Portland Community College

January 6, 2012

To Whom It May Concern:

Portland Community College has contracted with Carruth Compliance Consulting ("CCC") for Third Party Administrator services for our Tax Deferred Annuity 403(b) Plan. This is a Selected Vendors 403(b) Plan including the following vendors:

Ameriprise Financial
Fidelity Investments
First Investors
ING Life Insurance and Annuity Company
Lincoln Financial Group by Lincoln National Corporation
Metlife
Standard Insurance Company
Symetra Financial
TIAA-CREF
VALIC
The Vanguard Group
Waddell & Reed Inc.

Updates to the list of the vendors above can be found at the following URL:
http://www.ncompliance.com/guest_employervendors.aspx?EmployerID=124

The plan document for this Selected Vendors 403(b) Plan is maintained at the following URL:
http://www.ncompliance.com/guest_employerplandoc.aspx?EmployerID=124

General information concerning this plan can be found at the following URL:
http://www.ncompliance.com/guest_employees403.aspx?EmployerID=124

Please note in your records that Carruth Compliance Consulting is the TPA for the Portland Community College Tax Deferred Annuity 403(b) Plan and is authorized to share information as it pertains to the administration of the plan and to approve transactions on behalf of the plan sponsor. Please direct any questions concerning the plan to CCC:

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Best Regards,

Ann Baynton
Compensation and Benefits Manager
Portland Community College (Plan Sponsor)

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