This notice provides important information regarding the 403(b) plan in which you may be eligible to participate (the “Plan”).

You may want to take this opportunity to either (1) begin making pre-tax 403(b) elective deferral contributions to a retirement account, or (2) review your current elections and decide if you want to make changes. Before making any initial elections or changes, you should be sure to consult the written plan and any other materials provided to you that explain the terms of the Plan.

WHEN DO I ENROLL?

You are eligible to enroll immediately upon your date of hire in a qualifying position. The RUSO 403(b) Plan does not allow E&G and Federal Workstudy student employees to participate. Part-time Temporary Staff who are also students should ask the NWOSU Human Resources/Payroll Office for an eligibility determination if they are interested in this retirement investment opportunity.

You can elect your initial elective deferral by completing the appropriate paperwork at initial enrollment.

Ask NWOSU’s Human Resources Office for an Enrollment-Salary Reduction Agreement form so that you may choose an appropriate elective deferral amount. This may be achieved by visiting http://www.LincolnAlliance.com, speaking with a Customer Service Representative, or requesting it through the Plan Administrator in Human Resources. Ph: 580-327-8530.

CAN I CHANGE OR STOP MY ELECTIVE DEFERRAL CONTRIBUTIONS?

You can change your elective deferral contributions monthly during the plan year. You are permitted to revoke your election at any time during the Plan Year.

WHEN ARE MY ELECTIVE DEFERRAL CONTRIBUTIONS EFFECTIVE?

After completing the enrollment requirements, your elective deferral contributions will begin on the next pay period or as soon as administratively possible.

WHAT IS THE MAXIMUM AMOUNT THAT I CAN CONTRIBUTE?

The IRS limits the annual contribution you can make to a 403(b) plan and the limits are adjusted each year. Below are the limits for 2010:

- Elective Deferral Limit: $16,500
- Age 50 Catch-up: $5,500

WHO DO I CONTACT FOR ADDITIONAL INFORMATION?

To learn more about 403(b) plans, please visit http://www.irs.gov and search for Publication 571. If you have any questions about how the Plan works or your rights and obligations under the Plan, please contact the Plan Administrator:

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