

Dear Vendor:

We have concluded the review of our 403(b) plan along with the associated vendors and are pleased to announce that you will be retained as a vendor for our school system. In the coming weeks we will have a vendor meeting to outline the 403(b) plan and the expectations going forward. At the meeting we will provide a copy of our plan document and any applicable forms to be utilized with our new procedures.

We have included in this mailing a copy for your files of the Section 403(b) Program Administrative Services and Hold Harmless Agreement that has been duly executed by our school system. We appreciate your patience and cooperation in assisting us to comply with the new IRS regulations.

We look forward to our partnership that we hope will ultimately enhance the benefits offered to our employees and your clients.