



4201 Bee Caves Road
Suite C-101
Austin, TX 78746
Toll Free: (800) 943-9179 Fax (888) 989-9247
Email: jemma@jemma.com

Re: Changes in Winfree Academy Charter Schools 403(b) Plan Effective March 20, 2009 (effective date)

Dear Participant:

You are receiving this letter because you are a current participant or are eligible to participate in your employer's 403(b) retirement plan. The 403(b) plan (often called a "tax sheltered annuity" or "TSA") is a voluntary plan that allows you to defer a portion of your paycheck to a retirement plan. Under federal tax law, you do not have to pay income taxes on your contributions or account earnings until you take the money out of the plan.

Due to significant changes in 403(b) plans made by the Internal Revenue Service (IRS), your employer has chosen to have their plan administered through the Region 10 Retirement Asset Management Services (RAMS) program. The Region 10 RAMS 403(b) Administration Services are offered to public school districts and other education agencies in Texas. Our company, JEM Resource Partners (JEM), will be the third party administrator contracted through Region 10 to provide this service.

This letter is to inform you about changes that you will see effective on the date listed above in the administration of your employer's plan. *Here are the important things you need to know about this change:*

1. All 403(b) salary reduction agreements will now be done online through an Internet website. If you want to contribute through payroll deduction to the plan or make changes to your existing deductions in the plan after the effective date, you will do this online through the 403bComply website, www.region10rams.org.
2. Once the vendors start supplying data to us for your plan, you will be able to use the website to see your account balance with many of the vendors in the plan.
3. After the effective date, you will be required to request distributions, transfers/exchanges, rollovers and loans through the website.
4. Please notify us at 403b@region10rams.org if you have any inactive 403(b) accounts, if you are not currently contributing to them. Under the new IRS regulations, *you will no longer be able to obtain loans or distributions from these accounts unless we are notified about the account and it becomes a part of your employer's plan.*
5. Your plan is required to operate under a Written Plan that complies with IRS rules. After the effective date you will be able to see a summary of the plan rules by going to JEM website, www.region10rams.org, and selecting your employer's name.
6. Only the vendors listed on the website will be allowed to offer annuities or other investments in the 403(b) plan. You will choose both a vendor and a product when you set up a payroll deduction or change a deduction. All vendors who (a) are on the approved list of 403 (b) vendors and products published by the Teachers Retirement System of Texas (TRS) and (b) agree to follow your employer's 403(b) plan rules and meet the administrative requirements necessary for your employer (and JEM) to keep the plan in compliance with federal and state laws will be the vendors available in the plan.
7. *If your vendor is on the list of approved vendors on the www.region10rams.org website, you do not need to do anything.* **If you vendor is not on this list, you must choose another vendor among those listed on the website.**

Your employer and JEM will make a sincere effort to implement the new IRS rules with as little disruption to you as possible.

JEM is completely independent of the investments and vendors offered in the plan and JEM will not sell 403(b) products to employees.

JEM looks forward to serving you as the Plan Administrator. If you have any questions, please contact us by email at [403b\(a\)region10rams.org](mailto:403b(a)region10rams.org) or by calling (800) 943-9179.

Sincerely,

The JEM Administration Team

**If you do not have Internet access or need assistance, please call us at (800) 943-9179 and we can assist you with these services by phone. To make a 403(b) salary reduction election or change online please follow the instructions below.*

1. Go to www.region10rams.org
2. Click on "Login to Retirement Solution" on the left side of the screen
3. If you are currently a participant in the 403(b) plan:
 - a. Click on "Login"
 - b. Enter your Social Security Number as the User ID and the last four numbers of your Social Security Number for the Password, then click on "Participant"
4. If you are *not* currently a participant in the 403(b) plan:
 - a. Click on "Login"
 - b. Choose "New to the System, Enroll Now"
 - c. Enter Your Social Security Number as the User ID
 - d. Enter the plan Password for your employer (this is available online under "Plan Description.")
5. If you have any problems, please call JEM Customer Service at (800) 943-9179