



Boise School District | Human Resources Office

8169 W Victory Rd
Boise, ID 83709

Ph: 208-854-4074
Fx: 208-854-4010
Email: benefits@boiseschools.org

Retirement Account Set-up Guide

How to Get Started: To find Financial Benefit information links from the District home page > Select the Employee Benefits tab > Benefits Package > Financial tab to view the District Retirement Account Service Provider/Vendor listing for contact information and website information. The list includes the contact numbers and type of investment options available. Use this checklist to set-up a Retirement Account.

☐ **PERSI CHOICE 401(K)**

Complete the PERSI Choice Plan Deferral Election form

1. Send form to Payroll Department
2. Election forms submitted by the last working day of the month will establish your payroll deduction beginning with the following month's paycheck.
3. Your initial Choice 401(k) Plan contributions are automatically invested 100% in the PERSI Total Return Fund. Once your deductions have started you can update/change your investment elections.
4. Go to the PERSI Choice 401(k) Plan website at www.persi.idaho.gov/choice.htm to establish your account login to change how your future contributions are invested and/or Fund Transfer to change how your current account balance is invested.

Important: To understand investment options you can view the PERSI Choice 401(k) Plan Investment Election Worksheet.

☐ **Retirement Tax Sheltered Accounts (TSA) 403(b) & 457**

In the event you select a vendor other than PERSI, you will first need to establish an account with the company/vendor and select from the family of fund(s) to invest in, and then submit a Salary Reduction Agreement to OMNI the District Plan Administrator.

1. Establish a TSA account with one of the 403(b) or 457 service providers/vendors.
2. Complete and submit a Salary Reduction Agreement to OMNI the District Plan Administrator. To activate an account you can establish an account on-line with OMNI or print of the PDF form. <https://www.omni403b.com/default.aspx>
3. Once your OMNI account and Vendor accounts are established, OMNI will notify Boise Schools Payroll Department to begin your payroll deduction.

Important: If OMNI receives the Salary Reduction Agreement by the last working day of the month your payroll deduction will commence the with the following month's paycheck.