

## HOW TO ENROLL ONLINE (read entire document before enrolling)

### **TIAA** Financial Services

#### **Before you enroll, have the following information available:**

1. Your investment allocations, which you select from your [http://enroll.tiaa.org/ds10/inv\\_opt\\_home.html](http://enroll.tiaa.org/ds10/inv_opt_home.html)
2. Your Social Security number
3. Your beneficiary's Social Security number, birth date and address

#### **TO ENROLL ONLINE:**

LOG IN TO: [www.tiaa.org/myretirementplan](http://www.tiaa.org/myretirementplan)

Enter Plan/Access Code for the plan you wish to enroll in:

- **387177:** 403(b) DC (Defined Contribution) Retirement Plan (Matching)
- **387176:** 403(b) TDA (Tax Deferred Annuity) Supplemental Retirement Plan (contributions In addition to matching)

Click on

Seward County Community College 403(B) Plan

Right Hand Corner: GET STARTED

Click on: ENROLL NOW!

Select a plan for which you are eligible and complete the enrollment (you can return here afterwards to enroll)

***Be sure to print the information and keep the log in and password for future use. You may change your allocations, change beneficiaries and transfer funds within TIAA with your log in and password.***

Call TIAA at 800 842-2888 toll-free,

Mon-Fri, 8 a.m. - 10 p.m. (ET) and Sat 9 a.m. - 5 p.m. (ET).

#### **IMPORTANT:**

If you participate, you must complete and submit a Salary Reduction Agreement form for your enrollment application to be processed.

Once you have completed your enrollment, complete and return to Human Resources. Form is located with this document.

#### **HELP IS READY FOR YOU**

If you need assistance with enrolling on line, please call TIAA at **800-842-2776**, Monday through Friday, from 8 a.m. to 10 p.m., and Saturdays from 9 a.m. to 6 p.m. (ET). TIAA will guide you through the process.

Your Maximum Allowable Contribution is the maximum amount you may contribute to your 403(b) plan during a given calendar year. Your limit may vary from year-to-year based on changes made by the IRS and your personal circumstances.

The base contribution rate for 2015 and 2016 is: \$18,000 as approved by the IRS.  
Board approved matching is \$1,200 per fiscal year.

Additional Contribution for age 50+ catch-up is: \$ 6,000

(Additional amount that employees who will be age 50 by the end of the taxable year can contribute.)

Additional Lifetime Catch-up is: \$ 3,000 per year, up to a lifetime catch-up limit of \$15,000

(Additional catch-up will be permitted for employees with 15 or more years of service with the employer. This additional catch-up limit, if permitted, requires the completion of a worksheet to determine eligibility.)

## Seward County Community College Agreement For Salary Reduction Under Section 403(b)

BY THE AGREEMENT, made between \_\_\_\_\_ (the "Employee") and Seward County Community College, the parties hereto agree as follows:

Effective with respect to amounts paid on or after \_\_\_\_\_, 20\_\_\_\_, which date is subsequent to the execution of this Agreement, the Employee's salary will be reduced by the amount indicated below. At the same time, the Institution will contribute a corresponding amount to the Employee's annuity contracts, which the Employee will allocate among the funding vehicles approved by the Institution.

This Agreement is legally binding and irrevocable for both the Institution and the Employee with respect to amounts paid while employment continues. However, either party may terminate or otherwise modify this Agreement as of the end of any month (or pay period, if applicable) by giving at least thirty days' written notice so that this Agreement will not apply to salary subsequently paid.

The amount of salary reduction shall be :

\$ \_\_\_\_\_, matching per fiscal year

\$ \_\_\_\_\_, supplemental contribution (any amount over the matching), per fiscal year will be deducted in equal payments for the remainder of the fiscal year. The reduction will produce a total Institution contribution that does not exceed the Employee's statutory exclusion allowance under IRC Section 403(b), or the limitations of IRC Section 415 or Section 402(g), whichever is least.

The matching amount designated above and the Institution's matching will be contributed by the Institution to TIAA.

Signed this date: \_\_\_\_/\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
College ID Number

**HR use only:**

Seward County Community College

By \_\_\_\_\_, Director of Human Resources

SCCC Authorized Signature

ER \_\_\_\_\_ matching

EE share

\_\_\_\_\_ matching

\_\_\_\_\_ additional

Notes: