

**Your guide to starting your Salary Reduction Agreement (SRA)**

1. **Ask The Question: Ask your School District** **or Benetech for a list of the approved providers which you can choose to contribute your salary reduction towards. When you have the list, look in to which provider best suits your needs, this may include considering any administrative fees the provider has.**
2. **Set It Up: Once you have chosen a provider, set up an account with them. This is simple, contact the provider and tell them that you would like to set up a 403(b) account under the School District.**
3. **Now It Is Set Up: Now that you have established an account with a provider, it is time to think about how much you would like to contribute. This is completely your decision.**

**Please keep in mind the maximum allowable contribution limits**

**Under the age of 50 ($19,500)**

**50 years and over ($26,000)**

**After 15 years of service for School District you are permitted a catch-up contribution, this is:**

**$3,000 per year = $15,000 maximum for 5 years.**

**You must advise the School District of this as Benetech needs to factor the years of service and monies contributed through the plan.**

1. **It Is Time To Fill Out The SRA Form:**
* **Ensure you read this document thoroughly all the way through, it is a contract.**
* **Enter your employer at the top of the page; this is the School District.**
* **Section 1: Fill in your basic details. Complete all the sections. These details make it easier for us to process the document for you.**
* **Section 2: Please read this section. This section goes over responsibilities.**
* **Section 3: three options:**
	+ - * + **If it the first time you are contributing to this provider it will be:**

**New Elective and Deferral**

* + - * + **If you are looking to change the monetary amount or change to a different provider it would be: Change Elective and/or Deferral**
				+ **If you want to stop contributing to the provider it would be:**

**Discontinue Elective and Deferral (this does not close the account just stops contributions)**

* **Complete the rest of section 3 with the relevant information, if it’s a new SRA “Old Contribution” would be $0**
* **Section 4: for Non-Elective SRA’s individuals should ensure their account is open and active under the School District plan.**
* **Section 6: for your basic SRA, this is the next section you are require to fill out. Ensure you read this section, sign and date it and send it to us at Benetech.**

**Please return the completed SRA form to Benetech, Inc.**

**Salary Reduction Agreements may also be completed online by visiting:**

[**https://www.ebenefitsresource.com/beneweb/btlogin2.pgm**](https://www.ebenefitsresource.com/beneweb/btlogin2.pgm)

**IF YOU HAVE ANY QUESTIONS DO NOT HESITATE TO CONTACT US HERE AT BENETECH.**