

# Application for PC 535 403(B)

A 403(b) plan is a retirement plan for eligible PC 535 employees. It is an individual account which is established by the employee. Employees contribute their own money via payroll deduction into the 403(b) on a pretax basis.

The District has chosen PenServ as a third party to administrator the 403(b) program. As the administrator, PenServ receives monies from the district, allocates these monies to the employee's account, creates and sends monthly statements to the employee and provides an online portal for employees to logon, change beneficiaries, check balances, etc.

Neither the District nor Pen Serv offers individual specific investment advice. The investment management process falls on the shoulders of each individual employee. Employees may choose to (a) work with an advisor of their choice OR (b) manage the investment selection on their own. The costs/fees to the employee are the same, regardless whether they choose to work with an advisor or not.

**THIS APPLICATION IS ONLY FOR PC EMPLOYEES WHO HAVE CHOSEN TO WORK WITH CYR FINANCIAL AS THEIR ADVISOR. IF EMPLOYEES WISH TO MANAGE THE INVESTMENTS ON THEIR OWN OR WORK WITH ANOTHER FINANCIAL ADVISOR, THEY SHOULD NOT USE THESE FORMS. INSTEAD THEY MUST SEE THE DISTRICT OFFICE FOR SEPRATE INSTRUCTIONS.**

**Cyr Financial Inc.  
220 E High St  
Hennepin, IL  
[admin@cyrfinancial.net](mailto:admin@cyrfinancial.net)  
815-925-7501**

# Reference Card for PKS DIRECT TICKET

## Checklist for opening a NEW direct account for:

- Mutual Funds
- 529 Plan
- Coverdell Education IRA
- Managed Futures Product

PKS Direct Ticket

PKS Client Profile

PKS Mutual Fund Share Class Disclosure Form

Copy of Application

Legible copy of all accountholders' Drivers License or other acceptable government issued photo ID

Copy of check or transfer paperwork (account funding source)

Qualified Purchaser Representative Form (QPR) is required ONLY IF product is:

- Unregistered Security
- Private Placement (Reg D)
- Non-listed structured product
- 1031 Exchange

This form is to be completed by a qualified person that is not affiliated with PKS.

**Procedures:** Mail original application and/or check/transfer paperwork directly to the fund company/issuer. On the same day, fax or email the above referenced documents to PKS Operations.

You will need to log your transaction and obtain the PKS Direct Ticket, Mutual Fund Share Class Disclosure form and Client Profile in DOT. Using outdated forms will be deemed as not in good order.

Each contribution requires a separate ticket/documentation to be submitted via DOT. For Example: if a client is submitting both a check and transfer paperwork, then the rep should submit 2 tickets; one for the check and another one for the transfer.

Periodic Contributions (including contributions to a 401(k) plan): If a client is setting up periodic contributions, then the rep should submit the initial ticket and indicate in DOT what the frequency of the contribution will be.

White Out is prohibited. Any change to paperwork should be crossed out with a single line and initialed by all accountholders. If a form has white out, it is deemed not in good order and will be returned.

Any ticket found not to be in good order is considered out of compliance and any commissions due will be withheld until good order status is achieved.

Required  
to open  
your 403(b)

**Putnam County CUSD #535 403(b) Plan**

**Plan Participation  
Benefit and Options**

<b>403(b) Program</b>	The 403(b) Program provides a broad range of quality mutual funds and tax sheltered annuities, permitting employees an opportunity to build a diversified portfolio to supplement other retirement programs through your Employer.
<b>Plan Features</b>	<ul style="list-style-type: none"> <li>• On-line web enrollment, view account balances, monitor transaction history</li> <li>• Update personal information, stop or change contribution amounts</li> <li>• Request transaction approval certifications for loans, transfers, and distributions</li> </ul>
<b>Plan Enrollment</b>	<p>Employees can enroll in the Plan using the attached Plan Access Code.</p> <p>Any employee who is employed may participate in the Plan. Salary deferral information will be provided to your employer for entry into the payroll system subject to employer guidelines.</p> <p>Enrollment in the Plan is a two step process. In addition to making a salary deferral election and selecting a company to receive your contributions, you will need to complete the necessary documentation required by the selected investment provider. You should immediately contact a vendor representative for assistance in establishing your investment account if such an account does not currently exist. Failure to establish a contract or custodial agreement with your selected vendor may prevent timely investment of your funds.</p> <p>For further information on the enrollment process, you may contact the PenServ office listed below.</p>
<b>Plan Participation</b>	<p>After establishing an account, your investment provider will work with your payroll department to automatically begin payroll deduction. The following contributions may be applied to your account:</p> <p><b>Pre-Tax Salary Deferrals:</b> These contributions are withheld from your pay before federal income taxes are applied.</p> <p>The maximum amount you can contribute is computed on a calendar year basis and is established by IRS from year-to year. Information is posted to the Plan web site when limits for the upcoming year are announced. For 2012, the limit on traditional deferrals is \$17,000.</p> <p>In addition to the standard deferral limits, employees who will have reached 50 years of age before the end of any calendar year are eligible to make an additional "catch-up" contribution. For 2012, the limit is \$5,500.</p> <p><b>Rollovers:</b> You may also rollover an eligible rollover distribution into the Putnam County CUSD #535 403(b) Plan. Before you can complete an incoming rollover to this Plan, however, you must first receive an approval for the monies to be applied to your account. A PenServ representative will be able to assist you in this process.</p>
<b>On-Line Plan Access</b>	<p>Once you have enrolled in the Plan, you can access your plan balances, modify your investment elections, monitor contributions and initiate investment transactions.</p> <p>Web Access: <a href="https://www.penserv.com/login">https://www.penserv.com/login</a></p> <p style="text-align: right;"><i>*SEE NEXT PAGE*</i></p>
<b>Participant Loans</b>	<p>If an employee meets certain requirements, the program offers the option to receive a loan from the Plan. Issuance of a new loan is contingent on receipt of information from current and prior investment providers. Loan requests that meet IRS requirements are generally approved within 3 business days from receipt of information required from investment providers. Please allow sufficient time for vendors to respond with required information. Loans must be repaid or the outstanding balance may become taxable upon default and future loans may be prohibited until repayment.</p> <p>Note: Check with your investment provider to determine if loans are permitted from your vendor account.</p>
<b>Distributable Events</b>	<p>If the employee becomes eligible for a distribution from the Plan, an application is submitted to the Plan Administrator for approval. Distributions that meet IRS requirements for payment are generally approved within 3 business days from receipt of information required from investment providers.</p>
<b>Contact For Further Information</b>	<p>PenServ Plan Services, Inc.          Web Site: <a href="https://www.penserv.com">https://www.penserv.com</a>          Phone: (800) 849-4001          Fax: (803) 791-5925</p> <p>Mailing Address: P. O. Box 7248   Columbia, SC   29202-7248          Email: <a href="mailto:403bservice@penserv.com">403bservice@penserv.com</a></p>



## Putnam County CUSD #535 403(b) Plan

## Accessing the Plan Web Site

Welcome to the Putnam County CUSD #535 403(b) Plan. Plan web access will allow you to stop or change your contribution amount, view contribution history and contract balances, and request transaction approval certificates for loans, distributions, and

Establishing web access is easy. The web site is supported by programs designed to protect your personal information. The system recognizes upper and lower case characters; therefore, if you enter capital letters in your User Name or Password, the same upper or lower case characters will be required each time you enter the information.

Plan Website Address: <https://www.penserv.com/login> and select: First Time Visitor?

### Enrollment Process

Enter: Your Social Security Number (example: 111223333)

Enter the Plan Access Code: **putn9102**

**Note:** The *First Time Visitor Code* is not available to access your account after you have selected a username and password.

### Step 1 of 4 - Enter your Personal Information

Items marked with an asterisk (\*) must be completed before you can proceed to the next step.

1

- Username Information. This information is used to access your account, direct transactions and invest your contributions. The system is designed to protect your personal information; the codes you enter here should not be shared with another individual. For security purposes, you may not use sequential numbers or letters (i.e., 123 or abc), your name, Social Security Number, or symbols (i.e. @, !, &).
- Verification Question. This code is used as an identifier in case you forget your account password or need assistance from a participant services representative.
- Email address: Required for communication purposes and notification of changes applied to your account.

### Step 2 of 4 - Deferral Elections

2

This window allows you to select the amount to contribute each pay period. Annual limitation information is also provided.

Check the  Box to indicate you are entering a deferral amount. Enter the salary deferral amount to be applied to each paycheck.

### Step 3 of 4 - Select Investments for Your New Contributions

3

The investment election percentages you enter will be applied to the money source you selected. Please note that once you have completed the enrollment process, you can always change your investment election percentages.

### Step 4 of 4 - Review and Confirm Your Entries

4

Please review the information you provided for the Plan. Be certain you check the entries carefully; the data will be used to establish permanent plan records and access to your account.

## Congratulations! Your Enrollment is Complete

You may access your account through the Plan's website (displayed above) at any time using your Username and Password. If you elected to receive email confirmations, you will receive confirmation of your enrollment at the email address entered during the enrollment process.

### IMPORTANT SECURITY INFORMATION

The Password you have entered for your account is secured by the system and should be protected and not shared. Anyone requesting access to this information will be denied unless the information you have entered can be provided.



# American Funds Account Application

### Employee Information (All information is required. Please print carefully.)

Participant Name \_\_\_\_\_ Social Security Number \_\_\_\_\_ - - -  
 Address \_\_\_\_\_ City \_\_\_\_\_  
 State \_\_\_\_\_ Zip \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Date of Employment \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Employer Name PC COSD 535 Position/Title \_\_\_\_\_  
 Email Address \_\_\_\_\_  Married  Unmarried  
 Evening Phone (\_\_\_\_) \_\_\_\_\_ Daytime Phone (\_\_\_\_) \_\_\_\_\_

### Investment Elections

I direct my new money to be invested in the funds selected below. I understand these investment directions will remain in effect until I direct new elections through the Plan's web site.

Fund Name	NYSE Symbol	Fund Category	%
TOTAL			100 %

### Disclosure of Applicable Fees

As the sponsor of the Group Custodial Agreement, a copy of which is attached to this Application, we hereby advise the Applicant that certain fees will be applied to investments held under this Agreement by MG Trust, Custodian of the Plan assets. Such fees and expenses may include trading and settlement costs applied to the purchase and or sale of mutual fund shares and fees applied for expenses related to the costs associated with the management and administration of the Custodial Account. Such fees may range from .0004 to .0010 of the account assets and certain transaction fees will apply to specific activities such as loans and distributions. In addition, an account maintenance fee of \$30 per year will be charged to the account. Fees are generally calculated on a quarterly basis and applied to the contributions or balances in the account. In addition, certain transaction fees including Loan Initiation Fees of \$50, Annual Loan Maintenance Fees of \$60 and Distribution Fees of \$50 will be applied with such activity is requested by the Participant. Specific transactions are detailed in the Participant's account on the Plan web site and on the Participant statement provided on a quarterly basis. A full statement of all costs will also be provided upon request. Requests should be addressed to: Accounting Department, PenServ Plan Services, Inc., 102 Trade Zone Drive, West Columbia, SC 29170. Statements will be provided within 5 business days.

### Waiver Of Broker Designation Or Certification Of Investment Representative (check one)

- I hereby certify that I have selected my investments without the assistance of a broker and no broker is authorized under my account. I have requested and received a copy of the prospectus from the mutual fund provider.
- I hereby agree that as the representative of the underlying investment named herein, that I have provided all required disclosures and under prospectuses required under federal and state regulations and the investments are approved and suitable for the purposes of the plan and the underlying regulations. I also certify that I hold the required licenses required by federal and state laws regulating the offering and sale of such funds to participants of this Plan.

Authorized Signature of Investment Representative \_\_\_\_\_ Date: \_\_\_\_\_  
 Investment Representative's Printed Name CHRISTIAN CYR Date: \_\_\_\_\_  
 Investment Representative's Email: CHRIS@CYRFINANCIAL.NET Phone: 815-925-7501

Note: Additional paperwork is required for Investment Advisors to receive 12B-1 fees. Please contact [vendorsupport@penserv.com](mailto:vendorsupport@penserv.com) for detailed information.

