's prospectus for a description of these fees and expenses, along with the Gold Track Select prospectus and the prospectus for the Registered Fixed Account Option available with Gold Track Select for more information.

**Investment Performance is Not Guaranteed.**

Mutual funds are sold by prospectus, which is available from your registered representative, if you have one, or by contacting MetLife's service center at 1-800-543-2520. Please carefully consider investment objectives, risks, charges, and expenses before investing. For this and other information about any mutual fund investment, please obtain a prospectus and read it carefully before you invest. Investment return and principal value will fluctuate with changes in market conditions such that mutual fund shares may be worth more or less than original cost when redeemed. Diversification cannot eliminate the risk of investment losses, and past mutual fund performance is not a guarantee of future results.

The Strategic Value Annuity ("SVA") is a registered flexible premium group deferred annuity that provides an annual fixed interest rate declared by Brighthouse Life Insurance Company. SVA is issued on policy form number L-22419C by Brighthouse Life Insurance Company, 11225 North Community House Road, Charlotte, NC 28277. The Brighthouse Life Insurance Company Registered Fixed Account Option available with the Gold Track Select Variable Annuity ("Gold Track Select") credits an annual interest rate declared by Brighthouse Life Insurance Company. The SVA and Gold Track Select are offered by prospectus only. To obtain a prospectus, please contact the service center number reflected on your enrollment materials. This material must be preceded or accompanied by a prospectus for the product. Withdrawals from the SVA or Gold Track Select may be subject to withdrawal charges and a market value adjustment. The market value adjustment may be higher or lower than your contract value. You should carefully consider the product's features, risks, charges, and expenses, and the investment objectives, risks, and policies of the underlying portfolios, as well as other information about the underlying funding choices. This and other information is available in the prospectus, which you should read carefully before investing. The account value is subject to market fluctuations so that, when annuitized or withdrawn, it may be worth more or less than its original value. Product availability and features may vary by state. All product guarantees are subject to the claims-paying ability and financial strength of the issuing insurance company.

Gold Track Select variable annuity is issued by Brighthouse Life Insurance Company under policy form numbers L-14666, L-14669, L-14672, L-14672 CA, L-14669 MO, L-14672 MO, L-14669 ND, L-14672 ND, L-14669 NE, L-14672 NE, L-14634A, L-14669 NYNON4223, L-14672 NYNON4223, L-14669 NY4223, L-14672 NY4223, L-14666OR, L-14669OR, L-14672 OR, L-14666PA, L-14669 PA, L-14672 PA, L-14666TX, L-14669 TX, L-14672 TX, L-14669 UT, L-14672 UT, L-14669 WA, L-14672 WA, L-14666WI, L-14669 WI, L-14672 WI, 11225 North Community House Road, Charlotte, NC 28277, and not MetLife. All variable products are distributed by Brighthouse Securities, LLC (member FINRA). All are Brighthouse Financial affiliated companies. The contract prospectus and contract contain information about the contract's features, risks, charges, expenses, exclusions, limitations, termination provisions, and terms for keeping the contract in force. Prospectuses and complete details about the contract are available from your financial professional and should be read carefully. Product guarantees are solely the responsibility of Brighthouse Life Insurance Company.

Variable annuities are long-term investments designed for retirement purposes. Variable annuities issued by Brighthouse Life Insurance Company, have limitations, exclusions, charges, termination provisions, and terms for keeping them in force. There is no guarantee that any of the variable investment options in this product will meet their stated goals or objectives. The account value is subject to market fluctuations and investment risk so that, when withdrawn, it may be worth more or less than its original value, even when an optional protection benefit rider is elected. All contract and rider guarantees, including optional benefits and annuity payout rates, are subject to the claims-paying ability and financial strength of the issuing insurance company. Please contact your financial professional for complete details.

The Metropolitan Life Insurance Company Registered Fixed Account Option of the Gold Track Select Variable Annuity ("Gold Track Select") (in New York only) credits an annual interest rate declared by Metropolitan Life Insurance Company. Gold Track Select is issued by Metropolitan Life Insurance Company under policy form numbers M-14669 (4223) and M-14669 (Non-4223), 200 Park Avenue, New York, NY 10166. Securities, including Metropolitan Life Insurance Company variable products, are distributed by MetLife Investors Distribution Company (member FINRA). All are MetLife companies. MetLife's policies and contracts contain exclusions, holding periods, termination provisions, limitations, reduction of benefits, surrender charges and terms for keeping them in force.

Gold Track Select (in New York only) is offered by prospectus only, which is available from your registered representative, if you have one, or by contacting MetLife's service center at 1-800-543-2520. You should carefully consider the product's features, risks, charges and expenses. This and other information is available in the prospectus, which you should read carefully before investing. Product availability and features may vary by state. Withdrawals may be subject to withdrawal charges and a market value adjustment. The market adjusted value may be lower or higher than your contract value.

Any discussion of taxes is for general informational purposes only, does not purport to be complete or cover every situation, and should not be construed as legal, tax or accounting advice. Clients should confer with their qualified legal, tax and accounting professionals as appropriate.

MetLife Resources is a division of Metropolitan Life Insurance Company, New York, NY 10166. Securities are distributed by MetLife Investors Distribution Company (member FINRA). Both are MetLife companies.

MetLife is a registered service mark of Metropolitan Life Insurance Company. Brighthouse Financial® and its design are registered trademarks of Brighthouse Financial, Inc. and/or its affiliates.

- Not A Deposit • Not FDIC-Insured • Not Insured By Any Federal Government Agency
- Not Guaranteed By Any Bank Or Credit Union • May Go Down In Value



# WEA Member Benefits

## 403(b) Program Highlights



### Welcome to the WEA TSA Trust 403(b) program!

This is an overview of our program features. To talk with a plan specialist, please call N'Kenza, Sr. Retirement Savings Consultant, at (800) 279-4030, ext. 1133 or direct dial at (414) 203-0363. For specific information about your school plan, please refer to your district's plan document.

#### Eligibility

Generally, all employees earning compensation from the employer may participate in the 403(b) plan (universal availability).

#### Employee Contributions (Elective)

You may contribute a dollar amount or percentage of your gross compensation each pay period to the 403(b) plan.

#### Before-Tax Contributions

- Your contributions are deposited before taxes are taken out, reducing your current taxable income.
- The contributions and earnings grow on a tax-deferred basis—no taxes are paid until the money is withdrawn at retirement.

#### Roth (after-tax) Contributions

You may also contribute on a Roth basis to the 403(b) plan if available in your employer's plan.

- Roth contributions are deposited after taxes are taken out.
- Roth contributions grow tax-free and no taxes are paid on qualified withdrawals.

#### Contribution Limits

Unless otherwise indicated in your district's plan document, the IRS allows both before-tax and Roth dollars in your 403(b); however, your total combined personal contributions may not exceed \$19,500 for 2021, unless you are eligible for the catch-up limits available. If you are age 50 or older, you may contribute an additional \$6,500 (for a total of \$26,000) in 2021. If you have 15 years or more of service with your current employer, you may also qualify to contribute an additional \$3,000 a year (for a total of \$29,000).

Please refer to your district plan for catch-up availability. Contact us at 1-800-279-4030 if you think you qualify for the long service catch-up, and we can help you complete the calculation form.

#### Employer Contributions (Nonelective)

The employer may make nonelective employer contributions to accounts of designated employees if authorized in the plan. These contributions are 100% vested (just like employee elective contributions) unless otherwise indicated in the plan documents or employee contracts.

Total employee elective and employer nonelective contributions may not exceed \$58,000 in 2021 (or \$64,500 if participant will be age 50 or older in the current calendar year).

#### Administrative Fee

- You will be charged an annual administrative fee of 0.35% (35/100 of 1%) on your average annual account balance. The maximum administrative fee you will pay per calendar year is \$500.
- An annual minimum fee of \$25 applies to accounts with no annual contributions (inactive accounts).
- The WEA TSA Trust 403(b) program does not assess any other fees. There are no sales loads, no mortality charges, no contribution fees, and no surrender charges or withdrawal fees of any kind.
- For current management fees for mutual funds offered by WEA TSA Trust, see the *Investment Spectrum* or go to [weabenefits.com](http://weabenefits.com).

>over



## Investments

You select how to invest your contributions. Our investment lineup includes fixed income options, a variety of mutual funds including Target Retirement funds, and Model Portfolios that are screened and monitored by an investment committee. See the *Investment Spectrum* for more details about investments.

## Guaranteed Investment

Assets in the Prudential Guaranteed Investment\* account earn a 2.55% annual rate of return in 2021.

\*Interest is compounded daily to produce a yield net of Prudential's administrative fee of 0.60%. PRIAC is compensated in connection with this product by deducting an amount for investment expenses and risk from the investment experience of certain assets held in PRIAC's general account.

All earnings on investments are credited gross of 403(b) and IRA program fees.

The Prudential Guaranteed Investment is a group annuity insurance product issued by Prudential Retirement Insurance and Annuity Company (PRIAC). Amounts contributed to the contract are deposited in PRIAC's general account. Payment obligations and the fulfillment of any guarantees specified in the group annuity contract are insurance claims supported by the full faith and credit of PRIAC. PRIAC periodically resets the interest rate credited on contract balances, subject to a minimum rate specified in the group annuity contract and subject to change. Past interest rates are not indicative of future rates. Participant Level Protections (PLPs) are in place to help preserve the guarantee of the fund. PLPs may limit your ability to withdraw funds from the fund. For more information on the PLPs and how it may affect your account, please reference the Prudential Guaranteed Investment PLP question and answer sheet or by calling Retirement and Investment Services at 1-800-279-4030, Extension 8568.

## Mutual Funds

Our lineup of mutual funds includes no-load funds from fund families such as Vanguard, T. Rowe Price, John Hancock, PIMCO, Parnassus, Fidelity, ClearBridge, Pioneer, and Invesco. The Vanguard target retirement funds provide portfolio allocations based on the year in which a participant plans to retire, making it an option for those who do not wish to spend a lot of time managing their investment.

WEA Member Benefits has been helping Wisconsin public school employees and their families achieve their financial goals by providing personal insurance, retirement and investment, and financial planning programs that are designed specifically for the education community.

Before investing in any mutual fund, visit [weabenefits.com](http://weabenefits.com) to request a prospectus. We advise you to read it carefully and consider the fund's investment objectives, risks, and charges and expenses carefully before investing. The prospectus contains this and other information about the investment company. Mutual fund redemption fees may apply.

Target retirement funds invest in a mix of stock and bond funds that steadily become more conservative as they approach their target date. Target retirement funds are not guaranteed and may gain or lose value now and after their target date.

Visit [weabenefits.com](http://weabenefits.com) for more detailed information on funds offered by the WEA TSA Trust program and up-to-date performance information. Past performance is not a guarantee of future results. Future performance may be higher or lower than past performance.

## Customer Service/Education

If you need assistance enrolling, you may meet with a consultant or call our Madison office at 1-800-279-4030. You may also enroll online at [weabenefits.com](http://weabenefits.com).

Employees can access qualified specialists any business day from 7:30 a.m. to 5:00 p.m. All specialists are licensed registered representatives of WEA Investment Services, Inc., and have extensive knowledge of the 403(b) and IRA plans.

*Kelly Behnke*

Worksite Benefit Consultant

Email: [kbehnke@weabenefits.com](mailto:kbehnke@weabenefits.com)

*N'Kenza Whitlow*

Retirement Savings Consultant

Email: [nwhitlow@weabenefits.com](mailto:nwhitlow@weabenefits.com)

MTEA Office: (414) 259-1990, Extension 1133

Madison Office: 1-800-279-4030

Registered Representative of and securities offered  
through WEA Investment Services, Inc.  
660 John Nolen Drive Madison, WI 53713

The Trustee Custodian for the WEA Member Benefits IRA accounts is Newport Trust Company. The 403(b) retirement program is offered by the WEA TSA Trust. TSA program registered representatives are licensed through WEA Investment Services, Inc., member FINRA. The Trustee Custodian for the Personal Investment Accounts is Mid Atlantic Trust Company. The Personal Investment Account Program is offered by WEA Financial Advisors, Inc., a registered and investment advisor under the WEA Member Benefit Trust. All investment advisory services are offered through WEA Financial Advisors, Inc. The terms and conditions of your employer's 403(b) plan are exclusively controlled by the district's plan document. Please refer to your district's plan document for details. This flyer is for informational purposes only and is not intended to constitute legal, financial, or tax advice. Certain recommendations or guidelines may not be appropriate for everyone. Consult your personal advisor or attorney for advice specific to your unique circumstances before taking action.



## ACCOUNT LOGIN

On the website, enter your User ID and Password and click on "Login". When you login the first time, your Username/ID is your Social Security number. A unique Password will be assigned to you by planwithease.com and mailed to your home address. Please note that some characters in your assigned Password may look similar as shown in this sample password:

**Sample Password**      i as in "ice"      l as in "letter"  
1 as in "123"      ui1ltVIC      l as in "Isaac"

As part of your first login, you will be prompted to create your own unique Username/ID and Password after setting your login security questions and answers. The Username/ID and Password you create will be used for subsequent logins.

If you are unable to login and access your account, please email us at [customerservice@planwithease.com](mailto:customerservice@planwithease.com) or contact the customer service team at 855-464-6928. Customer Service Associates are available for plan participants Monday-Friday, 8 AM to 6 PM (Central time). Associates are authorized to speak only with plan participants to provide login assistance or help with site navigation. All withdrawal requests must be submitted by participants through planwithease.com.

## USING PLANWITHEASE.COM

Your employer has selected planwith**ease**.com as the website to be used to request approval for certain distributions (e.g., loans, hardship withdrawals, transfers, etc.) from your retirement plan. While planwith**ease**.com provides approval for distribution transactions, the actual distribution of assets from your account must be processed by the Investment Provider(s) you have elected for your retirement plan. The Participant User Guide in planwith**ease**.com provides further explanation and an overview of each screen. The Guide can be found on the top menu once logged into planwith**ease**.com.

### Communication from planwith**ease**.com

To ensure that you can receive and view all of the information you will need from planwith**ease**.com, please take the following steps:

- Add “customerservice@planwith**ease**.com” to your email contacts list to ensure that you receive all communications from planwith**ease**.com. You can use your work email address if your employer allows, or a personal email address.
- Enable or allow "pop-up" windows from planwith**ease**.com in your Internet browser.

### Requesting Approval for Distributions

If you want to take a distribution from your account, select “Request Transactions” from the top menu in planwith**ease**.com and then select the type of distribution desired. The options available to you will be determined by your plan’s guidelines and your eligibility for the requested distribution. Follow the instructions on screen to submit your request. Note: Some distribution requests require additional documentation be mailed or faxed (866-771-5047) to planwith**ease**.com for review before approval can be granted.

### Obtaining Approval Certificate

After you have successfully completed the request and been approved, you will receive an online notice confirming your request and alerting you that an Approval Certificate is available for download. A link to the Certificate will appear on screen. In addition, the Certificate can also be found by selecting “Documents” from the top menu in planwith**ease**.com and then “Reports/Letters”. The Certificate confirms the details of your request and is required by your Investment Provider.

### Requesting Distribution of Assets from Your Account(s)

Once you have an Approval Certificate from planwith**ease**.com, you can contact your Investment Provider to initiate the distribution of assets from your retirement plan. Your Investment Provider will require that you provide a copy of the Approval Certificate. The Certificate serves as your employer’s signature and authorization for your distribution request. Note: Your Investment Provider may apply contractual terms and restrictions in addition to your plan’s provisions.

Please submit the completed form to  
your Local Vendor Representative  
Or Fax to: 1-812-492-0883  
Or Email to: [MPSservicebox@voyas.com](mailto:MPSservicebox@voyas.com)  
Do not return the form to MPS



## 403(b) Salary Reduction Agreement

PAYROLL EFFECTIVE DATE: \_\_\_\_\_

(Please Note: If your election is received after the payroll processing deadline, it will be effective on the next Paycheck.)

(Please Check All Applicable Boxes – see instructions on page 2)

Initial 403(b) Salary Reduction Agreement Complete Employee and Employer information, sign and return

Change in Contribution Amount

Investment Provider Allocation, and/or Money Source

Terminate Agreement (Stop/Cancel) Complete Employee information, sign and return

Restart Contributions

Suspend Contributions

(Please check all applicable, if you qualify under – see instructions on page 2)

Age 50+ Catch-Up

Employee Information (Please Print)	Employee Name (first, middle initial, last)	Social Security Number
	Employee Address (Street, City, State, ZIP Code)	Telephone Number
	Date of Birth (MM/DD/YYYY)	Email Address
Employer: Milwaukee Public Schools		

403(b) Salary Reduction Election	Effective with Paycheck Date: _____ (allow for at least one pay cycle to be effective)
	I elect to reduce my salary by \$ _____ each pay period for (check one):
	<input type="checkbox"/> 20 pay periods (for 10/11-month employees) OR <input type="checkbox"/> 24 pay periods (for 12-month employees): per calendar year and have that amount contributed to my Employer's 403(b) program for an estimated annual contribution of \$ _____

Money Source	<input type="checkbox"/> 403(b) Pre-Tax <input type="checkbox"/> Roth 403(b) After-Tax
--------------	--

Investment Provider Allocation Election *(Allocation must be in whole percent and must be equal to 100%)	Effective with paycheck date above, please allocate 403(b) contributions as follows: (Employee is responsible for establishing an account with the Investment Provider before any amounts are contributed by the Employer to the Investment Provider)				
	Investment Provider	Plan Number	Account Number	*Allocation Percent	
				Pre-Tax	After-Tax ROTH
	Voya 403(b)(1) Variable Annuity Product	VG0198			
	Voya 403(b)(7) Mutual Fund Product	666278			
	MetLife Expert Select (Mutual Funds)	1013891-02			
	MetLife Financial Freedom Select (Variable Annuity)	0836786			
	TIAA-CREF	403424			
WEA TSA Trust	800661				
				*100%	

In witness whereof, this Agreement has been executed by and on behalf of the parties in accordance with all the terms and conditions contained above and on the second page of this document.

Employee Signature

Date

Representative Signature/Name of Company

**Please note:**

This Agreement is intended to meet the requirements of, and qualify under, Section 403(b) of the Internal Revenue Code of 1986, as amended, and of the plan adopted by Employer. The Employer and Employee agree that the employment agreement between Employer and Employee is being initiated or amended as stated above. This amendment is incorporated and made a part of the agreement as of the effective date above.

The terms of this Agreement are as follows: (1) The Agreement is a legal and binding contract and is irrevocable with respect to amount earned while it is in effect, and applies only to amounts earned while it is in effect; (2) It shall automatically apply to the employment agreement between Employer and Employee for each succeeding year unless amended or terminated by a written notice to one of Employer approved vendors; (3) It is suspended/terminable at any time for amounts not earned; (4) A termination request remains in effect unless or until a new Agreement is submitted; (5) It replaces any previous Agreement and therefore includes all applicable contribution choices; (6) Employee irrevocably waives and releases all present and future rights to receive payment of said amounts earned from Employer while this agreement is in effect in exchange for the payment of said amounts to the Employee's account with the Investment Provider or Providers identified above.

Combined contributions in the Pre-Tax 403(b) and the Roth 403(b) After-Tax may not exceed the limits of IRC 401(a) (30), 402(g)(1), 403(b)(1)(E), 415(c) and any other applicable IRC provisions.

**Instructions for completing the top part of Page -1- of Salary Reduction Agreement:**

Please follow these instructions and check the appropriate box on page 1 that pertains to you:

Initial 403(b) Salary Reduction Agreement

You have never contributed to the 403(b) Plan and would like to start contributing.

Change in Contribution Amount

You are currently contributing to the 403(b) Plan and would like to change the amount of your contributions.

Investment Provider Allocation, and/or Money Source (supersede any prior agreement)

You are currently contributing to the 403(b) Plan and would like to continue to contribute the same amount but with a different 403(b) vendor and/or Money Source (i.e. 403(b) pre-tax or Roth 403(b) after-tax).

Terminate Agreement (Stop/Cancel)

You want to stop contributing to the 403(b) Plan.

Restart Contributions

You were contributing to the 403(b) Plan but not currently contributing and would like to start contributing again.

Suspend Contributions

You want to stop contributing to the 403(b) Plan but may want to contribute in the future.

Age 50+ Catch-Up

You are above the age of 50 years and want to make additional contributions. Please verify the amount of such additional contributions with your investment provider.