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2026 Annual Notice to Employees

Opportunity to Make Elective Deferrals to a 403(b) Plan

This is to notify you that as a Blue Hills Regional Technical School employee, you are eligible to make a pre-tax elective deferral from your salary to a 403(b) Plan.

A 403(b) plan (also called a tax-sheltered annuity or TSA plan) is a retirement plan offered by public schools and certain 501(c)(3) tax-exempt organizations. Employees save for retirement by contributing to individual accounts. Employers can also contribute to employees' accounts.

Choose a 403(b) plan

A 403(b) plan (tax-sheltered annuity plan or TSA) is a retirement plan offered by public schools and certain charities. It's similar to a 401(k) plan maintained by a for-profit entity. Just as with a 401(k) plan, a 403(b) plan lets employees defer some of their salary into individual accounts. The deferred salary is generally not subject to federal or state income tax until it's distributed. However, a 403(b) plan may also offer designated Roth accounts. Salary contributed to a Roth account is taxed currently but is tax-free (including earnings) when distributed.

Eligible employers are a:

- public school, college, or university,
- church, or
- charitable entity tax-exempt under Section 501(c)(3) of the Internal Revenue Code

Pros and cons:

- Flexibility in contributions
- Investment options are limited to those chosen by the employer
- may have high administrative costs
- optional loans and hardship distributions add flexibility for employees

Contribution type - Employee salary deferrals; employer may contribute.

Contribution limits - Total contributions to each employee's 403(b) account or annuity are limited.

Filing requirements - Certain 403(b) plans may be subject to annual Form 5500 filing requirements.



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Participant loans - Permitted if the terms of the plan allow loans.

In-service withdrawals - Yes, but subject to possible 10% penalty if under age 59-1/2.

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Participate in a 403(b) plan

The following employees are eligible to participate in a 403(b) plan:

- Employees of tax-exempt organizations established under IRC Section 501(c)(3).
- Employees of public school systems who are involved in the day-to-day operations of a school.
- Employees of cooperative hospital service organizations.
- Civilian faculty and staff of the Uniformed Services University of the Health Sciences (USUHS).
- Employees of public school systems organized by Indian tribal governments.
- Certain ministers if they are:
 - Ministers employed by Section 501(c)(3) organizations.
 - Self-employed ministers. A self-employed minister is treated as employed by a tax-exempt organization that is a qualified employer.
 - Ministers (chaplains) who meet both of the following requirements:
 - They are employed by organizations that are not Section 501(c)(3) organizations.
 - They function as ministers in their day-to-day professional responsibilities with their employers.

Please refer to <https://www.irs.gov/retirement-plans/irc-403b-tax-sheltered-annuity-plans> for additional information. There is also a link at bluehills.org under About-Employee Resources. If you have questions, need assistance, or want to set up deductions, please schedule an appointment with the Payroll Specialist in the Business Office.



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