

403B Plans - Contact Information

Swampscott Public Schools
207 Forest Ave
Swampscott, MA 01907

Joanne van der Burg
Phone: 781-596-8800 x 370

Vendor Contact Information		
MetLife	Fidelity Investments	American Funds
Group # 0826530	Group # 55843	Group # 992419343
Investment and Income Center P. O. Box 46516 Denver, CO 80201-6516	P.O. Box 770002 Cincinnati, OH 45277-0089	P.O. Box 2280 Norfolk, VA 23501-2280
1-800-560-5001	1-800-868-1023	1-800-421-0180 x 45
www.metlife.com	www.fidelity.com	www.americanfunds.com
Local Contact: Joseph Capobianco One Research Drive, Ste 100A Westboro, MA 01581 978-774-6019 508-527-3994	100 Summer Street. Boston, MA 02110	

Procedure:

Step 1: Employee sets up account with provider of their choice

Step 2: Employee provides Payroll with a copy of account Info

Step 3: Employee completes Salary Reduction Agreement and returns to Payroll Dept.

Step 4: Payroll Dept. sends form to Town Hall to begin deductions