



# ST. HILDA'S & ST. HUGH'S

619 WEST 114TH STREET \* NEW YORK, NY 10025-7995

PH 212-932-1980 FX 212-749-7174 www.sthildas.org

## Pension and Welfare Benefits Administration

Secretary of Labor

Top Hat Plan Exemption Pension and Welfare Benefits Administration

Room N-5644 - U.S. Department of Labor

200 Constitution Avenue, N.W.

Washington, D.C. 20210

### Register Mail with Receipt

Re: St. Hilda's & St. Hugh's School Non-Qualified Tandem 457 Retirement Plan

Dear Secretary:

Pursuant to Section 2520.104-23 of the Department of Labor's Regulations, this letter will serve as notice that the St. Hilda's & St. Hugh's School sponsors a Non-Qualified Tandem 457 Supplemental Retirement Plan, which is composed of (a) Non-Qualified Section 457(b) Eligible Deferred Compensation Plan and (b) Non-Qualified Section 457(f) Ineligible Supplemental Executive Retirement Plan. The undersigned intends to utilize the alternative form of compliance with the reporting and disclosure requirements of Part 1 of Title I of the Employee Retirement Income Security Act of 1974 ("ERISA"), which alternative form of compliance is provided in the aforesaid Regulations Section.

Pursuant to Regulations Section 2520.104-23 (b), the following information is provided:

1. Name and Address of Employer -

St. Hilda's & St. Hugh's School  
619 West 114th Street  
New York, NY 10025

2. Employer's Employer Identification Number - 13-1860029
3. The Employer hereby declares that it maintains the Plan primarily for the purpose of providing deferred compensation for a select group of management or highly compensated employees.
4. The Employer hereby states that the Plan is expected to cover one (1) employee(s).

Pursuant to Regulations Section 2520.104-23(b)(2), the Employer will provide Plan documents, if any, to the Secretary of Labor upon request as required by Section 104(a)(1) of ERISA.

Very truly yours,

St. Hilda's & St. Hugh's School

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Peter Ganzenmuller

Print Title: \_\_\_\_\_

Director of Finance and Operations

Date: \_\_\_\_\_

10/15/2013

Peter Ganzenmuller  
St. Hilda's & St. Hugh's School  
619 West 114th Street  
New York, NY 10025



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**RETURN RECEIPT  
REQUESTED**