

## **American Funds 403(b) ASP Enrollment Process**

### **Step 1**

EBC sends District a “403(b)ASP Plan Establishment Guide” with instructions for completion. District completes and returns to EBC.

### **Step 2**

District creates a new paycode to reflect new American Funds accounts with 403(b)ASP (e.g., AmFunds/ASP)

### **Step 3**

Employee’s contributing to American Funds will need to establish a new account with American Funds through 403(b) ASP (hereinafter referred to as ASP).

This requires the employee or his/her agent to complete the provided enrollment forms provided in the “Non-ERISA 403(b) Plan Employee Guide” and submit to ASP as directed in the guide.

All employees should establish new American Funds account through ASP before 12/31/2008. Contributions will continue to be sent directly to American Funds for current clients until new accounts are established.

### **Step 4**

Employee should complete a new Salary Reduction Agreement. The Salary Reduction Agreement should reflect that investments are with American Funds through 403(b) ASP.

### **Step 5**

Salary Reduction Agreements with American Funds through 403(b)ASP should be coded using the new code created by payroll personnel (e.g., AmFunds/ASP)

### **Step 6**

EBC will remit contributions to ASP for American Fund clients

### **Step 7 (Optional)**

It is up to the individual and his/her financial advisor to determine whether funds from the original American Funds Account should be transferred to the new account.