

REGIONAL SCHOOL UNIT NO. 18

File: DLB

**MANAGEMENT OF STAFF FUNDS
TAX-SHELTERED ANNUITIES**

In order to treat all interested parties fairly, the Board sets the following requirements for companies that wish to participate in the tax-sheltered annuity program for authorized employees.

1. Annuity contracts will be accepted for payroll deduction at any time during the year.
2. An Information Sharing Agreement must be signed by both the TSA company and Regional School Unit No. 18 before a company is accepted as an authorized company.
3. Transfers will be handled on an individual basis.
4. Soliciting of accounts is not permitted on school time.

Date of Adoption: March 26, 2009