



Important information regarding the 403(b) Plan

December 2011

In our ongoing effort to provide retirement benefits and comprehensive services to the employees of Los Angeles Unified School District (LAUSD) we have selected TSA Consulting Group, Inc. (TSA) as the new 403(b) plan administrator. TSA will begin service to all current and former LAUSD employees on January 10, 2012.

TSA is an independent, third-party retirement plan administrator and does not market investment products. LAUSD employees will have access to all of the components of their trademarked Compliance Edge® program while maintaining all of the current investment product providers in the 403(b) plan. Services provided by TSA include:

- **Online distribution transaction processing.** Participants may request all types of distributions such as exchanges, rollovers, loans, etc. through TSA's system and receive immediate processing for most transactions. Transactions will no longer require final signatures by the LAUSD Benefits Administration.
- **Online Salary Reduction Agreement elections.** Participants will continue to be able to start, change or stop contributions to their 403(b) account with TSA's online system.
- **Customer service call center.** Participants will have access to professional assistance with their transactions when necessary from 5:00AM – 5:00PM (PST) Monday through Friday.
- **Enhanced educational materials.** All employees will receive educational materials each year with up-to-date information to help plan for their financial future.

Employees will continue to have access to the current providers in the plan for investment products and services.

Instructions effective January 10, 2012

All services provided by TSA will begin **January 10, 2012**. At that time, employees will be able to log on to the dedicated LAUSD's website at <http://403b.lausd.net> to connect to the TSA portal for transactions.

- **Log-on** – The initial user name and password will be your Social Security number and date of birth.
- **Enrollment and Contribution Changes** – All active employees who wish to enroll must select an investment provider and establish an account through the investment provider **prior** to setting up your salary reduction agreements (contribution amounts) online.
Remember: If an account has not been properly established, your contributions will be returned to you and will be taxable.
- **Distribution Transactions** – Loans, hardships, full or partial withdrawals, etc., will no longer require a LAUSD Plan Administrator's signature. You may use either of the new processes:
 - 1) electronic transaction request located on the <http://403b.lausd.net> website; or
 - 2) you may fax your completed vendor's transaction paperwork **along with** a completed TSA Transaction Routing Request form. This form is on the <http://403b.lausd.net> website.**Please note:** This process does require more processing time.

Contact Information

Address: TSA Consulting Group, Inc.
 28 Ferry Road SE
 Fort Walton Beach, FL 32548

Customer Service: (888) 796-3786 – Monday – Friday - 5:00 AM to 5:00 PM (PST)

Fax: (866) 741-0645 or (866) 814-0622

LAUSD and TSA are committed to providing timely and professional customer service to all 403(b) plan participants.

Sincerely,

Benefits Administration