



TAX-DEFERRED RETIREMENT PLAN

(optional and in addition to the ERS Retirement Plan)

Effective 10/16/18, HTA is pleased to announce the 403(b) retirement plan, also known as a Tax Sheltered Annuity (TSA), as an added benefit to our employees. The plan will be administered by a Third Party Administrator called National Benefit Services. The 403(b) retirement plan acts very similar to a 401(k) plan and provides several benefits including:

- Contributions to the plan are tax deductible meaning that you do not pay taxes on contributions made to the plan. This also reduces income tax expenses and may very well reduce your tax bracket. Taxes will be paid on the funds when taken from the account at retirement.
- Roth contributions can be made, but taxes are paid at the time of contribution. Account balances grow over time, and taxes are not paid on the contributions, nor on the interest earned on the account once it is taken out.
- Loans or hardship withdrawals can be taken from the account if certain circumstances are met. This will slow the path to retirement but can provide financial relief in a time of need.

We are excited to offer this valuable benefit to our employees and encourage everyone to participate. In order to establish a new 403(b) and begin contributions follow the steps below:

1. Determine which company you would like to invest your contributions with. A list of approved vendors can be found by accessing the NBS website:
<http://www.nbsbenefits.com/non-erisa-403b-forms/>
2. Contact the vendor of your choosing directly to obtain and submit all necessary paperwork to open the account.
3. Complete a Salary Reduction Agreement with the Vendor
4. Vendor will send Salary Reduction agreement to NBS.
5. National Benefit Services (NBS) will send the final salary reduction agreement to HTA Payroll.

Please, review the [Universal Availability Notice](#) for more information and if you have any plan-related questions, feel free to contact NBS Customer Service Center at: 800.274.0503 option 5 403bsupport@nbsbenefits.com