

Annual Notice of Right to Participate in 403(b) Plan

To: All employees of University of the Southwest

From: Veronica Torrez

Date: September 26, 2017

Re: Notice of your right to participate in the 403(b) Retirement Plan of University of the Southwest

In compliance with the 403(b) regulations, we are pleased to notify our employees of the availability of a 403(b) plan in which salary reduction contributions can be made.

Employees are permitted to submit retirement contribution agreements to the Payroll or Human Resources Department. The requested salary reduction contributions will begin at the first payroll period following receipt of the retirement contribution agreement or at the payroll period requested.

The following information is available to aid employees participating in the plan:

- A list of authorized providers can be obtained from the Human Resources Department.
- Retirement contribution agreements can also be obtained from the Human Resources Department.

Generally, salary reduction contributions can be made in an amount up to the lesser of 100% of your includible compensation or \$18,000 (in 2017, as indexed) to all elective deferral plans in which you participate. Additionally, the plan permits the following catch-up contributions to be made by eligible employees:

- Up to \$6,000 for employees that are age 50 or older in the current tax year

All part-time and full-time employees are eligible to participate, except those indicated below:

- certain nonresident aliens who have no earned income from sources within the United States;
- employees who are enrolled as students and regularly attending classes offered by the employer (student workers).

Please be sure to consult with your legal or tax advisor before participating in the 403(b) plan. The University of the Southwest does not provide tax or legal advice.