



## **Open Enrollment - 403(b) Retirement Savings Plan**

### **ENROLL NOW!!**

Enrolling in your school district's 403(b) retirement savings plan has never been easier! Enroll in just a few easy steps!!

1. As your local NEA Retirement Specialist, you can schedule a time to speak with me. Either through a phone call or video conferencing, I will explain how the plan works and why it is important to start saving now! I will also take some basic information to prepare the paperwork.
2. All of the forms will be delivered to you securely via DocuSign to review and sign.
3. That's it! I will handle everything from there including establishing your account and coordinated payroll deductions with your district. An email will be sent to you with instructions on how to set up online access to your account.

So, what are you waiting for? Get your account set up **now!**

Call or email me to schedule an appointment. You can also scan the QR code below to view my calendar and schedule a time that works best for you.

***\*\*Already have a 403(b)? I offer a no cost review of your existing account\*\****



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**Instructions**

Use this form to set up or change contributions to your account from your paycheck. Check with your employer to verify that this agreement meets your employer's requirements. You must complete sections 1, 5 and any of the following that apply:

- Section 2 for 401(k)
- Section 3 for 403(b) or 403(b)(7)
- Section 4 for 457

Please type or print.

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**1. Provide General Account Information**

**Plan Number** \_\_\_\_\_ **Social Security Number** \_\_\_\_\_

**Participant Name** \_\_\_\_\_  
First \_\_\_\_\_ MI \_\_\_\_\_ Last \_\_\_\_\_

**Mailing Address** \_\_\_\_\_  
Line 1 \_\_\_\_\_ Line 2 \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Daytime Phone Number** \_\_\_\_\_ **Mobile/Home Phone Number** \_\_\_\_\_

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**2. Set Up Salary Reduction – 401(k)**

Complete this section to set up contributions to your 401(k) Account. Please note that the maximum amount of your contribution that can be reduced may not exceed the limits of the Internal Revenue Code. Verify with your Employer availability of Roth 401(k) contributions.

☐ Deduct from my salary (select all that apply):

☐ Pre-Tax Qualified Contribution of \$ \_\_\_\_\_ or \_\_\_\_\_ % per pay period.

☐ After-Tax Roth Contribution of \$ \_\_\_\_\_ or \_\_\_\_\_ % per pay period.

☐ I will be at least 50 years of age this year and may elect to make a catch-up contribution:

☐ Pre-Tax Qualified Contribution \$ \_\_\_\_\_

☐ After-Tax Roth Contribution \$ \_\_\_\_\_

☐ I choose not to contribute at this time.

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### 3. Set Up Salary Reduction – 403(b) or 403(b)(7)

Complete this section ONLY if you are contributing through salary reduction. Provide your employer a copy of this form to serve as your salary reduction agreement.

Choose all that apply. Verify with your employer the availability of Roth and Catch-up contributions:

☒ Deduct from my salary (select all that apply):

☒ Pre-Tax Qualified Contribution of \$ \_\_\_\_\_ or \_\_\_\_\_ % per pay period.

☐ After-Tax Roth Contribution of \$ \_\_\_\_\_ or \_\_\_\_\_ % per pay period.

☐ Catch-up\* Amount:

☐ Pre-Tax Qualified Contribution \$ \_\_\_\_\_

☐ After-tax Roth Contribution of \_\_\_\_\_

\*If you indicated a catch-up amount, please select one of the following:

☐ Age 50+

☐ 15 Years of Service

☐ Stop my contributions to \_\_\_\_\_  
Current Provider

Total \$ \_\_\_\_\_ or \_\_\_\_\_ % per pay period.

### 4. Set Up Salary Reduction – 457

Complete this section to set up or change contributions to your 457 Account. Please note that the maximum amount of salary that can be reduced may not exceed the limits of the Internal Revenue Code.

☐ Deduct from my salary (select all that apply):

☐ Pre-Tax Qualified Contribution of \$ \_\_\_\_\_ or \_\_\_\_\_ % per pay period.

☐ After-Tax Roth Contribution of \$ \_\_\_\_\_ or \_\_\_\_\_ % per pay period.

☐ Catch-up\* Amount \$ \_\_\_\_\_

☐ Pre-Tax Qualified Contribution \$ \_\_\_\_\_ or \_\_\_\_\_ % per pay period.

☐ After-tax Roth Contribution \$ \_\_\_\_\_ or \_\_\_\_\_ % per pay period.

Total \$ \_\_\_\_\_ or \_\_\_\_\_ % per pay period.

☐ Stop my contributions to \_\_\_\_\_  
Current Provider

☐ I choose not to contribute at this time.

\*If you indicated a catch-up amount, please select one of the following:

☐ Age 50+

☐ 3 years before normal retirement age. Expected retirement date \_\_\_\_\_  
(mm/dd/yyyy)

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## 5. Provide Signatures

This Salary Reduction Agreement is irrevocable with respect to amounts earned while it is in effect and applies only to amounts earned after the agreement becomes effective.

Deferrals can start no earlier than the first pay period following the pay period this agreement is signed.

Deferrals start on \_\_\_\_\_  
(mm/dd/yyyy)

This Salary Reduction Agreement will continue until amended or terminated.

The Employee agrees that the Employer shall have no liability whatsoever for any loss suffered by the Employee with regard to his/her selection of a provider, or the solvency of the operation of, or benefits provided by, said provider.

IN WITNESS THEREOF, this agreement has been executed by the parties hereto this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

X	_____ Signature of Employee	_____ Date (mm/dd/yyyy)	
X	_____ Signature of Employer (optional)	_____ Date (mm/dd/yyyy)	_____ Employer Contact Title
X	_____ Signature of Financial Representative (optional)	_____ Date (mm/dd/yyyy)	_____ Print Name of Financial Representative

### Mail to:

Security Benefit Retirement Plan Services  
PO Box 219141  
Kansas City, MO 64121-9141  
Fax to: 816.701.7626

### For expedited or overnight delivery:

Security Benefit Retirement Plan Services  
430 W 7th Street STE 219141  
Kansas City, MO 64105-1407

Visit us online at [SecurityRetirement.com](http://SecurityRetirement.com)