

**BLOOMFIELD PUBLIC SCHOOLS**  
**HOW TO START A 403B DEDUCTION**

1. Contact one of the following approved vendors:\*)
  - a. American Funds (not available for new accounts)
  - b. Ameriprise Financial
  - c. AXA Equitable
  - d. First Investors/Foresters Financial
  - e. Great American Financial
  - f. Hooker & Holcombe
  - g. Horace Mann
  - h. Voya (was ING)
  - i. MetLife
  - j. Security Benefit Group (not available for new accounts)
2. Open an account with the vendor and choose your investments and how much you want deducted.
3. The vendor will contact Bloomfield's third party administration, OMNI Group.
4. OMNI will review the paperwork and notify Bloomfield to take a deduction from your pay.
5. Bloomfield takes the deduction from your pay.
6. If you need changes at any point in the future, either to stop/change the deduction or go to a new vendor, you must contact the vendor directly.

\*To contact vendors, either go to the internet and search for the vendor to identify local agents, OR ask your co-workers who they use and if they are happy with their investments and service. Bloomfield cannot make recommendations or provide names of local agents.