



## 2025 Annual Notice: 403(b) Plan Eligibility and Contribution Limits

This annual notice complies with the Internal Revenue Service (IRS) Universal Availability requirements and is a reminder that eligible employees can voluntarily save for retirement by participating in the 403(b) Plan ("the Plan").

If eligible, you may participate in this Plan by establishing a 403(b) account with one of the Plan's approved Investment Providers and completing a Salary Reduction Agreement to make pre-tax contributions or Roth 403(b) after-tax contributions (if permitted by the Plan).

### Salary Reduction Contributions

Typically, when making salary reduction contributions to a retirement savings plan, the maximum amount that can be contributed is the lesser of 100% of your eligible compensation (such as your salary) or the annual limitations set by the IRS.

### 2025 Annual Contribution Limits

- 403(b) Plan Contribution Limits:
  - \$23,500
- Additional Catch-Up Contributions (if permitted in the Plan):
  - If you are aged 50 or older, you may be allowed a catch-up contribution up to \$7,500.
  - If you are aged 60 to 63, you may be allowed an additional catch-up contribution up to \$3,750.
  - You may also qualify for an additional catch-up contribution of up to \$10,000 if you have completed 15 years of service or more with the school district.

To determine the amount of additional catch-up, a Maximum Allowable Contribution (MAC) worksheet must be completed with your account manager and returned to the payroll department along with a completed Salary Reduction Agreement for approval. You can access the MAC worksheet on page 25 of this digital document: [www.irs.gov/pub/irs-pdf/p571.pdf](https://www.irs.gov/pub/irs-pdf/p571.pdf).

**Important:** If you participate in more than one 403(b) Plan or another qualified Plan such as a 401(k) Plan, you will be responsible for tracking and reporting the amount of your total contributions to the school district to avoid exceeding the annual contribution limitation.

### Additional Information

By electing to participate in the Plan, you are acknowledging and agreeing to abide by the Plan's rules and all Internal Revenue Code (IRC) regulations related to 403(b) Plans.

To learn more about the Plan, such as participation eligibility, distribution, transfer, or rollover rules, or receive a list of the Plan's approved investment providers, please contact your school district or AFPlanServ, by calling 866-560-6415 or emailing [info@AFPlanServ.com](mailto:info@AFPlanServ.com).

You will need to contact each company directly for information about specific 403(b) investment products offered by each of the Plan's approved providers. It is also your responsibility to (1) understand the possible tax and investment consequences of the investment options you select, and (2) understand the costs of the investment selected and any administrative charges. You are encouraged to seek investment, legal, and/or tax advice.

*This Plan Eligibility Announcement is for employers to send to their employees and has been created to facilitate the management of your fiduciary and compliance responsibilities. It is not intended to provide legal or tax advice, as AFPlanServ does not and cannot provide such advice. We encourage you to consult with your legal counsel or advisor and have them review your policies and any other governing documents to determine if this specimen will comply with your plan governance and procedures.*