

To all employees:

First Financial Administrators, Inc. is our employer's 403(b) administrator and they have provided the attached information about the 403(b) plan.

As the new school year approaches we would like to provide you with some details on saving for your retirement. Please see the attached 403(b) FAQ Handout that provides you reasons to consider a 403(b) plan. Saving for retirement has never been easier: you elect the authorized provider in the plan that you want to contribute to and establish an account with an agent, then you elect the amount and the date to start by submitting a Salary Reduction Agreement. Contributions can start and stop anytime throughout the year.

Universal Availability Notice: First Financial Administrators, Inc. is also pleased to present your Universal Availability Notice for use by employers that sponsor 403(b) plans. The IRS Universal Availability requires all employees the opportunity to contribute to a 403(b) plan regardless of hours worked.

Please refer to our website address www.ffga.com for all of your plan information such as: plans offered, approved vendors, summary of options, due dates, forms, your rules for solicitation and your Retirement Specialist name, number and email.

Thank you for providing First Financial Administrators, Inc. with the opportunity to be of service to you.

If you have any questions, please contact your Retirement Specialist at 800-523-8422.

Thanks!

Jessica Sessum



Jessica Sessum | Retirement Services Team Lead

w: 800.523.8422 | f 866.265.4594

16945 Northchase Dr Ste. 1800

Houston, TX 77060

retirement@ffga.com

We value your feedback!

Please share your FFGA experience with us.