

December 10, 2009

Re: Changes in San Dieguito Union High School District 403(b) Plan Effective January 1st, 2010

**This notice is to inform you about changes in the district's 403(b) retirement plan that you will see effective on January 1, 2010. Here are the important things you need to know about this change:**

CalSTRS will be the third party administrator (TPA) contracted by the district to provide this service.

Please keep in mind that as your TPA, CalSTRS will be able to answer any of your questions that have to do with process and procedure, approved vendor list, the online system, etc. CalSTRS will not be able to do any "advisory" work when it comes to answering questions about the vendors investments, asset allocations, account fees, etc.

1. *For the two weeks prior to your plan's effective date, you will not be able to make any changes to your 403(b) plan payroll deduction. This suspension of changes in salary reduction elections will be between December 15th and December 31st.*
2. **Prior** to January 1, 2010, you may call 888-394-2060 to answer any of your questions regarding the change. After January 1, 2010, please call (800) 943-9179 or go to the 403bComply website as listed further on in this notice.
3. SDUHSD will not be currently on the CalSTRS 403bComply website until the effective date of January 1, 2010, because once a district is on the CalSTRS website, that district is live and can be used to make salary reduction agreement (SRA) changes. We cannot have employees making changes prior to the go live date.
4. All 403(b) salary reduction agreements will now be done online through an Internet website. If you want to contribute through payroll deduction to the plan or make changes to your existing deductions in the plan after the effective date, you will do this online through the CalSTRS 403bComply website, [www.CalSTRS403bComply.com](http://www.CalSTRS403bComply.com).
5. Once the vendors start supplying data to us for your plan, you will be able to use the website to see your account balance with many of the vendors in the plan.
6. After the effective date, you will be required to request distributions, transfers/exchanges, rollovers and loans through the website.
7. Please notify us at [403b@CalSTRS403bComply.com](mailto:403b@CalSTRS403bComply.com) if you have any inactive 403(b) accounts, if you are not currently contributing to them. Under the new IRS regulations, *you will no longer be able to obtain loans or distributions from these accounts unless we are notified about the account and it becomes a part of your employer's plan.*
8. Your plan is required to operate under a Written Plan that complies with IRS rules. **After the effective date of January 1, 2010**, you will be able to see a summary of the plan rules by going to the CalSTRS 403bComply website, [www.CalSTRS403bComply.com](http://www.CalSTRS403bComply.com), and selecting your employer's name.

9. Only the vendors listed on the website will be allowed to offer annuities or other investments in the 403(b) plan. You will choose both a vendor and a product when you set up a payroll deduction or change a deduction. All vendors who (a) are on the approved list of 403(b) vendors and products published by 403bCompare and (b) agree to follow your employer's 403(b) plan rules and meet the administrative requirements necessary for your employer (and CalSTRS 403bComply) to keep the plan in compliance with federal and state laws will be the vendors available in the plan.
10. *If your vendor is on the list of approved vendors on the [www.CalSTRS403bComply.com](http://www.CalSTRS403bComply.com) website, you do not need to do anything. If your vendor is not on this list, you must choose another vendor among those listed on the website.*
11. CalSTRS **does not** have an ISA with American Funds therefore employees will not be able to continue deductions to American Funds. A letter to employees with American Funds explaining their options is available on the district's website.
12. If you have questions about fees associated with a particular vendor, you will need to contact that vendor directly.
13. You may review and/or download the step by step procedures on navigating the 403bComply website on the district's website.

The district and CalSTRS 403bComply will make a sincere effort to implement the transition with as little disruption to you as possible.

CalSTRS 403bComply is completely independent of the investments and vendors offered in the plan and CalSTRS 403bComply will not sell 403(b) products to employees.

CalSTRS 403bComply looks forward to serving you as the Plan Administrator. If you have any questions, please contact us by email at [403b@CalSTRS403bComply.com](mailto:403b@CalSTRS403bComply.com) or by calling (800) 943-9179.

**\*If you do not have Internet access or need assistance, please call us at (800) 943-9179 and we can assist you with these services by phone. To make a 403(b) salary reduction election or change online please follow the instructions below.**

1. Go to [www.CalSTRS403bComply.com](http://www.CalSTRS403bComply.com)
2. Click on "Login to Retirement Solution" on the left side of the screen
3. If you are currently a participant in the 403(b) plan:
  - a. Click on "Login"
  - b. Enter your Social Security Number as the User ID and the last four numbers of your Social Security Number for the Password, then click on "Participant"
4. If you are not currently a participant in the 403(b) plan:
  - a. Click on "Login"
  - b. Choose "New to the System, Enroll Now"
  - c. Enter Your Social Security Number as the User ID
  - d. Enter Your Social Security Number as the User ID and the Plan Password for your employer (this is available online under "Plan Description.")
5. If you have any problems, please call CalSTRS 403bComply Customer Service at (888) 892-7494
6. Additionally, you may review and/or download the step by step procedures on navigating the 403bComply website on the district's website.