

Littleton Public Schools Tax-Deferred Annuity (TDA) Plan Universal Availability Notice

Littleton Public Schools (the “District”) provides you with the opportunity to save for your retirement through the Tax-Deferred Annuity Plan (“Plan”). Whether you want to enroll in the Plan, or you are already enrolled but wish to change the amount of your Salary Deferral contribution, you can accomplish your goal by filling out a “Tax-Deferred Annuity (‘TDA’) Plan Salary Reduction Agreement” (“Salary Reduction Agreement”). You can obtain a copy of the Salary Reduction Agreement and information on the Plan from the District’s Human Resources at 5776 South Crocker Street, Littleton, CO 80120, by calling 303-347-3300, or on the District’s website at <https://littletonpublicschools.net/retirement-plans>. You may also enroll on the TIAA website at www.tiaa.org/lps.

Eligibility

All District employees are eligible to participate in the Plan. Each employee may make or modify his or her elections by submitting a Salary Reduction Agreement to Human Resources or online. The Salary Reduction Agreement must be submitted by the end of the month prior to the first payroll that the salary reductions are to begin or be modified. For the month of December 2019, the submittal period is extended to the December 6, 2019.

Salary Deferral Contribution Limits

You may make Salary Deferral contributions up to \$19,000 in 2019 and up to \$19,500 in 2020 (unless limited under the Plan). This annual Salary Deferral contribution limit is subject to change each year. In addition, this limit may be increased by an additional \$6,000 in 2019 and \$6,500 in 2020 if you are eligible to make “catch-up” contributions under the Plan (employees age 50 or older). Please see the other Plan information material on the District’s website or contact Human Resources for more information.

Tax Advantages

If you elect to make Salary Deferral contributions to the Plan, you may make these contributions on a pre-tax basis or on an after-tax basis (also referred to as Roth contributions).

- **Pre-tax contributions** – If you elect to make Salary Deferral contributions on a pre-tax basis, the amounts deferred (and any earnings on those amounts) generally will not be subject to income taxes until the amounts are distributed from the Plan. Upon distribution, such amounts are taxed as ordinary income.
- **Roth contributions** – You may elect to make Salary Deferral contributions on an after-tax basis (i.e., such contributions are subject to income tax at the time contributed to the Plan) as Roth contributions. Such contributions (and earnings) will not be subject to income taxes when distributed from the Plan, if certain conditions are satisfied. Generally, the conditions are that at least five (5) years have passed since you began to make Roth contributions and the distribution is a “qualified distribution”. For this purpose, a qualified distribution is a distribution made due to your attainment of age 59½, death, or disability.

For further details, or if you have questions, please contact the District’s Human Resources at 5776 South Crocker Street, Littleton, CO 80120, by calling 303-347-3300, or on the District’s website at <https://littletonpublicschools.net/retirement-plans>.