

Memorandum

TO: USD #116 Employees
FROM: **Dr. Angi Franklin** - Assistant Superintendent of Human Resources
DATE: December 15, 2025
RE: Notice of availability to participate in Urbana School District #116 403(b) and 457 Plans

Urbana School District #116 offers a 403(b) Tax Sheltered Account Plan and a 457 Deferred Compensation Plan. As an eligible employee, you have the ability to participate in these Plans by making voluntary salary reduction contributions to the Plan.

You may also view other information about the plan at <http://www.tsacg.com>, including authorized investment providers, forms, and helpful links. Fees and other costs vary, so it is important to compare the costs associated with individual funds.

Once you have accessed the website, please follow these instructions:

- Select “Plan Sponsor Page” from the left menu
- Select your state from the drop-down menu
- Select your employer from the second drop-down menu

You will only be allowed to make changes to your 403(b) and 457 plan deductions one time per quarter not to exceed 4 times per year.

If you have further questions, please contact the Payroll Specialist at (217) 384-3540.