



# A Guide to the Self-Directed Mutual Fund Brokerage Account

An option available to you through your  
Wellesley College Retirement Plan

You now have the opportunity to open a self-directed Mutual Fund Brokerage Account within the Wellesley College Retirement Plan. This will allow you to build and manage a portfolio by allocating your retirement savings contributions into a variety of investment choices beyond the core investments offered in your plan. This is separate from any TIAA-CREF Brokerage Account you may open on an individual basis. Take some time to read through the information in this flyer for an overview of the self-directed Mutual Fund Brokerage Account.



Financial Services





## Dedicated Customer Service

If you prefer, you can process your transactions with a TIAA-CREF Consultant by calling **800 927-3059**, Monday to Friday, 8 a.m. to 7 p.m. (ET). TIAA-CREF Consultants are also available to answer your questions regarding the Mutual Fund Brokerage Account. We strongly encourage you to speak with a TIAA-CREF consultant before establishing a self-directed Mutual Fund Brokerage Account.

## A Wide Range Of Mutual Fund Choices

With your TIAA-CREF Brokerage Services Account, you can choose to invest in more than 800 No-Transaction-Fee\* mutual funds and thousands of Transaction-Fee funds that are available on the brokerage platform. Please keep in mind that, as with the CREF Variable Annuity Accounts, mutual fund returns are not guaranteed, and you assume all risks associated with investing in these funds. You can view the list of fund families by going to the dedicated website at **[www.tiaa-cref.org/brokerage](http://www.tiaa-cref.org/brokerage)**.

## Control And Convenience

Once you establish your self-directed Mutual Fund Brokerage Account, you can place orders to buy, sell or transfer fund shares by going to **[tiaa-cref.org](http://tiaa-cref.org)**. You can also use TIAA-CREF's Automated Telephone Service (ATS) by calling **800 842-2252**, 24 hours a day, seven days a week. Please note that minimum dollar amounts and other restrictions may apply, as described on the next page.

\* Other fees and expenses do apply to a continued investment in the fund and are described in the fund's current prospectus.

# Frequent Questions and Answers

## About The TIAA-CREF Self-Directed Mutual Fund Brokerage Account

### How do I set up an account with TIAA-CREF Brokerage Services?

It is easy to establish a TIAA-CREF self-directed Mutual Fund Brokerage Account within the Wellesley College Retirement Plan. Here are the steps to follow:

**If you have not registered for online access to your account:**

1. Log on to [www.tiaa-cref.org/wellesleycollege](http://www.tiaa-cref.org/wellesleycollege).
2. Click on the hyperlink **Access My Account** that appears just under the photo. You will be brought to the **Log In For Online Access** page where you will be asked to type in your user ID and password. Go to the box on the right side of the page (Register for Online Access) and click on the word **Participants**. It will lead you to the **Register for Online Access** page.
3. Once you are registered, follow the steps shown below.

**If you have registered for online access to your account:**

1. Log on to your retirement account via secure access at [www.tiaa-cref.org/wellesleycollege](http://www.tiaa-cref.org/wellesleycollege). Once you have logged into your account, you will be brought to your **Account's Home Page**. Click on the hyperlink **Transfer Money Between My Accounts**, which is found on the right side of the page under the **Allocation of Total Retirement Savings** section.
2. In Section 1, select the account or fund to transfer current assets from and the dollar amount or percentage that you are transferring. **Important Note:** The minimum initial transfer amount is \$1,000. If you choose a percentage, make sure that the percentage results in a transfer of \$1,000 or more.
3. In Section 2, select the account or fund to which assets are being transferred. You will find the TIAA-CREF Self-Directed Brokerage Account at the bottom of the list of accounts or funds under the word **Other**. Enter the dollar amount or percentage that you are transferring to the self-directed brokerage account, keeping in mind that the minimum initial transfer amount is \$1,000.
4. Click on the **Submit** tab.

5. Once you have submitted your request, you will be prompted to the **Agreement and Signatures** page. Once you click on the tab **I Agree**, you will be taken to the self-directed brokerage account application to complete and submit your transaction. **Note:** It will take 48 to 72 hours for TIAA-CREF to establish the self-directed Mutual Fund Brokerage Account. This initial transfer will automatically take place once the account is open. Subsequent investments, which must be at least \$100, made prior to 4 p.m. (ET) will be in your account the following morning.

### When can I begin trading?

It will take 48 to 72 hours for TIAA-CREF to establish the self-directed brokerage services account. Your initial transfer will automatically take place once the account is open. Once the account is funded, you will be able to begin trading, by logging on to your retirement account via secure access at [tiaa-cref.org](http://tiaa-cref.org) and clicking the "Brokerage" link.

### What mutual funds are available from TIAA-CREF Brokerage Services?

You can find the full list of available funds in the **Fund Finder** at [tiaa-cref.org](http://tiaa-cref.org). This feature is accessible once you open an account and establish a login to the Brokerage website.

### How do I exchange money among the funds in my self-directed Mutual Fund Brokerage Account?

You can initiate trades online at [tiaa-cref.org](http://tiaa-cref.org), by using the Automated Telephone Service, **800 842-2252**, or by calling a TIAA-CREF Consultant at **800 927-3059**. Trades placed prior to 4 p.m. (ET) will be executed that day.

### Can I direct Retirement Plan contributions directly to the self-directed Mutual Fund Brokerage Account?

No. Your Retirement Plan contributions cannot be directed to the self-directed Mutual Fund Brokerage Account. You must initiate a transfer of funds online via the automated telephone system, or by speaking directly with a TIAA-CREF Consultant. The minimum transfer amount is \$100.

**How do I move the money back to other investment options available through the Wellesley College Retirement Plan from my self-directed Mutual Fund Brokerage Account?**

You must have the amount you wish to move available in your TIAA-CREF Brokerage Services Money Market fund. A transfer out of the self-directed Mutual Fund Brokerage Account and back to another account or fund available through the Wellesley College Retirement Plan cannot be initiated online. Call **800 927-3059** for more information and to have a TIAA-CREF Consultant initiate your transfer. It will take 48 to 72 hours for TIAA-CREF to process this transfer.

**Will I receive confirmations of my trades?**

Trade confirmations are automatically sent to your address of record the day after you place your mutual fund trade. No confirmations are generated on automated investment plan transactions, but you can view your entire transaction history in the secure portion of the website at [tiaa-cref.org](http://tiaa-cref.org) or on your monthly brokerage and quarterly combined retirement account statements.

**How can I take a distribution or withdrawal from the self-directed Mutual Fund Brokerage Account?**

You cannot receive a distribution or a withdrawal from the self-directed Mutual Fund Brokerage Account. To receive distributions or withdrawals from the funds in your self-directed Mutual Fund Brokerage Account, you first must transfer the amount back to another investment option available through the Wellesley College Retirement Plan. Then you may take distributions or withdrawals according to the retirement plan provisions. You cannot initiate an online transfer out of the self-directed Mutual Fund Brokerage Account to another account or fund available through the Retirement Plan. Call **800 927-3059** for more information or to have a TIAA-CREF Consultant initiate your transfer. The transfer back to the plan from the self-directed Mutual Fund Brokerage Account takes 48 to 72 hours.

**Are there any fees associated with my self-directed Mutual Fund Brokerage Account?**

There is no annual maintenance fee. However certain set-up and/or transaction fees may apply depending on your fund choices. Visit the brokerage services website at [tiaa-cref.org](http://tiaa-cref.org) for more information regarding such fees. Remember, you must establish a separate self-directed Mutual Fund Brokerage Account for each existing Retirement Account.



We strongly encourage you to set up a one-on-one counseling session with a TIAA-CREF Consultant prior to establishing a self-directed Mutual Fund Brokerage Account.

To schedule your session, call TIAA-CREF at **800 732-8353**, Monday through Friday from 8 a.m. to 8 p.m. (ET).