



# 5 Things to Do Getting Started with a 403(b)



## 1. Choose a Vendor

- See the district's benefits page at [www.k12northstar.org/Page/8014](http://www.k12northstar.org/Page/8014) or the OMNI website at [www.omni403b.com](http://www.omni403b.com) to select a vendor.
- Contact a vendor of your choice and open an account.



## 2. Meet with a Financial Advisor

- Schedule a meeting with your financial advisor.
- Your financial advisor will assist you in filling out paperwork and submitting it to OMNI on your behalf, including your salary reduction agreement (SRA).
- Allow up to 4 weeks for your account to be established.



## 3. Forms Get Sent to OMNI

- Work with your financial advisor to submit the appropriate forms to OMNI.
- OMNI will submit forms to the district's payroll department for processing.
- Wait approximately one to two full pay cycles for your deductions to begin.



## 4. Follow Up

- You are responsible for following the progress of your 403(b). Check with your financial advisor periodically on the status of your account.
- Confirm that contributions are being made by checking your paystub and 403(b) account balance.



## 5. Track Your Progress

- Work with your financial advisor to make sure your goals are on track.
- To increase or decrease your deductions, contact OMNI or complete the Salary Reduction Agreement form online at [www.omni403b.com](http://www.omni403b.com).

**Fairbanks North Star Borough School District**