



Date: 01 November 2009

To: Danville District 118 Employees

From: Brook Jones, Benefits Coordinator

Subject: Notice of availability to participate in Danville CCSD 118's 403(b) Plan

Danville CCSD 118 offers a 403(b) Tax Sheltered Account Plan. As an eligible employee you have the ability to participate in this Plan by making voluntary salary reduction contributions to the Plan.

The following attachments are also available in the Benefits Office at 516 N. Jackson St. and under the *Benefits* tab on District website at www.danville.k12.il.us:

1. A Plan Summary Description including a list of **participating investment providers and 403(b) investment products**. This document provides an overview and outlines general provisions of the 403(b) Plan.
2. Employee Handbook
3. A Salary Reduction Agreement. This form should be used to begin participation in the Plan or change your current salary reductions. If you wish to begin participating in the Plan you should complete the Salary Reduction Agreement as instructed. You may obtain a list of financial representatives that can assist you by visiting <http://employeradmin.com>. Once you have accessed the website please follow these instructions:
 - Select "Employee" from the left menu
 - Select your state from the drop down menu
 - Select your employer from the second drop down menu
 - Select the "Forms/Instructions" link

You may also view other information about the plan at <http://employeradmin.com> including, a copy of the Plan Document, forms, processing instructions, and access a copy of the Employee Handbook.

If you have further questions please contact Brook Jones, Benefits Coordinator, via email at bkjones@danville.k12.il.us or at 217.444.1053.

