

APPROVED 403(b) PLAN VENDOR LIST

Plan Name: Kellogg Community College 403(b) Plan

Plan Sponsor: Kellogg Community College

Effective Date: 05/21/2009 Ref. No.: 105257

This list identifies the investment vendors available under the 403(b) plan maintained by Kellogg Community College, on or after the effective date of this list. The information can also be found on the CPI Participant web site. After you have logged onto the site using your User Name and Password, click on "Plan Contacts" near the top right of the screen. A new screen will appear that will contain the list of vendors. By clicking on the arrow to the left of the vendor's name, you will be able to view the contact information.

A. The following Vendors are authorized to receive contributions and contract exchanges between vendors under the 403(b) Plan:

<u>Name of Vendor</u>	<u>Contact Information for Local Investment Representative</u>	
<u>403(b)FundSource</u>	<u>General Number</u>	<u>(866) 401-5277</u>
<u>Ameriprise Financial Services Inc.</u>	<u>General Number</u>	<u>(800) 862-7919</u>
	<u>George Smojver</u>	<u>(269) 979-3521</u>
	<u>Mark Yatros</u>	<u>(269) 979-3521</u>
<u>Horace Mann Companies</u>	<u>General Number</u>	<u>(866) 999-1945</u>
	<u>Don Carlock</u>	<u>(517) 337-7368</u>
	<u>Murray Davis</u>	<u>(269) 353-3001</u>
<u>Mass Mutual Financial Group</u>	<u>General Number</u>	<u>(800) 767-1000</u>
<u>Oppenheimer Funds</u>	<u>General Number</u>	<u>(800) 835-7305</u>
<u>Paradigm Equities</u>	<u>General Number</u>	<u>(800) 292-1950</u>
	<u>Dugald McCulloch</u>	<u>(269) 964-2482</u>
<u>The Variable Annuity Life Insurance Company</u>	<u>General Number</u>	<u>(800) 448-2542</u>

Important Benefit Information Regarding Your 403(b) Plan

What is a 403(b) retirement plan?

A 403(b) is a tax-deferred retirement plan for employees of public educational institutions and certain other non-profit organizations. A 403(b) plan allows you to contribute a portion of your compensation on a pre-tax basis in order to save for your retirement. Contributions are made to the plan by payroll deduction.

Can I make contributions to the 403(b) plan?

You have the right to make contributions/elective deferrals to the 403(b) plan. If you wish to start contributing to the plan, refer to the question titled "What do I need to do in order to start making elective deferrals?" for information on how to get started.

What are the benefits of contributing to a 403(b) plan?

- Contributing to a 403(b) plan helps to ensure that you will have funds to provide yourself with an income during retirement.
- The pre-tax elective deferrals that you make to the plan now are not taxed until you withdraw them. This means you are lowering your taxable income now, and will potentially lower the amount of income tax you will pay on those funds at the time of withdrawal when you may be in a lower tax bracket.
- Both your pre-tax elective deferrals and earnings grow tax free until they are withdrawn.

What do I need to do in order to start making elective deferrals?

E-mail Danielle Jenkins in Human Resources that you are going to start a 403(b). Her e-mail is jenkinsd@kellogg.edu. She will send CPI your initial information.

Decide on a vendor from the approved list enclosed. Contact the vendor for an application to set up your 403(b) account. Once you have an account and an account number, you will need to make an election regarding how much of your compensation you wish to defer to the 403(b) plan. To make this election, you will need to enroll on the CPI Participant web site at <https://www.cpicrs.com>. The instructions are enclosed. There is also a form if you are unable to use the online enrollment.

If you are unable to access the web site or want additional information, please contact the CPI Participant Service Center at (877) 488-4040 from 7:00 a.m. to 7:00 p.m. Central time, Monday through Friday. You can also send an e-mail to Participant.ServiceCenter@cpicrs.com.

How much can I contribute to a 403(b) plan?

In 2009 you can make elective deferrals up to \$16,500. As this amount is subject to cost of living increases as set by the government, this amount will increase over time. In addition, if you have met certain conditions, you may have the opportunity to contribute above this limit; these contributions are known as "catch-up contributions." The first catch-up contribution is the "Age-50 Catch-up Contribution". If you are at least age 50 by the end of a calendar year, you have the ability to contribute an additional \$5,500 a year. This amount is also subject to cost of living increases as set by the government, so it will increase over time. The second contribution limit is known as the "15 Year of Service Catch-up Contribution". If you have at least 15 years of service with Kellogg Community College you may be eligible to contribute up to \$3,000 a year above the elective deferral limit until the amount of the additional catch-up contributions made using this special rule equals \$15,000. Both the Age-50 Catch-up Contribution and the 15 Year of Service Catch-up Contribution can be used in the same year.

When can funds be withdrawn from a 403(b) plan?

A 403(b) retirement plan is intended as a way to save over the long-term for your retirement. Therefore, distribution of the funds are only allowed when you separate from service, are disabled, die or are at least age 59 ½.

Taking a non-taxable loan or a hardship withdrawal are options available to you should it be necessary for you to withdraw funds from your 403(b) plan prematurely. Taking a hardship withdrawal must meet the requirements that be an immediate and heavy financial need. However, certain income taxes and tax penalties may apply depending on the situation.

For more information on enrolling in your 403(b) Plan, making changes to your current deferral or vendor elections, or any other questions or requests for information, please contact the CPI Participant Service Center at (877) 488-4040 from 7:00 a.m. to 7:00 p.m. Central time, Monday through Friday. You can also send an e-mail to Participant.ServiceCenter@cpicrs.com.

On-line Enrollment is Easy!

Instructions on using the On-line Enrollment System

Before you enroll, you will need to log in to the web site, select a User Name and Password.

- ◆ **Log in to the web site** - Log in to the Web site at <https://www.cpicrs.com>. If this is your first time on the site you will need to create a User Name and Password that is unique to you and confirm it. You will be given the option to provide a question and answer to be used as a hint, should you forget your Password at a later date. This is verified by using the last four digits from your social security number, your date of birth and the plan reference number 105257. If your employer has more than one plan with CPI, you will be asked to click on the name of the plan that you would like to access.
- ◆ **Review and Update Contact Information** - The next screen will show you the mailing/home address we have on file for you as well as an e-mail address if provided. You will be requested to correct and/or update this information, if needed. This address information will be provided to your employer in order to change their records. However, until this address information is updated in your employer's payroll records, the contribution files provided by your employer will over-ride your changes temporarily.

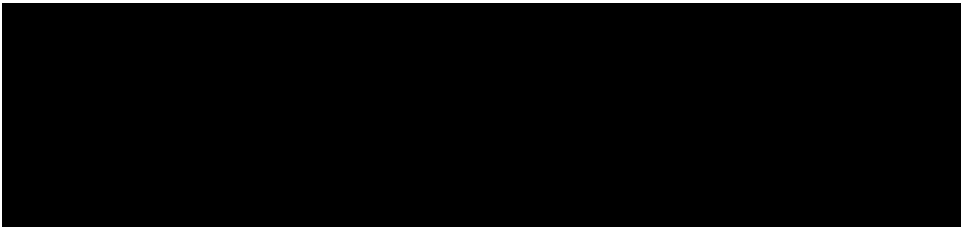
After you finish with these preliminary screens, you will go to the Welcome to On-Line Enrollment screen. Click on "Enroll Now" to begin.

Here are the Easy Steps to On-line Enrollment:

- Step 1. – Provide a valid e-mail address** — This will allow you to receive confirmation emails as well as other important information on transactions you have requested. In addition, to expedite the process for receiving a voucher for hardship withdrawals, loans, and contract exchanges between vendors, it is important to have an e-mail address in our web site.
- Step 2. – Use Retirement Planning Tools** — You have the option to use these tools as little or as much as you wish during the enrollment process. Using the Retirement Savings Calculator and Mastery POINT Financial Analyzer, you can project different rates of deferral to determine a hypothetical account balance at age 65 based on your personal factors (age, marital status, tax bracket, etc.).
- Step 3. – Vendor Selection** — Find the name of the vendor where you opened an account. Enter your account number next to the vendor name in the space provided.
- Step 4. – Salary Deferral Election** — Select whether you want a percentage or a fixed amount deducted each pay period. Then enter how much you wish to contribute by entering the deferral percentage or dollar amount where indicated. This amount will automatically be deducted from your pay each pay period.
- Step 5. – Vendor and Salary Distribution** — Select how much of the amount you selected in Step 4 you would like to go to each vendor you elected. If you only elected one vendor, you would put the entire amount from Step 4 in the box and choose 100%.
- Step 6. – Confirm Your Enrollment** — On this screen, you can review your elections. If you wish to make changes, you may select a previous screen from the menu on the left or click on "Previous Screen" until you arrive at the applicable screen. Once you are satisfied, you can select "Enroll Me" to complete the enrollment process or "Quit", if you decide to enroll at a later date. If you select Quit, you will lose all of the information you have input and will need to start over.

Once you select Enroll Me, you will go to a confirmation screen that shows your elections. If you previously provided us with a valid email address we will send you a confirmation of this transaction for your records. Your email address can be updated at anytime through the Maintenance option found on the web site. When you are done, you can logout of the web site.

If you need assistance, you can call our Participant Service Center (877) 488-4040 from 7 a.m. to 7 p.m. Central Time, Monday through Friday. You can also send an e-mail to Participant.ServiceCenter@cpicrs.com. For prompt assistance, please have your six-digit plan reference number 105257, the last four digits of your social security number and date of birth available.



CPI Common Remitter Services
4903 10th Street
P.O. Box 110
Great Bend, KS 67530-0110
877-792-5599
620-792-5004
620-792-5622 fax
www.cpicrs.com

CPI PARTICIPANT WEB SITE INSTRUCTIONS **for** **Kellogg Community College 403(b) Plan**

In order to bring our 403(b) plan services as close as your fingertips, we provide a Participant web site. The web site features step by step instructions to guide you through all of the features and options.

CPI makes it easy for you to:

- Obtain vendor contact information
- Make changes to the amount of your deferral elections
- Make changes to your vendor(s)
- Request vouchers for loans and hardship withdrawals
- Request vouchers for contract exchanges

The web site is available 24 hours a day, 7 days a week.

HOW TO GET STARTED

To access the system for the first time, log onto the web site at <https://www.cpicrs.com>. For prompt access, please have your six-digit plan reference number 105257, the last four digits of your social security number (SSN) and date of birth available. The first time you log onto the web site, you will be required to choose a new user name other than the last four digits of your SSN. You will also be prompted to establish a password of your choosing.

Once you have changed your user name and established a password, the Plan Contact feature will provide a list of all approved vendors as well as the financial advisors' contact information.

Under the Request a Transaction feature you will have access to:

- **Change Salary Deferral Contribution** - Make a change to your election for future contribution amounts as well as make changes to your current vendors. The Vendor Elections shown on the web site will be used until you change them through the web site or by submitting an Elective Deferral and Vendor Election Form, which can be obtained by contacting the CPI Participant Service Center at (877) 488-4040 or by sending an e-mail to Participant.ServiceCenter@cpicrs.com. On the web site you will also have access to several retirement planning tools to assist you in deciding how much you should be deferring in order to meet your retirement goals.
- **Request a Loan and Hardship Withdrawal** - Request a loan and hardship withdrawal from any of the approved vendors for which you have invested contributions by requesting a voucher. This voucher is needed as it lets your vendors know that you have met the regulatory requirements. The voucher does not guarantee that a loan and hardship withdrawal can be made as each vendor may apply additional restrictions.
- **Request a Contract Exchange** - Request a voucher to exchange your account balance to another approved vendor. If your contract exchange between vendors is approved, you will be provided with a contract exchange voucher, which you will need to provide to the transferor vendor along with the vendor's transfer request forms. It is important that before you exchange assets that you first obtain a voucher. Any contract exchange that is made that does not comply with the final regulations could cause the loss of the tax-qualified status of the money transferred to the vendor. If this happens, the money will become taxable to you.

You will need Version 6 or greater of Netscape Navigator or Version 5 or greater of Internet Explorer to access the web site. Most people have at least one of these versions on their computer.

If you do not have Internet access, have questions regarding the web site, or want to make a request contact the Participant Service Center.

PARTICIPANT SERVICE CENTER

Participant Service Center (877) 488-4040, from 7 a.m. to 7 p.m. Central Time, Monday through Friday. You can also send an e-mail to Participant.ServiceCenter@cpicrs.com. For prompt assistance, please have your six-digit plan reference number 105257, the last four digits of your social security number and date of birth available.

Elective Deferral and Vendor Election Instructions

You can use the web site to make changes in the amount you wish to defer, as well as to make changes in your vendors. The CPI Participant web site can be accessed 24 hours a day, 7 days a week. If you do not have internet access you can enroll in the 403(b) plan maintained by Kellogg Community College using the Elective Deferral and Vendor Election Form which can be obtained by contacting the CPI Participant Service Center at (877) 488-4040. New employees must complete all sections. Current participants need to complete the applicable sections to make changes to their current elective deferral amounts or their vendor(s). The instructions for each section of this form are provided below:

At the top of the form, the eligible Employee/Participant should check one of the options to indicate the reason for completing the form in order to ensure complete processing.

Section A	Your Info All Employees/Participants completing this form must enter the information requested in this section as indicated so that they will be properly identified as the originator of the election form.
------------------	--

Section B	Your Election New Employees must complete this section and indicate the percentage of compensation or dollar amount they wish to contribute to the plan. Current Participants should complete this section if they wish to change the percentage of compensation or dollar amount they are currently deferring to the plan. Your deferrals will start once your Employer has had sufficient time to update their payroll system. If you do not see your deferral starting within a reasonable time, please contact your Employer.
------------------	---

Section C	Your Vendor Direction The vendors approved to receive current contributions are listed in this section. New Employees enrolling in the plan must complete this section of the form to choose the vendors to which they wish to invest contributions and to indicate the percentage of contribution or dollar amount that will be allocated to each vendor. Current participants should complete this section if they wish to make changes with whom they are investing their contributions. Participants should complete the Employer Discretionary section(s), whether or not they are eligible. Since Kellogg Community College will be determining the amount to be allocated, we ask that you indicate the percentage that is to be allocated to each vendor.
------------------	---

Section D	Sign New employees and current participants should read this section carefully and sign where indicated in order for their election(s) to take effect.
------------------	--

Mailing Instructions: Upon completion of the Elective Deferral and Vendor Election Form, the form should be mailed, faxed, scanned or e-mailed to the following address: CPI Common Remitter and Compliance Services 4903 10 th Street Great Bend, KS 67530 Fax: (620) 792-5622 E-mail: info@cpicrs.com If you need assistance completing this form, you can call our Participant Service Center (877) 488-4040 from 7 a.m. to 7 p.m. Central Time, Monday through Friday. You can also send an e-mail to Participant.ServiceCenter@cpicrs.com . For prompt assistance, please have your six-digit plan reference number 105257, the last four digits of your social security number and date of birth available.

Elective Deferral and Vendor Election Form

Plan Name: Kellogg Community College 403(b) Plan

Ref. No. 105257

- To Enroll:** Complete All Sections
 To Change Contribution Amount: Complete Sections A, B and D
 To Change Vendors: Complete Sections A, C and D

Section A
Your Info

Please type or print clearly

-

 -

Last Name _____ First Name _____ M. I. _____ Social Security Number (SSN) _____
 Email Address: _____ Daytime Phone Number: (____) _____

Section B
Your Election

Salary Deferral - I instruct my employer to deduct _____% or \$_____ of my pay on a pre-tax basis each pay period for investment with the specified vendors below.
 (In the space provided, enter a whole percentage or dollar amount.)

Section C
Your Vendor Direction

Please indicate how you are making your election as a percentage as a dollar amount

I direct that all future contributions be invested with the following vendor(s). Enter whole percentages in multiples of 1%. i.e., 2%, 3%, 4% or a dollar amount.

Vendor Name	Percentage or Amount
403(b)FundSource	
Ameriprise Financial Services Inc.	
Horace Mann Companies	
Mass Mutual Financial Group	
Oppenheimer Funds	
Paradigm Equities	
The Variable Annuity Life Insurance Company	
Total % or Dollar Amount	

Section C
Your Vendor Direction

Employer Discretionary Contribution - You may be eligible for an Employer Discretionary Contribution. Please indicate below which vendor(s) you would like for your employer discretionary contribution to be invested with by providing the name of the vendor(s) and the percentage that is to be allocated.

I direct that all future employer matching contributions be invested with the following vendor(s). Enter whole percentages in multiples of 1%. i.e., 25%, 50%, 100%. Total percentage amount must equal 100%.

Vendor Name	Percentage
403(b)FundSource	
Ameriprise Financial Services Inc.	
Horace Mann Companies	
Mass Mutual Financial Group	
Oppenheimer Funds	
Paradigm Equities	
The Variable Annuity Life Insurance Company	
Total %	

Section D
Sign

By signing this form, I have authorized the Employer to deduct the amount(s) elected from my paycheck and transmit the contributions to the vendors as indicated. I certify that I have established a 403(b) account with the vendors selected above.

 Participant

 Date

