

PASADENA ISD 403(b) Plan

Pasadena Independent School District offers employees a payroll reduction plan for the purchase of annuities or other authorized investments as authorized by the Internal Revenue Code, Section 403(b). PISD has contracted with JEM Resource Partners to be our Third Party Administrator for our 403(b) Plan.

JEM Resource Partners Contact Information is:

JEM Resource Partners
900 S. Capital of Texas Hwy. Suite 350
Austin, Texas 78746
Phone (800) 943-9179 Fax (888) 989-9247
Email at 403b@jemtpa.com

1. Go to www.jemtpa.com
2. Click on "login to Retirement Solution" on the left side of the screen

If you currently have a 403B payroll deduction:

- a. Click on "login"
- b. Enter your SSN as the User ID and the last four numbers of your SSN for the password, then click on "Participant"

If you do not currently have a 403B payroll deduction:

- a. Click on "login"
- b. Choose "New to the System, Enroll Now"
- c. Enter your SSN as the User ID
- d. Enter "pasad403" as the Password, then click on "participant"

If you have any problems, please call JEM customer service at 800-943-9179

JEM 403(b) Plan Distribution, Loan, Exchange, Transfer and Rollover Information

To process a transfer, rollover or withdrawal from your 403b plan, you will need to access the JEM website: www.jemtpa.com



- [Login to The Retirement Solution](#)
- [Login to your Flex Account](#)
- [Learn More](#)
- [Forms](#)
- [Plan Descriptions](#)
- [403\(b\) Vendors](#)

Our new address is:
900 S Capital of Texas Hwy, Suite 350, Austin, TX 78746

JEM Resource Partners is an independent payroll benefits administrator serving school districts and other government agencies. We can assist with development of your benefit plan, enrollment of your employees and monitoring compliance with the plan and compliance with regulations.

On this site, your employees can view and print plan documents and the forms necessary for them to make changes to their benefits and

To request a 403(b) distribution, transfer, rollover, exchange or loan, [click here](#)

Vendors will not process these requests without the approval of your employer or the third party administrator (JEM) for the 403(b) plan. All 403(b) plan distributions, transfers, rollovers, exchanges and loans must be approved by JEM.

That site has links for the transfer, rollover and withdrawal form;



- [Login to your Account](#)
- [about 403\(b\)](#)
- [403\(b\) resources](#)
- [403\(b\) plan description](#)
- [403\(b\) FAQs](#)
- [403\(b\) forms](#)
- [403\(b\) vendors](#)
- [login](#)

[home](#) » [services](#) » [403\(b\)](#) » requests

403(b) Requests

In order for JEM to approve the distribution, transfer, rollover, exchange or loan request we will need all of the following:

1. Copy of your most recent plan account and/or policy statements - for all of your 403(b), 457(b), and 401(a) plan accounts and/or policies.
2. Completed and signed JEM 403(b) PLAN DISTRIBUTION, LOAN, EXCHANGE, TRANSFER, & ROLLOVER FORM. [Click here](#) for the form.
3. Completed and signed forms from your 403(b) vendor. You will need to contact your vendor to obtain these forms.
4. Please fax the JEM and vendor forms to us at (888) 989-9247 using the JEM fax cover sheet on our website. [Click here](#) for the fax cover form. **Please DO NOT attach information for more than one participant with a fax.**

If your request complies with IRS and your employer's Plan rules, JEM will approve the request and follow your instructions to either return the approved forms to you or to your vendor.

To Make Changes to your 403b Contributions:

If you want to make changes to your contribution amount, you will need to log onto the JEM website and make your change.

Change to Contribution amount only:

Select the new dollar amount and confirm the change

Change to Vendor:

You must open your account with the vendor before you make the change on the JEM website. Once you have opened your account, **then** you make the change of the vendor name on the JEM website. If the account is not opened with the vendor before you make the change on the JEM website, the vendor will not accept the contribution that is deducted from your payroll.