



1675 Flat River Road
Coventry, RI 02816

Tel. 401-822-9400
Fax: 401-822-9464
TTY: 1-800-745-5555

To: Employees

From: Andi Rioles, HR Manager

Re: Coventry Public Schools 403(b) Plan No 7989

There is no time like the present to consider supplementing your retirement income by enrolling in a 403(b) plan. If you currently do not use a tax deferred vehicle to save money for retirement, this might be a good time to start. A 403(b) is a tax-deferred savings plan for employees of public educational institutions and it allows you to contribute a portion of your compensation on a pre-tax basis in order to save for your retirement. Contributions are made to the plan through payroll deductions. We are making a change in our 403(b) plan in order to keep the plan in compliance with federal regulations. We will be using The OMNI Group (Common Remitter Services) as our 403(b) administrator.

Enclosed is a paper titled "Important Benefit Information Regarding Your 403(b) Plan," which provides some general information. We are also enclosing the Approved 403(b) Plan Vendor List which contains a complete list of the approved vendors as well as their financial advisor's contact information. The list of approved vendors can also be found on the OMNI Participant Website.

In order to enroll in the plan, you will need to review the information on the Approved 403(b) Plan Vendor List and then contact the vendor of your choice to determine where you would like to invest your contributions. The financial advisor will provide you with their forms that will set up the contract or account with the vendor. Once you have completed the paperwork provided by your selected financial advisor, you can use the OMNI website to set up an account with OMNI by filling out the Elective Deferral and Vendor Election Form, or if you do not have access to the internet please use the enclosed form and return the form to the address listed on the Instructions Sheet. If you need assistance you can contact OMNI's participant Service Center at (877) 544-6664, Monday through Friday. Coventry's reference number is **7989**.

The OMNI Participant Website can be accessed 24 hours a day, 7 days a week. There is a link on our Coventry Public Schools website that will take you right to OMNI. It is under the Human Resources tab and is labeled Tax Sheltered Annuities, 403(b) Plan—OMNI Participant Website. You can use the website to make changes in the amount you wish to defer, as well as changing vendors. Enclosed is an instruction sheet, which outlines the features of the website as well as instructions for accessing it.

If you have any questions regarding this information, please contact the OMNI Participant Service Center at (877) 544-6664 or send an email to www.omni403b.com.

Attachments

"Working Together To Improve Our Schools"

The Coventry School Department is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of age, color, sex, race, religion, sexual orientation, national origin, or disability