

April 23, 2015

Notice of Administration Fee 403(b) and 457(b) Accounts

Tax Deferred Solutions (TDS) is contracted by Conejo Valley Unified School District to administer its 403(b) plan, and 457(b) plan. Administration of these plans includes making sure they are in compliance with Internal Revenue Service regulations. Effective January 1, 2009, the IRS made significant changes to the management and oversight requirements for certain plans.

Prior to the changes to the regulations in 2009, the providers of investment products (or 'vendors') were responsible for establishing accounts, recordkeeping, and authorizing distributions, as well as tax withholding and reporting. These obligations, which had not been previously associated with sponsoring a 403(b) plan, under the 2009 regulations are now the **responsibility of the employer or an appointed plan administrator**.

This regulatory change requires significant coordination between all plan vendors for any transactions performed on behalf of a plan participant. The information needed to administer the 403(b) or 457(b) plan often is not held by a single party, but by multiple entities including the participant, vendor, and employer. The plan administrator appointed by your employer is required to coordinate this information among all parties involved. As your employer's plan administrator, TDS acts as a conduit of information that is used to perform the daily administrative functions required under the plan document, such as monitoring contribution limits, certifying hardship distributions, and coordinating loans with multiple vendors.

To cover the costs necessary to maintain a compliant plan, TDS charges your employer a \$3/month fee for each active account within the plan.

Many vendors are paying this \$3/month administration fee for plan participants; however some vendors have elected not to. Participants contributing to vendors that have elected not to pay this fee will have the \$3 fee deducted each month from the participant's after-tax pay.

(Included with this notice is a list of vendors that have agreed to pay the administration fee, and a list of vendors that have declined to pay the fee.)

If you are beginning contributions to a vendor or currently contributing to a vendor that has not agreed to pay the \$3/month administration fee, you have the following options:

1. Keep Your Current Vendor

The \$3/month fee will be deducted on an after-tax basis through a payroll deduction from your paycheck.

The value of keeping your current vendor can best be determined by you or in consultation with your advisor. All the vendors offered in your plan were established prior to the 2009 regulations, and therefore have benefits where internal costs are concerned. In many cases retaining your current product is the best course of action.

Retaining your vendor and covering the compliance costs associated with plan administration outside of your investment vehicle may assure you the most cost effective way of participating.

If you choose this option, here's what you need to do:

No action is needed if you select this option. Deduction of the \$3/month fee will continue or for new participation will begin.

2. Change Vendors

You may also choose a new vendor that will pay the \$3/month administration fee for you. If you decide to begin contributing to a new vendor, you are not required to transfer funds from your old account, though you may do so if you desire.

If you choose this option, here's what you need to do:

Select a new vendor from your employer's approved list. Once you have selected the new company, complete the proper application to establish an account and submit a new Salary Amendment Agreement (SAA) form to your employer. The SAA should indicate that you want to stop contributions to your current vendor and begin contributions to the new vendor.

**** Please review all investment choices thoroughly and seek guidance from an investment professional before making a decision. ****

Participation in a 403(b) or 457(b) plan is entirely voluntary. You may start, stop, and change contribution amounts and investment providers throughout the year. Please, always remember to read and understand the information provided to you regarding your investment selections prior to starting or changing 403(b) or 457(b) contributions. If you have any questions about the information contained in this notice, or would like additional assistance, please contact the Plan Administrator, Tax Deferred Solutions, at 866.446.1072 or via email at planadministrator@tdsgroup.org.

PARTICIPATING VENDORS (NO CHARGE)

The following vendors **will** cover the \$3/month administration fee and it will not be charged to plan participants.

- American Fidelity Assurance Company
- Americo Financial Life and Annuity Insurance Company
- Ameriprise Financial Inc.
- Ameritas Life Insurance Corp.
- Annuity Investors Life Insurance Company (GALIC)
- AXA Equitable Life Insurance Company
- Commonwealth Annuity and Life Insurance Company
- First Investors Corporation
- Great American Advisors, Inc.
- Great American Life Insurance Company (AILIC)
- Great-West Life & Annuity Insurance τ
- GWN Securities, Inc.
- Horace Mann Companies
- Industrial-Alliance Pacific Life Ins Co, US Branch
- Legend Group, Inc., The
- Life Insurance Company of the Southwest
- Lincoln Investment Planning, Inc.
- Lincoln Nat'l Life Ins Co (Lincoln Fin Grp), The
- MassMutual, through its subsidiary, C.M. Life Insurance Co.
- MetLife Insurance Company of Connecticut
- Metropolitan Life Insurance Co -aka - MetLife, MetLife Investors, MetLife Resources
- Midland National
- Modern Woodmen of America
- National Health Insurance Co (NHIC)
- New York Life Ins. & Annuity Corp.
- North American Company for Life and Health
- Oppenheimer Funds Distributor, Inc.
- PFS Investments Inc.
- PlanMember Services Corp
- Putnam Investments
- Security Benefit
- Thrivent Financial for Lutherans
- Thrivent Investment Management Inc.
- Transamerica Life Insurance Company
- United Teacher Associates Insurance Company
- USAA Investment Management Company
- USAA Life Insurance Company
- VALIC
- VOYA Financial

- Waddell & Reed, Inc.

NON-PARTICIPATING INVESTMENT VENDORS

The following vendors require the participant to pay the \$3/month administration fee through payroll deductions.

- American Century Investments
- American Funds Distributors, Inc. (AFD)
- American United Life (AUL), a OneAmerica Financial Partner
- CalSTRS
- Fidelity Investments Institutional Services
- Franklin Templeton Investments
- FTJ FundChoice, LLC
- Jackson National Life Ins. Co.
- Pacific Life Insurance Company
- Pentegra Retirement *
- Principal Funds Distributor, Inc. (PFD)
- RSG Securities, a Division of Independent Financial Group, LLC
- TIAA-CREF (Teacher's Ins & Annuity Assoc of America)
- T. Rowe Price
- Transamerica Fund Services, Inc.
- UNUM †
- Vanguard Group, The
- Western National Life Insurance Company

** This Investment Provider has agreed to pay a portion of the administrative fee and will charge the remainder of the fee to the participant's account directly.*

† This Investment Provider is not accepting new accounts.