

[PLAN SPONSOR LETTERHEAD]

SAMPLE LETTER AGREEMENT FOR NON-APPROVED VENDORS
HOLDING PLAN ASSETS

Date

Vendor Contact

Vendor Name

ADDRESS

Re: _____ 403(b) Plan ("403(b) Plan")

Dear _____:

_____ ("Plan Sponsor") has previously notified [VENDOR NAME] ("Company") that it is no longer approved under the 403(b) Plan to receive salary deferral contributions, effective _____. The Plan Sponsor has also notified the Company that participants under the 403(b) Plan are permitted to transfer their annuity contracts and/or custodial accounts held by the Company to an "approved" vendor only.

This letter is to advise the Company of certain compliance responsibilities that it has as a former vendor under the 403(b) Plan. The final regulations under Section 403(b) of the Internal Revenue Code require that the Plan Sponsor and the Company share any information necessary for the 403(b) Plan to satisfy the requirements under the regulations. The regulations require the Plan Sponsor to share the following information with the Company upon request:

- (1) The participant's employment status with the Plan Sponsor.
- (2) Any documentation relating to a hardship withdrawal request by a participant and the amount of any hardship withdrawals made from another vendor under the 403(b) Plan.
- (3) Participant loan information relating to another vendor, including the amount of the loan, the current balance, the highest balance within the last 12 months, terms of the loan repayment, and default status.
- (4) A list of all "approved" vendors under the 403(b) Plan.

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Jim Kemper
April, 2008



The undersigned, who represents that he/she is an authorized representative of the Company, hereby acknowledges receipt of this letter and agrees that the Company will share the above-described information with the Plan Sponsor as required for compliance with Treasury Regulations Sections 1.403(b)-1 through 1.403(b)-11.

Company Name: _____

Signature: _____

Printed Name: _____

Title: _____

Date: _____

