



SUPERINTENDENT'S OFFICE

P.O. Box 809/Boonville, Indiana 47601/812-897-0400

August 21, 2009

Employees of the Warrick County School Corporation,

As of August 1, 2009, the WCSC began utilizing the services of VALIC Retirement Services Company (VRSCO) to track 403(b) loan and hardship disbursements. By maintaining and tracking 403(b) contributions and disbursements for WCSC, VRSCO will help assure that our plan remains in compliance with IRS regulations that went into effect January 1, 2009.

All loan and hardship distributions require a signed Disbursement Eligibility Certificate. As an employee, you will have the ability to submit requests for certificates for loan and hardship distributions by using the VRSCO on-line Retirement Manager program.

You can find the Employee Guide and the appropriate link to Retirement Manager on the Warrick County School Corporation website. Navigate to the "*Employee*" tab and then select "*Retirement Manager*" from the menu.

The Retirement Manager Employee Guide will help you through the process. The first time you use Retirement Manager, you will need to click the "*I'm a New User*" link which will allow you to establish your username and password.

All loan and hardship distributions **MUST** begin by obtaining a Disbursement Eligibility Certificate through VRSCO Retirement Manager's on-line program. Please do not attempt to submit a loan or hardship request without first obtaining a certificate. Again, this tool has been put into place in order to help keep our plan in compliance with IRS regulations.

Sincerely,

Todd Armstrong, Assistant Superintendent
Rick Reid, Director of Personnel