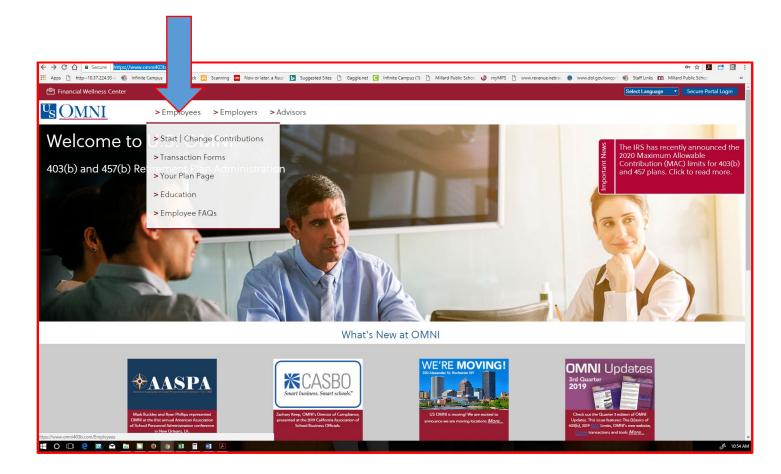
## Omni 403(b) information

Millard Public Schools uses **Omni** as our third party administrator for our 403(b) and 457 retirement plans. To make changes or get information about 403(b) and 457 plans, please contact Omni at 877-544-6664 or go online at <a href="https://www.omni403b.com">www.omni403b.com</a>. Human Resources and Payroll cannot process any changes to 403(b) or 457 accounts without notification from Omni. (Note: Omni does use a secure email system to communicate with MPS.)

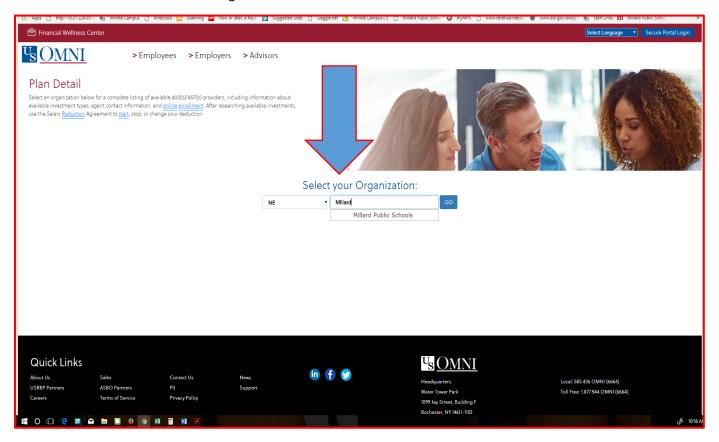
Omni is located in Rochester, NY; however, their call center is available from 7:30 am to 8 pm (EST), Monday through Friday. To fax documents to Omni, the number is 585-672-6194.

## **Organization Page**

Go to Omni's website at www.omni403b.com. Click on the word "Employees".



From the drop down menu, select "Your Plan Page". Select "NE" from the state drop down list and type "Millard Public Schools" into the Organization field.



The *Millard Public Schools* page will come up and you can select either the 403(b) tab or the 457 tab to view information about investment choices.



## This is where you can find:

- 1. Start or Change Contributions—this is where you find the Salary Reduction Agreement (SRA), this can be done online or by printing out a paper copy of the form
- 2. *Transaction Forms*—This is where forms are found for a death claim, disability claim, take a distribution, file for a hardship or loan, rollover your funds, etc.
- 3. Universal Availability
- 4. Catch Up Contributions—information about catch-up forms for employees over age 50
- 5. More Employer Information—General Information about 403(B) savings and FAQs.

Note: For any questions concerning Millard's list of participating providers, please contact Omni's customer service at 877-544-6664.