



# BULLETIN

**SUBJECT:** Annuity Third Party Administrator 2012-13 NO. AS-4  
**TO:** All Eligible Employees  
**DATE:** January 29, 2013  
**PREPARED BY:** Gail S. Richardson **DEPARTMENT:** Compensation & Risk Mgmt.  
**REVIEWED BY:** Richard E. Odegaard **APPROVED:** *R. E. Odegaard*

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As of January 1, 2013, the district has chosen MidAmerica and Zuk Financial for our Third Party Administrator (TPA) of all Tax Sheltered Annuity Plans offered to district staff. Beginning February 1, 2013, all oversight of both 403b and 457 annuities will be under one administrator. MidAmerica and Zuk Financial will process all annuity transactions;

- ❖ Confidentiality
- ❖ Participant 24 hour Account Access
- ❖ Participant Statements
- ❖ Disbursement of Contributions to Account Investments
- ❖ Plan Exchanges
- ❖ IRS Compliance
  - Education and District Plans Offered
  - Administer Loans and Hardship Distributions
  - Permit and Process all Excess Deferred Contributions
  - Provide Tax Reporting
  - Withhold and Report Federal and State Taxes from Requested Distributions
  - 70½ or older Minimum Required Distribution Notification
  - Enforce Distribution Code Section 403(b)
- ❖ Provide Employer with Copies of all Monthly, Quarterly and Annual Reporting

Only MidAmerica/Zuk Financial, the district's contracted Third Party Administrator (TPA), will be permitted access to our campuses; and then, with district and site administrators approved appointments for IRS Compliance Educational purposes only. Individual Tax Sheltered Annuity representatives may leave information at the front desk of district/school offices for interested staff to make contact for appointments on personal time. There is no selling permitted on district property.

Informational packets are forthcoming, and will be available at your site or department within the next few days.

GSR:glm



**MidAmerica**

Administrative & Retirement Solutions, Inc.

[www.midamerica.biz](http://www.midamerica.biz)

211 East Main Street, Suite 100, Lakeland, FL 33801 / Fax 863.688.4466 / 866.873.4240

February 1, 2013

Re: New information regarding your 403(b) and 457 Retirement Savings Plans

Dear Sacramento City Unified School District Employee:

Per IRS Regulations Employers are required to provide compliance oversight and management of all of their employees' 403(b) and 457 accounts. Sacramento City Unified School District has chosen MidAmerica Administrative & Retirement Solutions, Inc. to take over as the Third Party Administrator for these plans effective February 1, 2013.

Please contact MidAmerica regarding any questions you have concerning your 403(b) and 457 Plans. All plan related transactions (other than investments decisions) must now be validated by MidAmerica prior to being processed by payroll or your investment provider. This includes all distributions, transfers, rollovers, hardships, loans, and salary reduction agreements.

MidAmerica will provide Plan Highlights documents that outline the main points of your Plans. In addition, MidAmerica will provide a customized web page that further explains the plans and provides financial calculators, access to forms, and a list of approved investment providers with contact information. The website address is [www.midamerica.biz](http://www.midamerica.biz). Click Participants, then 403(b) 457 TPA Services, then Go To Your Plan, then type your Employer name until the link appears below.

MidAmerica's fee for administrative services is \$20.00 per year per actively contributing participant. All of the approved investment providers on the plan have been requested to pay the administration fee. Some investment providers will agree to pay the fee but then will deduct the amount from your account. If you have questions regarding this practice, please contact your investment representative directly. The list of approved investment providers and whether they will pay the fee is available at the website location indicated above.

Participants that are contributing to providers that will not agree to pay the fee will be responsible for paying the fee which will be withheld pro-rata from contributions prior to being remitted to the provider. If you do not wish to pay the fee, you may elect to choose a new provider that has agreed to pay the fee from the approved list. If you select a new provider, you must contact the provider directly to establish your account and then submit a Salary Reduction Agreement to MidAmerica to change your payroll deductions to the new provider.

MidAmerica's contact information is below.

MidAmerica Administrative & Retirement Solutions, Inc.  
211 E Main Street, Suite 100 • Lakeland, FL 33801  
Toll free (866) 873-4240 • Fax: (877) 513-2272  
[www.midamerica.biz](http://www.midamerica.biz)

Sincerely,  
403(b)/457 TPA Services Department  
MidAmerica Administrative & Retirement Solutions, Inc.

## *Administrative Procedures for Plan Participants*

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**All participant transaction requests and Salary Reduction Agreements (SRA) must be submitted to MidAmerica for validation prior to being processed by your payroll department or your Investment Provider.** This includes all distributions, rollovers, transfers/exchanges, loans, hardships, or Salary Reduction Agreements.

**Contact your Investment Provider** for all transaction forms such as distribution requests, loan requests, hardship distributions, transfers and exchanges. After completing the transaction request form, submit the paperwork to MidAmerica for compliance review and authorization.

### **Enroll in the 403(b) or 457 Plan**

- Go to [www.MidAmerica.biz](http://www.MidAmerica.biz)
- Click on Participants
- 403(b)/457 TPA Services from the right menu
- [Click Here To Go To Your Plan](#)
- Start typing in your Employer Name until the link appears for your Plan
- Click on your Plan link to go to your Employer's customized Spokeskids web site to view
  - A complete list of the Investment Providers approved on your plan with contact information
  - Videos and FAQs with general information about 403(b) plans
  - Retirement Calculator
  - Forms for your plan including Plan Highlights and Salary Reduction Agreement
- Choose an Investment Provider from the approved list for your plan
- Contact the Investment Provider directly to establish your 403(b) account.

Once you have established your 403(b) account with your chosen Investment Provider go to [www.MidAmerica.biz](http://www.MidAmerica.biz) to enroll in the plan by submitting a Salary Reduction Agreement online.

- Click on Participants
- 403(b)/457 TPA Services from the right menu
- Click on [Participant Website Instructions](#) to view step-by-step instructions for online enrollment
- [Click Here to Access the 403\(b\)/457 Participant Website](#)
- Follow the instructions to enroll online and receive instant confirmation
- If you prefer to complete and sign a paper Salary Reduction Agreement, fax it to 863-688-4466.

**Customer Service:** 866-873-4240

MidAmerica's Customer Service Representatives for English and Spanish speaking participants are available:

Monday – Thursday	8:30 a.m. – 8:00 p.m. EST
Friday	8:30 a.m. – 6:00 p.m. EST

**TPA Fax:** 863-688-4466

**Transactions secure upload website link:**

<https://www.midamerica.biz/forms/file-upload-pages/403b-transactions/?ssl>

**SRA secure upload website link:**

<https://www.midamerica.biz/forms/file-upload-pages/403b-sra/?ssl>