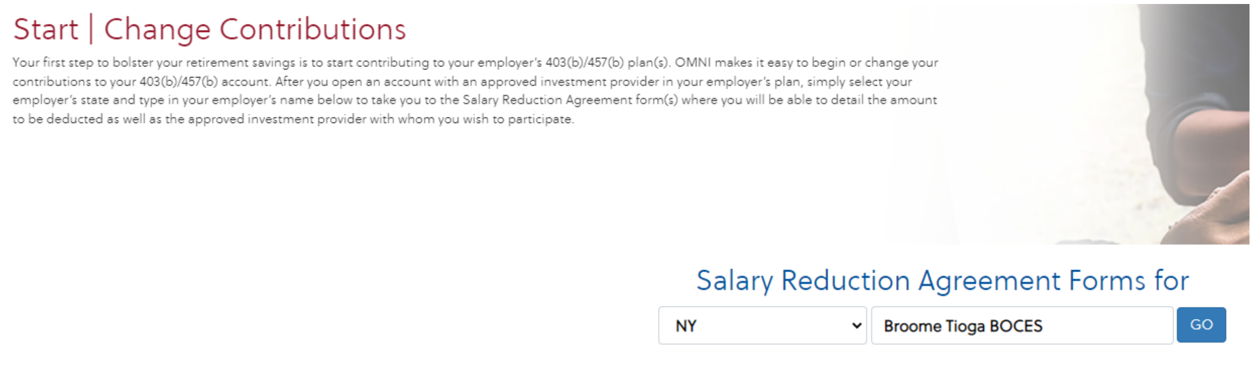
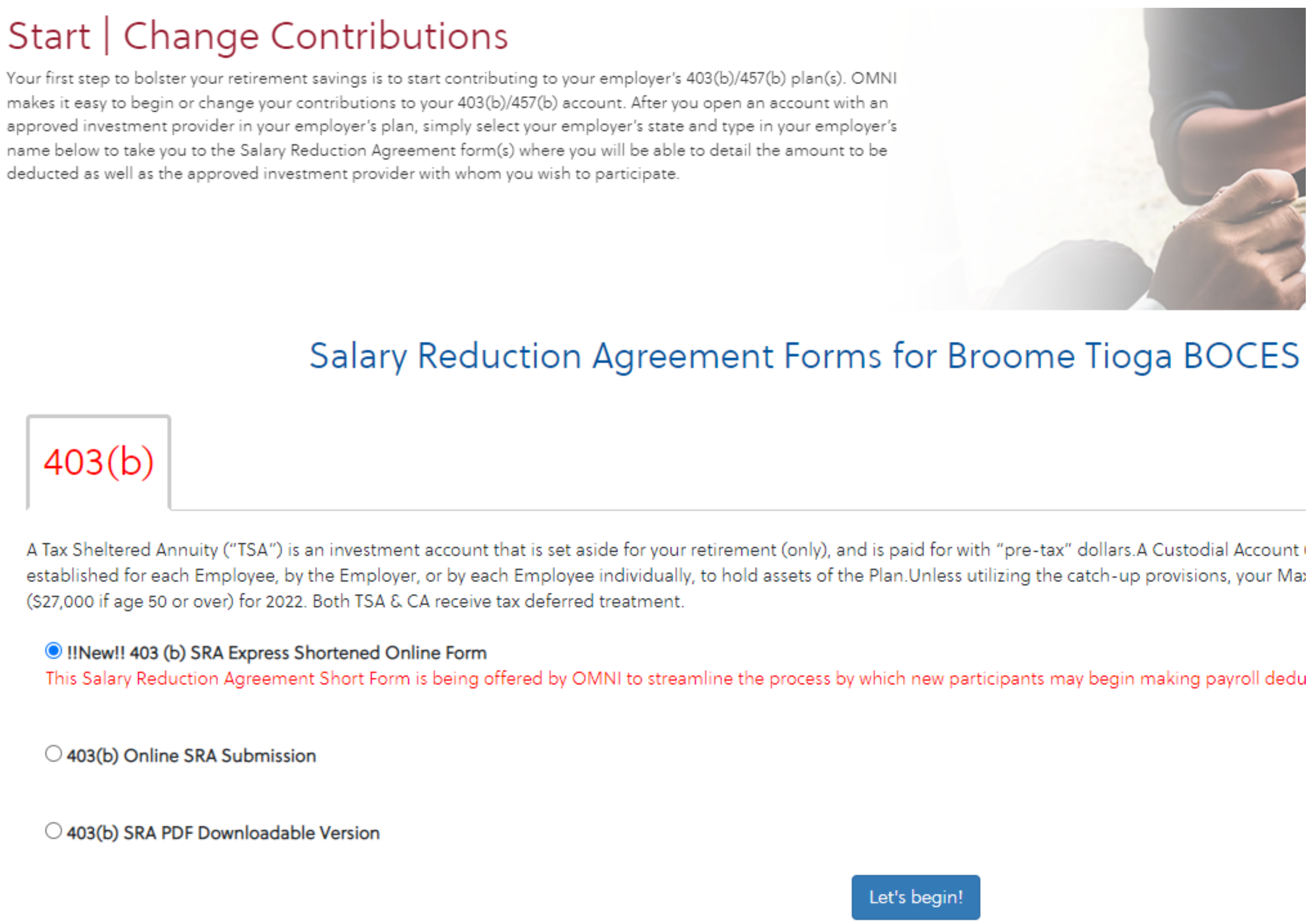
<u>OMNI Enrollment Instructions</u>

1. Go to btboces.org
2. Click on Staff on blue bar at top
3. Go to the Human Resources section and click on link for Employee Benefit Forms
4. Scroll down until you see OMNI 403(b) Enrollment and click on link
5. Select Employer State – NY, type in Broome Tioga BOCES for employer, click GO. This allows you to build an account with OMNI.



6. Select !!New!! 403(b) SRA Express Shortened Online Form, click Let's Begin!



7. Complete First Name, Last Name and Birth Date, click Next button.

403(b) SALARY REDUCTION AGREEMENT FORM for Broome Tioga BOCES [Binghamton, NY]

A Tax Sheltered Annuity ("TSA") is an investment account that is set aside for your retirement (only), and is paid for with "pre-tax" dollars.A Custodial Account ("CA") is the group or indi
established for each Employee, by the Employer, or by each Employee individually, to hold assets of the Plan.Unless utilizing the catch-up provisions, your Maximum Allowable Contribu
($27000 if age 50 or over) for 2022. Both TSA & CA receive tax deferred treatment.

☐ Check here if you have contributed to **another** 403(b), 401(a), or 401(k) plan offered by another employer in the last calendar year. **NOTE**: Do not check this box if you have only contribut
this SRA.

First Name	Last Name	Birth Date
First Name	Last Name	MM/DD/YYYY

☐ Please check here if you are NOT a full-time employee

Next

8. Use the drop-down box and select 403 for Plan Type, choose your investment provider, and select the amount you want to contribute each pay period. IMPORTANT! Prior to choosing your Investment Provider it is important to know that several providers do not allow you to build an account on-line. Please review the section below before selecting an Investment Provider. Those highlighted below in yellow, currently allow you to build an account on-line.

Participating Investment Providers

Investment Types: ● Fixed Annuity (F) ● Fixed Index Annuity (FI) ● Variable Annuity (VA) ● Investment Advisory Service (RIA) ● Mutual Funds (MF) ○ Not Offered

Provider	(F)	(FI)	(VA)	(RIA)	(MF)	Phone
AIG Retirement Services (formerly VALIC)	●	○	●	●	○	1-888-569-7055
American Fund/Capital Guardian	*Please contact provider*					
Aspire Financial Services	○	○	○	●	●	1-866-634-5873
Equitable (formerly AXA)	●	●	●	●	●	1-800-628-6673
Fiduciary Trust Intl-Franklin Templeton	*Please contact provider*					
Invesco OppenheimerFunds	○	○	○	○	●	1-800-835-7305
MetLife	○	●	●	●	○	
NY Life Ins. & Annuity Corp.	●	○	●	○	○	1-800-225-5695
Pacific Life Insurance Company	*Please contact provider*					
PenServ SmartSAV (formerly Foresters)	○	○	○	○	●	1-800-423-4026
Security Benefit	●	●	●	●	●	1-800-888-2461
The Legend Group, A Lincoln Investment Company	●	○	○	●	●	1-877-819-7455
Thrivent Financial for Lutherans	*Please contact provider*					1-800-847-4836
Unity Mutual Life	*Please contact provider*					
Vanguard Fiduciary Trust Co.	*Please contact provider*					
Voya Financial (Natl NY)	●	●	●	●	●	1-800-584-6001

Click Icons for Details: Online Enrollment Available Agent Contact Information Available Additional Information Available Upon Request

Once you have completed the section below, click Next.

403(b) SALARY REDUCTION AGREEMENT FORM for Broome Tioga BOCES

A Tax Sheltered Annuity ("TSA") is an investment account that is set aside for your retirement (only), and is paid for with "pre-tax" dollars.A Custodia
established for each Employee, by the Employer, or by each Employee individually, to hold assets of the Plan.Unless utilizing the catch-up provision
($27000 if age 50 or over) for 2022. Both TSA & CA receive tax deferred treatment.

WARNING!!
**Any contributions listed will supersede all current recurring contributions to your employer's 403 (b) plan administered by OMNI. If you are currently cc
please be sure to list all contributions you wish to continue. Any active 403 (b) or ROTH 403 (b) contributions found in our records, but not listed below
A contribution may be discontinued by listing it below with an amount of zero.**

Note: Investment Providers with a double asterisk notation (**) are not authorized to accept new accounts under your employer's plan. Please contact

PLAN TYPE *	INVESTMENT PROVIDER *	AMOUNT (per pay)*
--Select Plar	--Select Plan First--	$

Next

9. Complete this agreement by entering your email and social security number. Click Submit to OMNI.

403(b) SALARY REDUCTION AGREEMENT FORM for Broome Tioga BOCES

A Tax Sheltered Annuity ("TSA") is an investment account that is set aside for your retirement (only), and is paid for with "pre-tax" dollars.A Custodia established for each Employee, by the Employer, or by each Employee individually, to hold assets of the Plan.Unless utilizing the catch-up provisions ($27000 if age 50 or over) for 2022. Both TSA & CA receive tax deferred treatment.

Email

user@test.com

Social Security Number

123456789

10. You will receive a notification with a tracking number for your request. Congratulations!! you have created an OMNI 403(b) account. Print or save this document for your records.

The tracking number for your request is [redacted]

Print or Save a copy of this confirmation for your records

☐ Please check here if you have contributed to a 403(b), 401(a), or 401(k) plan in the last calendar year

Amount for prior year-to-date:

Prior Plan:

First Name [redacted]

Last Name [redacted]

Birth Date [redacted]

Email [redacted]

Contribution Information

WARNING!!

Any contributions listed will supersede all current recurring contributions to your employer's 403 (b) plan administered by OMNI. If you are currently contributing to multiple service prov (b) plan, please be sure to list all contributions you wish to continue. Any active 403 (b) or ROTH 403 (b) contributions found in our records, but not listed below WILL BE DISCONTINUED. A contribution may be discontinued by listing it below with an amount of zero.

Note: Service Providers with a double asterisk notation (**) are not authorized to accept new accounts under your employer's plan. Please contact OMNI with any questions.

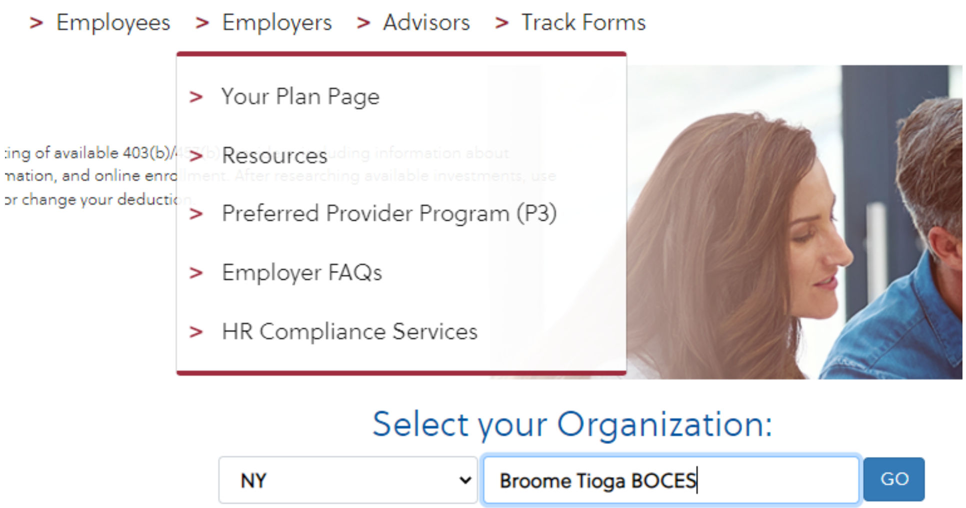
Please withhold funds from my pay for the following 403 (b) contributions until further notice:

Investment Provider Name	Effective Date	Amount Per Pay
[redacted]		$ 25

☐ Please check here if you are NOT a full-time employee

11. If you selected an Investment Provider that allows you to build an account on-line, please proceed to step 12. If you selected an Investment Provider that does not allow for on-line enrollment, you will need to contact a financial advisor to complete your enrollment process. Financial advisors can be found at many banking institutions to help with this process.

12. In selecting an Investment Provider with on-line enrollment, stay on your confirmation page and select the tab at the top of the page labeled Employers. Go to “Your Plan Page”. You will see “Select your Organization”, type in Employer State – NY and Employer Name – Broome Tioga BOCES, click GO.



13. This is a list of the participating Investment Providers. There are several providers that you will need to contact directly to set up your account. If a provider has a pencil mark (highlighted in yellow), you can continue to the Investment Providers website to set up an account. Please see below.

Participating Investment Providers

Investment Types: ● Fixed Annuity (F) ● Fixed Index Annuity (FI) ● Variable Annuity (VA) ● Investment Advisory Service (RIA) ● Mutual Funds (MF) ○ Not Offered

Provider	(F)	(FI)	(VA)	(RIA)	(MF)	Phone
AIG Retirement Services (formerly VALIC)	●	○	●	●	○	1-888-569-7055
American Fund/Capital Guardian	*Please contact provider*					
Aspire Financial Services	○	○	○	●	●	1-866-634-5873
Equitable (formerly AXA)	●	●	●	●	●	1-800-628-6673
Fiduciary Trust Intl-Franklin Templeton	*Please contact provider*					
Invesco OppenheimerFunds	○	○	○	○	●	1-800-835-7305
MetLife	○	●	●	●	○	
NY Life Ins. & Annuity Corp.	●	○	●	○	○	1-800-225-5695
Pacific Life Insurance Company	*Please contact provider*					
PenServ SmartSAV (formerly Foresters)	○	○	○	○	●	1-800-423-4026
Security Benefit	●	●	●	●	●	1-800-888-2461
The Legend Group, A Lincoln Investment Company	●	○	○	●	●	1-877-819-7455
Thrivent Financial for Lutherans	*Please contact provider*					1-800-847-4836
Unity Mutual Life	*Please contact provider*					
Vanguard Fiduciary Trust Co.	*Please contact provider*					
Voya Financial (Natl NY)	●	●	●	●	●	1-800-584-6001

Click Icons for Details: Online Enrollment Available Agent Contact Information Available Additional Information Available Upon Request

14. By setting up an account with both OMNI and your Investment Provider your 403(b) has been created. OMNI will send your information to the BOCES Business Office and Payroll will set up your deductions. If you need to change your deductions or stop deductions, you will need to do this directly with OMNI by completing the OMNI 403(b) Salary Reduction Agreement found on the BT BOCES website.

If you need additional assistance, please contact BOCES Human Resources Department at 607-766-3823.