

## City of Haverhill 403(b) Plan Universal Availability Notice

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To: All Employees of City of Haverhill

In compliance with the requirements of IRC §403(b)(12)(A)(ii) this Notice will advise you of the voluntary 403(b) program established and maintained for the benefit of our employees. The following information provides details of the Plan and outlines the procedures for enrollment.

### Eligibility

All employees of the Employer are eligible to participate in the plan.

### SECURE 2.0

Any Catch-up contributions of High Earners (Employees who earned more than \$150,000 (indexed) in FICA wages from their employer in 2025) must be made on a Roth basis, starting in 2026.

### Contributions

When you enroll in the program, the amounts you designate as salary deferrals are withheld from your wages and forwarded to an investment provider of your choice. To see the latest contribution limits, access the Dashboard of the PenServ participant plan portal and choose the Quicklink titled Contribution Limits. Several types of contributions are available in your Plan:

**Pre-Tax Salary Deferrals.** These are amounts contributed into a 403(b) plan that are deferred from your paycheck before federal income taxes are applied. State income taxes may or may not be applicable.

**Rollovers.** You may be able to rollover funds you received as an eligible rollover distribution from another employer's plan. Before you can complete a rollover into this Plan, you must first receive an acceptance authorization before the monies can be applied to your account.

**15-Year Catch-Up Contributions.** If you meet certain qualifying conditions, you may also be able to defer an additional amount under this option. Special rules apply and documentation of eligibility must be provided before this election will be permitted.

### Limitation on Aggregate Annual Additions Notice

Your Elective Deferrals may not exceed contribution limits as determined by Applicable Law. There may be excess contributions to your 403(b) if you own more than 50% ("control") of another business and maintain a retirement plan for that business. In such event, the maximum contribution to all plans you control and your 403(b) accounts or annuities may not exceed IRC Section 415 limits for the year, plus the age 50 catch-up limit, if applicable. Your Employer is responsible for knowing you may control another business. You must notify your Employer that you have control of another business to ensure you have not exceeded this limit. If there is an excess between multiple plans, the excess must be removed from the 403(b).

### Plan Investment Options

Your contributions to the 403(b) Plan must be made to an approved investment provider.

**NOTE: Before enrolling in the Plan, you MUST first establish an account with one of the Providers listed in this Notice. If a valid contract or account number has not been received by PenServ prior to receipt of a salary deferral, the contribution will be returned to your Employer.**

Once an investment contract is executed, a Salary Reduction Agreement that includes the Contract Number should be completed and submitted to your benefits representative or PenServ Plan Services, Inc., as instructed in your 403(b) Enrollment Guide.

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**Assistance**

You may join the Plan or receive assistance by first contacting your Employer's Benefit Representative, the Plan's Third Party Administrator or one of the Investment Companies listed below. Additional information on Plan options is available by contacting PenServ Plan Services, Inc. at (800) 849-4001 or from the Plan's web site.

**Investment Provider Options**

<b>Provider and Product Name</b>	<b>Product Type</b>	<b>Contact</b>
Ameriprise Financial Services	Annuities / Mutual Funds	Phone (800) 862-7919 <a href="http://www.ameriprise.com">http://www.ameriprise.com</a>
Brighthouse Life Insurance Company	Annuities / Mutual Funds	Christopher Canney, Phone (781) 876-4186 <a href="mailto:ccanney@baystatefinancial.com">ccanney@baystatefinancial.com</a>  Edward Shelley Phone (781) 876-4185 <a href="mailto:eshelley@baystatefinancial.com">Eshelley@baystatefinancial.com</a>
Corebridge Financial fka AIG Retirement Services	Annuities	Phone (800) 448-2542 <a href="https://www.corebridgefinancial.com">https://www.corebridgefinancial.com</a>
Equitable	Annuities	Phone (800) 628-6673 <a href="http://www.equitable.com">www.equitable.com</a>
Fidelity Investments Vendor Plan Number: 61501	Mutual Funds	David DeCesare Phone (978) 921- 8147 <a href="mailto:ddecesare@regalfin.com">ddecesare@regalfin.com</a>  Phone (800) 343-0860 <a href="https://www.fidelity.com">https://www.fidelity.com</a>
Horace Mann Insurance Co.	Annuities	Phone (800) 999-1030 <a href="https://www.horacemann.com">https://www.horacemann.com</a>  Tom Farrell Phone (978) 388-4185 <a href="mailto:Tom.farrell@horacemann.com">Tom.farrell@horacemann.com</a>
Invesco Investment Services, Inc	Mutual Funds	Christopher Canney Phone (781) 876-4186 <a href="mailto:ccanney@baystatefinancial.com">ccanney@baystatefinancial.com</a>  Phone (800) 959-4246 <a href="http://www.invesco.com">www.invesco.com</a>

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Lincoln Investment Planning	Mutual Funds	Phone (800) 242-1421 <a href="http://www.lincolninvestment.com">www.lincolninvestment.com</a>  Graham Bacheller Phone (978) 921-8147 <a href="mailto:gbacheller@lincolninvestment.com">gbacheller@lincolninvestment.com</a>
MetLife	Annuities	Phone (800) 638-5433 <a href="http://www.metlife.com">http://www.metlife.com</a>
MG Trust - PenServ Plan Services - American Funds	Mutual Funds	Phone (800) 849-4001 <a href="http://www.penserv.com">www.penserv.com</a>
Modern Woodmen of America	Annuities / Mutual Funds	Joseph Soucy Phone (978) 934-5639 <a href="mailto:Joseph.r.soucy@mwarep.org">Joseph.r.soucy@mwarep.org</a>
ReliaStar Life Insurance Company	Annuities	Phone (800) 584-6001 <a href="http://www.voyaretirementplans.com">http://www.voyaretirementplans.com</a>
Security Benefit	Mutual Funds	Eric Antkowiak Phone (603) 378-0042 <a href="mailto:eric.antkowiak@lpl.com">eric.antkowiak@lpl.com</a>  Phone (800) 888-2461 <a href="https://www.securitybenefit.com">https://www.securitybenefit.com</a>
Vanguard Investments	Mutual Funds	Phone (800) 569-4903 <a href="http://www.vanguard403bservices.com/application">www.vanguard403bservices.com/application</a>
Voya Retirement Insurance & Annuity Company	Annuities	Teresa Finigan Phone (781) 796-9869 <a href="mailto:finigant@fin-plans.com">finigant@fin-plans.com</a>

**Third Party Administrator**

PenServ Plan Services, Inc.  
Plan Record-keeper  
Phone (800) 849-4001  
[www.penserv.com](http://www.penserv.com)  
Email: [403badministration@penserv.com](mailto:403badministration@penserv.com)

**Employer Benefits Administrator**

City of Haverhill  
Jennifer Schmidt  
Phone: (978) 420-1964  
Email: [jennifer.schmidt@haverhill-ps.org](mailto:jennifer.schmidt@haverhill-ps.org)

Plan Web Site is available at:  
[www.penserv.com](http://www.penserv.com)  
Select: Login to Your Account

