

TV Salary or Annuity Option Plan Agreement

For Tax-Deferred Retirement Plan Contributions at the University of Michigan

On this form, you authorize the amount(s) to be contributed from your salary to a tax-deferred 403(b) and 401(a) retirement account on your behalf. Please print all information in **black ink**.

For Benefits Office Use Only		11/2009	
Prep by: _____	TC RA: <input type="checkbox"/> D <input type="checkbox"/> R <input type="checkbox"/> OF		
Date: _____	TC SRA: <input type="checkbox"/> D <input type="checkbox"/> R <input type="checkbox"/> OF		
Pay: _____	Fid RA: <input type="checkbox"/> D <input type="checkbox"/> R <input type="checkbox"/> OF		
doh/dae _____	Fid SRA: <input type="checkbox"/> D <input type="checkbox"/> R <input type="checkbox"/> OF		

1. Faculty or Staff Member Information

Name (Last, First, Middle Initial)		UMID Number	U.S. Social Security Number
Title	<input type="checkbox"/> Monthly paid <input type="checkbox"/> Bi-weekly paid	Daytime Phone Number	Daytime FAX Number

2. Basic Retirement Plan

Enroll Change Investment Company No Change

I request to allocate my 5% staff member contribution and the 10% university contribution (when eligible) per pay period to the investment company(ies) as indicated below. **(Check one)**

100% TIAA-CREF
 100% Fidelity Investments
 50% TIAA-CREF & 50% Fidelity Investments
 Other: _____% TIAA-CREF & _____% Fidelity

3. Supplemental Retirement Account (SRA)

Enroll Change Company Change Amount No Change

Enter the SRA contribution you wish to make **per pay period**. This amount is separate from the 5% Basic Plan contribution and is not matched. If you are paid bi-weekly, this amount will be contributed from **each** paycheck, not as a monthly total. This amount will remain in effect until you change or cancel it. If you already make SRA contributions and are changing the amount, indicate the **new total** amount of the contribution, **not** the amount of the change.

I request the total SRA contribution **per pay period** above my 5% Basic Retirement Plan contribution be sent to the company(ies) indicated below. **Enter whole dollar amounts only.**

TIAA-CREF SRA	\$ _____
Fidelity SRA	\$ _____
TOTAL PER PAY PERIOD	\$ _____

4. Effective Date (Check one)

FIRST AVAILABLE PAYCHECK: Enrollment will not be processed until **after** your other benefits have been processed. Therefore, contributions may not start in your first paycheck.

FUTURE PAY DATE: _____

5. Tax Deferring Agreement and Signature

I understand and agree to the following terms and conditions:

- This Agreement is legally binding and irrevocable between the University of Michigan and myself. If the University of Michigan modifies future versions of this Agreement to comply with federal law or regulations, I agree that this Agreement shall be administered according to such modified Agreements.
- I agree to hold harmless and indemnify the University of Michigan for any and all liability and expenses by it as the result of any misstatement or omission made by me in this Agreement. This Agreement revokes any previously signed Agreement. This salary reduction agreement is covered under and shall be interpreted consistent with U.S. Treasury Regulations.
- This Agreement will generally become effective with respect to University of Michigan compensation paid on or after the date I sign it and the Benefits Office receives it. Canceling this Agreement will result in the cessation of University of Michigan and staff member contributions.
- During the year, the Benefits Office will lower or suspend my contribution if the my salary reduction will cause me to exceed the Internal Revenue Code (IRC) 402(g), 401(a)(17), and/or 415 limits. If my contribution is lowered or suspended to keep me within IRC limits, my elected amount will generally resume the following year. If I participate in another tax-deferred plan outside the U-M, I need to contact a tax advisor to ensure I do not exceed IRC limits.
- University contributions in the Basic Plan cannot be withdrawn or rolled over until I have terminated employment **and** I am age 55 or older. My contributions to the Basic Plan cannot be withdrawn or rolled over until I terminate employment. Hardship and disability withdrawals and loans are not available from the Basic Plan.
- If I am hired or newly eligible to participate in the Basic Plan on or after January 1, 2010 I must complete a waiting period of 12 consecutive months of eligible service in order to become eligible to receive the university contribution to the Basic Plan. If I am subject to the waiting period and I enroll in the Basic Plan, I will contribute 5% to the plan but there will be no university contribution until I complete the 12-month waiting period. If I am represented by a union or bargaining unit I should refer to the collective bargaining agreement to determine if I am subject to the waiting period. I must affirmatively enroll in the Basic Plan in order to receive plan benefits; enrollment and university contributions do not automatically begin due to completing the waiting period.
- I will not be automatically enrolled in the Basic Plan as a result of a change in job title or appointment effort, even if I already contribute to the SRA. My participation in the SRA and/or Basic Plan will generally cease if I experience a change in job title between temporary and regular and that it is my responsibility to reenroll in the Basic Plan and/or SRA if my job title or effort changes.

Signature _____ Date _____

Benefits Office – Retirement Plan Area
Wolverine Tower Low Rise G405, 3003 S. State Street

Ann Arbor, MI 48109-1278
Phone: (734) 615-2000 • FAX: (734) 936-8835

You may enroll or change your elections at any time. To view deadlines for a specific paycheck go to:

benefits.umich.edu/plans/retire/retdeadlines.html

Salary or Annuity Option Plan Agreement

Your TIAA-CREF and/or Fidelity Account(s)

There are no applications for you to complete to open your account with TIAA-CREF and/or Fidelity Investments. The Benefits Office will send an enrollment notice to your chosen investment company to create your account after your properly completed and signed *Salary or Annuity Option Plan Agreement* has been received. You will receive a welcome packet for TIAA-CREF and/or Fidelity Investments about 30 days after your first deduction with information on how to choose your investment fund and how to designate your beneficiary. Be sure to designate your beneficiary as soon as possible.

The default investment fund will be an age-appropriate Lifecycle Fund if you select TIAA-CREF or a Freedom Fund if you select Fidelity Investments. A TIAA-CREF Lifecycle or Fidelity Investments Freedom Fund is a mutual fund that is composed of a diversified portfolio of other mutual funds offered by that company. This includes domestic and international stock and bond funds, as well as money market funds. Each fund automatically selects the allocation of stock, bond, and money market funds appropriate for a target retirement date of approximately age 65. Each fund will adjust its holdings periodically to become more conservative over time as its target retirement date approaches.

Both TIAA-CREF and Fidelity offer a wide selection of funds including international and domestic stock, bond, money market, socially responsible, fixed annuity, and real estate funds. If you do not want your investment fund to be a Lifecycle or Freedom Fund, you may change this by contacting TIAA-CREF or Fidelity Investments.

Effective Date & Deadlines

This agreement will generally become effective with respect to salary paid on or after the date this form is signed and received by the Benefits Office. If no box is checked, the default will be your first available pay period.

Your enrollment in the U-M Retirement Plan cannot be processed until after your enrollment for medical, dental, life, etc. has been processed. Your enrollment in the retirement plan will be delayed if your other benefit choices have not been submitted and processed. Therefore, retirement contributions may be delayed.

By checking the "First Available Pay Period" box, contributions will begin with your first available pay period. In some cases, the first deduction will occur in your next scheduled paycheck. However, the initial deduction may be delayed if your forms are received after processing deadlines and/or you have not finalized your other benefit enrollments.

Final Enrollment Deadline: December 1 is the final deadline to enroll in the Basic Plan for the calendar year. Your properly completed *Salary or Annuity Option Plan Agreement* must be received and your other benefit plan elections must be finalized and submitted no later than December 1 to enroll in the current year. Otherwise, the effective date and contributions will begin January 1 of the following year.

Waiting Period for University Contributions

Individuals hired or newly eligible to participate in the Basic Plan on or after January 1, 2010 must complete a waiting period of twelve consecutive months of eligible service in order to become eligible to receive the university 10% contribution to the Basic Plan. If you are represented by a union or collective bargaining agreement, check with the terms of your collective bargaining agreement to determine if you are subject to the waiting period.

Individuals who become ineligible for the Basic Plan or terminate employment and are rehired or become newly eligible to participate on or after January 1, 2010 must complete the waiting period to become eligible to receive the 10% university contribution to the Basic Plan if the gap in employment or eligibility is one year or greater.

The waiting period is measured from the date you become eligible to participate in the plan, which is typically your date of hire. If you were hired into a job ineligible for the plan (ex. temp, graduate student, House Officer, Research Fellow, etc.) but later become eligible (for example, due to a change in effort, job title), the waiting period is measured from the date you become eligible to participate.

You may enroll in the Basic Plan at any time and contribute 5% but there will be no university contribution until you have completed the waiting period and you are enrolled in the Basic Plan for eligible individuals hired or newly eligible on or after January 1, 2010.

Once you have completed the twelve-month waiting period and you are enrolled in the Basic Plan, the 10% university contribution will be provided. If you are not enrolled after completing the waiting period, you must affirmatively enroll in order to receive the 10% university contribution. Enrollment in the Basic Plan and university contributions do not automatically begin due to completing the waiting period.

Visit: benefits.umich.edu/plans/retire/waitfaq.html

Limits on Cash Withdrawals and Rollovers

- A. Employee contributions under the Basic Retirement Plan are not available for cash withdrawals and rollovers until you have terminated employment with the University of Michigan.
- B. University contributions under the Basic Retirement Plan are not available for cash withdrawals and rollovers until you reach age 55 or older and you have terminated employment with the University of Michigan.
- C. Loans and in-service cash withdrawals are not available under the Basic Plan under any circumstance.
- D. SRA cash withdrawals are available:
 1. Upon termination of employment at any age.
 2. In the event of IRS qualified disability or financial hardship.
 3. At age 59½, even if you are still working at U-M.



Benefits Office

Questions?

Visit the Retirement Savings Plan section of the Benefits Office Web site at benefits.umich.edu/plans/retire/index.html or call the HR/Payroll Service Center at 734-615-2000 or 866-647-7657 (toll free for off-campus long-distance within the U.S.)

How to Return Your Signed and Completed Form

Keep a copy for your records and a copy of the fax transmission report, if you return this form by fax.

By FAX (for fastest service)

734-936-8835

By Mail

Benefits Office – Retirement Plan Area
Wolverine Tower – Low Rise G405
3003 South State Street
Ann Arbor, MI 48109-1278

Drop It Off In Person

HR / Payroll Service Center
Wolverine Tower – Low Rise G250
3003 South State Street
Ann Arbor, MI 48109-1278