

PASADENA ISD 403(b) Plan

You must open your account with an approved vendor before you set up the payroll deduction on the TCG website.

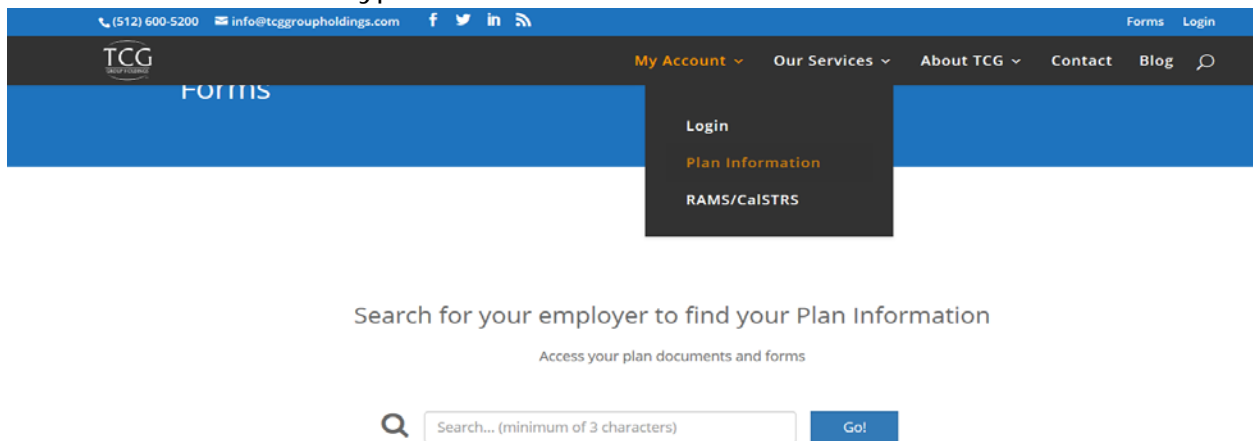
Pasadena Independent School District offers employees a payroll reduction plan for the purchase of annuities or other authorized investments as authorized by the Internal Revenue Code, Section 403(b). PISD has contracted with TCG Administrators to be our Third Party Administrator for our 403(b) Plan.

TCG Administrators Contact Information is:

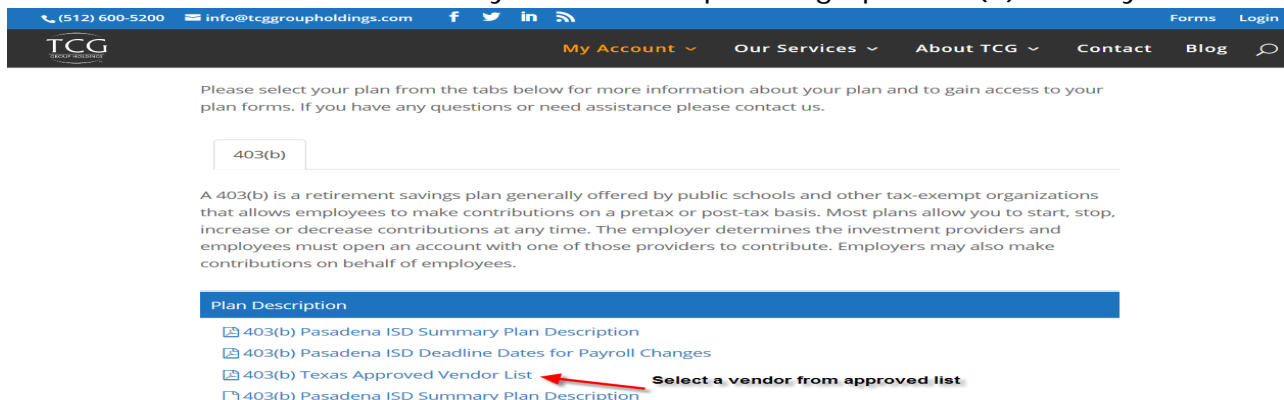
TCG Administrators
900 S. Capital of Texas Hwy. Suite 350
Austin, Texas 78746
Phone (800) 943-9179 Fax (888) 989-9247
Email at 403b@tcgservices.com

You must first set up an account with an approved Vendor:

1. Go to www.tcgservices.com
2. Click on My Account >> Plan Information
3. You will need to type in Pasadena ISD on the search icon.



4. From the tab labeled 403(b), click on the document labeled "Approved Vendor List".
5. Contact the Vendor directly to obtain help setting up a 403(b) annuity.



6. Once you have established an account with a vendor of your choice, you will then set up an account with TCG Administrators.

If you currently have a 403B payroll deduction and would like to make changes:

- a. Call TCG Administrators at 800.943.9179 or check your account online by visiting www.tcgservices.com
- b. Click on "Login"
- c. Click on "Portal Login" under Group Retirement Plan Login
- d. Enter your SSN as the User ID and the last four numbers of your SSN for the password, then click on "Participant"

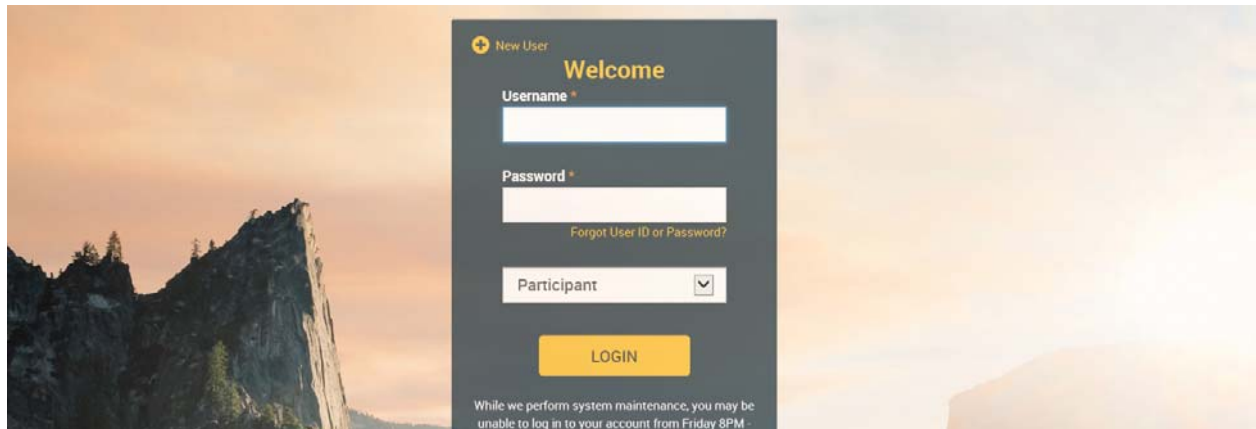
If you do not currently have a 403B payroll deduction:

- a. Click on "login"
- b. Access the "Group Retirement Login" and click "New User"
- c. Enter the plan password "pasad403", and enter the Social Security number to continue.

If you have any problems, please call TCG customer service at
800-943-9179

TCG 403(b) Plan Distribution, Loan, Exchange, Transfer and Rollover Information

To process a transfer, rollover or withdrawal from your 403b plan, you will need to complete the Distribution form for TCG Administrators. You can obtain these forms by logging into the TCG website or by contacting them at 800.943.9179. Your vendor may require additional forms to meet their company policies. All forms will need to be faxed to TCG Administrators using the 403(b) Distribution Fax Cover Sheet.



Change to Vendor:

You must open your account with the vendor before you make the change on the TCG website. Once you have opened your account, **then** you make the change of the vendor name on the TCG website. If the account is not opened with the vendor before you make the change on the TCG website, the vendor will not accept the contribution that is deducted from your payroll.

Questions:

Technical questions regarding the TCG website: 1-800-943-9179
General PISD 403(b) Payroll Deduction questions: 713-740-0007