



309 South K Street • Oxnard, California 93030 • (805) 385-2500 • FAX (805) 483-3069

To: All OUHSD Employees  
From: Patsy Thomas, Director Fiscal Services  
Regarding: Voluntary 403(b) and 457(b) Plan Eligibility

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Visit our Website at  
[www.ouhsd.k12.ca.us](http://www.ouhsd.k12.ca.us)

As an employee of the Oxnard Union High School District you may be eligible to participate in the Employer's 403(b) or 457(b) Plans. Participation in either Plan is voluntary and allows you to contribute pre-tax dollars, taken directly from your pay check, into a retirement account with an Investment Provider of your choice (*Investment Provider must be available within the Employer's 403(b) or 457(b) Plan*).

**How to Participate:**

An employee that meets the hourly requirements of 1,000 hours a year for the previous year or 20 hours a week is eligible to contribute. Employees can begin and stop participating at any time by submitting a Salary Reduction Authorization form (SRA) which can be found on the District website. Once you have selected an Investment Provider and opened an account, return the completed and signed SRA to your payroll department to begin contributing.

**Finding an Available Provider:**

Employees can work with a financial advisor of their choice, or with no advisor depending on the Investment Provider they select. Contact the Provider (or the advisor) you wish to work with and obtain an enrollment form for either a 403(b) or 457(b) Plan. Available Investment Providers can be found on the website, **[www.403bcompare.com](http://www.403bcompare.com)**

**How Much Can Be Contributed:**

2016 "Normal" Contribution Limit, for 403(b) and 457(b).....\$18,000  
Additional Age-Related Annual "Catch-Up" Limit, for 403(b) and 457(b).....\$ 6,000  
Additional 402(g) Contribution Limit for a 403(b).....Additional Amount Varies\*  
Final 3 Years Contribution Limit for a 457(b).....Additional Amount Varies\*

*\*advisor counseling may be beneficial*

Once the enrollment form has been completed and signed by all necessary parties it should be forwarded directly to the Provider (*please note: some enrollment forms will require the signature of an Employer or Third Party Administrator – these enrollment forms should be directed to Tax Deferred Solutions for signature and forwarding*).

These plans are administered through the Oxnard Union High School District Plan Administrator: Tax Deferred Solutions. TDS can be reached at:

Tax Deferred Solutions  
Attn: Account Management  
6939 Sunrise Blvd, Suite 209, Citrus Heights, CA 95610  
Phone: (866) 446-1072 / Fax: (916) 221-5040  
Website: [www.tdsgroupadmin.org](http://www.tdsgroupadmin.org)  
Email: [plan-education@tdsgroup.org](mailto:plan-education@tdsgroup.org)

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