



# How to Open a Payroll Slot

Security Benefit provides 403(b) and 457 retirement plans, offering a complete set of resources for school districts to help education professionals overcome retirement planning and saving obstacles.

Put us to work for your employees today! Add Security Benefit to your payroll roster.

## Send Security Benefit

1. Our completed and signed 403(b) exchange Information Sharing Agreement. A countersigned copy will be provided back for your records.
2. The completed 403(b)/457 Plan Summary Form.

## Email these items to:

Security Benefit RPS  
RetireAdmin@SecurityBenefit.com

## Designating the Payroll Slot

Please designate the payroll slot “Security Benefit.” Security Benefit is the entity (company) responsible for information sharing and other services related to participants’ accounts, including the relationship with any third party administrators (if applicable).

We’re here to help your clients  
*To and Through Retirement®.*

For more information about retirement programs, or for a comprehensive review of your current plan contact 800.747.5164, option 3, or visit [SecurityBenefit.com](https://SecurityBenefit.com).