A. Employees of the District are eligible to participate in the Tax Sheltered Annuities (TSA’s) program. A Tax Sheltered Annuity (TSA) is a defined contribution retirement plan allowed under section 403(b) of the Internal Revenue Code. TSA’s are available to employees of educational and charitable organizations. Tax deferred contributions are made through voluntary salary reduction arrangements made by employees (see Board of Education Policy DLB in Appendix F).

B. Any employee of the District can set up a TSA with one of the approved vendors. An approved listing of advisors can be found in Appendix B, or is available at the Benefits office in Business Services, or on the Employee Benefits website.

C. To set up a TSA, an employee must contact one of the approved advisors to complete the necessary paperwork for the investment contract including 403(b) Salary Reduction Agreement (see sample) which allows the contributions to be withheld from his/her paycheck and forwarded to the appropriate vendor. An employee can start or change the payroll contribution amount at any time. The 403(b) Salary Reduction Agreement must be received in the Business Services office by the 15th of the month for deductions to start or change with the next month’s paycheck.

D. Maximum Exclusion Allowance: The Tax Deferred Annuity Program is governed by rules and regulations set forth by Section 403(b) of the Internal Revenue Code and other applicable regulations. Federal law prescribes specific dollar limits on contributions that an employee can make to this program in a calendar year.

E. If an employee wants to discontinue participation in the TSA program, the employee must contact their 403(b) advisor.