

TV Salary or Annuity Option Plan Agreement

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

Extra to Basic Plan / SRA Contributions Only

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

For Benefits Office Use Only

4/08

Prep by: _____ 4X: D R OF

Date: _____ 4Y: D R OF

Pay: _____ 4Z: D R OF

1. Faculty or Staff Member Information.

Name		UMID	US Social Security Number
Title	<input type="checkbox"/> Monthly paid <input type="checkbox"/> Bi-weekly paid	Daytime Phone Number	Daytime FAX Number

2. Effective Date (Check one)

FIRST AVAILABLE PAYCHECK: (default if no box checked). Each paycheck has a deadline and contribution elections may not take effect in the current month. See link below for deadlines.

FUTURE PAY DATE: _____

3. Extra to Basic Plan or SRA Contribution

Enroll Cancel Change Amount Change Company

- Enter the amount of contributions **per pay period** you wish to make. If you are paid bi-weekly this amount will be contributed with **each** bi-weekly pay, not as a monthly total.
- This amount will remain in effect until you submit another form to change or cancel it.**
- If you already make Extra to Basic Plan TIAA-CREF or SRA contributions and are changing the amount, indicate the **new total** amount of the contribution, **not** the amount of the change.
- You may only choose the Extra to Basic Plan TIAA-CREF option if you currently or previously have done so. New enrollments must choose the SRA.

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

Extra to Basic Plan TIAA-CREF → No new enrollments	\$ _____
TIAA-CREF SRA	\$ _____
Fidelity SRA	\$ _____
TOTAL PER PAY PERIOD	\$ _____

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

www.umich.edu/~benefits/plans/retire/retdeadlines.htm

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

3. Tax Deferring Agreement and Signature.

I understand and agree to the following terms and conditions:

- A completed account application for the investment company I select must be on file before this Agreement is effective. If the Benefits Office does not have the correct application(s) or if a dollar amount is not given for the SRA contribution(s), this form will be returned to me.
- This Agreement is legally binding and irrevocable between the University of Michigan and myself.
- The Internal Revenue Code (IRC) limits the aggregate amount an individual taxpayer can tax-defer. During the year, the Benefits Office will lower or suspend my Extra to Basic Plan / SRA contribution if the above salary reduction will cause me to exceed the IRC limits. If my Extra to Basic Plan / SRA contribution is lowered or suspended during the year to keep me within IRC limits, my elected amount will generally resume the following year. If I participate in a tax-deferred plan outside the University, I may need to contact a tax advisor to ensure I do not exceed IRC limits.
- 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 Agreement will generally become effective with respect to University salary paid on or after the date I sign it and the Benefits Office receives it.
- This salary reduction agreement is covered under and shall be interpreted consistent with U.S. Treasury Regulations.
- 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.
- Canceling this Agreement will result in the cessation of all staff member contributions.
- I understand that University contributions under the Basic Plan cannot be withdrawn or rolled over until I am age 55 or older and terminated, and that hardship and disability withdrawals and loans are not available on Basic Plan and Extra to Basic Plan contributions under any circumstance.

Signature _____

Date _____

Salary or Annuity Option Plan Agreement

INSTRUCTIONS

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

There are no applications for you to complete to open your SRA account with TIAA-CREF and/or Fidelity. The Benefits Office will send an enrollment notice to your chosen investment company to create your account once your properly completed and signed *Salary or Annuity Option Plan Agreement* has been received. TIAA-CREF and/or Fidelity will then mail you a packet listing all your investment options and a form to designate your beneficiary. Complete the beneficiary form and return it to the investment company as soon as possible.

The investment fund will automatically be an age-appropriate Lifecycle Fund if you select TIAA-CREF or a Freedom Fund if you select Fidelity. A TIAA-CREF Lifecycle or Fidelity Freedom Fund is a mutual fund that is 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 that are appropriate for a target retirement date of approximately age 65. The fund will adjust its holdings periodically to maintain an asset allocation appropriate for its target retirement date to maximize returns and minimize risks.

Both TIAA-CREF and Fidelity offer a wide selection of stock, bond, money market, and real estate mutual 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.

Effective Date

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. By checking the "First Available Pay Period" box, contributions will simply begin with your first available pay period. In most cases, the initial deduction will occur in your next scheduled pay period. However, the initial deduction may be delayed if your forms are incomplete or are received after processing deadlines.

You may also list a month and year as your effective date if you want to target a specific future date instead of your first available pay period. If you check no box, the default will be your first available pay period.

Cash Withdrawals

You may take a withdrawal your SRA contributions or extra contributions you have made to the Basic Plan TIAA-CREF account (those you have made above and beyond the 5% in order to receive the U-M 10% match) when you have met an IRS qualifying event:

1. Upon termination of employment at any age.
2. In the event of IRS qualified financial hardship or disability.
3. At age 59 ½ or older, even if you are still working at UM.

Rollovers

You may rollover your SRA contributions or extra contributions you have made to the Basic Plan TIAA-CREF account to an IRA or another employer retirement plan when you meet an IRS qualifying event:

1. Upon termination of employment at any age.
2. At age 59 ½ or older, even if you are still working at U-M.

Loans

You may take a loan from your SRA at any time; however, loans are not available under the Basic Plan. You may transfer extra contributions you have made to the Basic Plan TIAA-CREF account (contributions you make above and beyond the 5% in order to receive the U-M match) in order to take a loan.



Questions?

Visit the Retirement Savings Plan section of the Benefits Office Web site at www.umich.edu/~benefits/plans/retire/index.htm, 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