



**Re: Annual Notification of “Universal Availability” to Contribute to 403(b) Plan**

This letter is notification that eligible employees of The Arc Baltimore as defined below, may contribute to the 403(b) Thrift plan that we make available.

Eligible employees are permitted to elect to contribute and to stop or change the amount of those contributions periodically. All contributions must be made by salary reductions (called “elective deferrals”).

***Please note*** – although you have received this letter, you may not be eligible to participate in the 403(b) Thrift plan. Please read the following section on “Eligibility” for rules regarding who can participate in the plan. If you have questions about your eligibility, please contact Human Resources.

**Eligibility**

As an employee of The Arc Baltimore you are eligible to participate in the plan, unless you fall into one or more of the following categories:

- You are a student performing services under a qualified work-study program as described in Section 3121(b)(10) of the Internal Revenue Code;
- You are a non-resident alien.

**Enrollment**

If you have not received one or more of the following materials, please contact Human Resources promptly:

- Enrollment Form for 403(b) Thrift plan;
- Salary Reduction Agreement;
- Summary Plan Description (SPD) Booklet;
- Prospectuses of Separate Account No. 2 and the Underlying Funds.

Your participation will begin at the start of the payroll period following the date that our Payroll Department processes your completed enrollment form(s).

## **Contributions**

### **What kind of contributions can I make to the plan?**

The plan accepts pre-tax salary deferral contributions

### **How much money can I contribute?**

The IRS limits the annual contributions you can make to a 403(b) plan. For 2013, the limit is \$17,500.

If you have worked for 15 years, you are also eligible to contribute up to an additional \$3,000 a year, for a total of \$20,500 in 2013. If, in addition, you reach age 50 (or older) in 2013 you can contribute up to \$5,500 more, for a total of \$26,000. If you have not reached age 50 in 2013, but have worked at least 15 years, you may still contribute up to an additional \$3,000. If you turn age 50 (or older) in 2013, but do not have 15 years of service with us, you may still contribute up to an additional \$5,500.

Please check with your tax adviser and your investment provider to determine if this applies to you.

## **For More Information**

If you have any questions, please contact Veronica Hall at 410-296-2272 ext. 5111.

Sincerely,

**The Arc Baltimore**

Enclosures