

IMPORTANT INFORMATION ABOUT THE YALE UNIVERSITY RETIREMENT PROGRAM

Yale University Tax-Deferred 403(b) Savings Plan (Plan Number 102374)

The Tax-Deferred 403(b) Savings Plan is a retirement workplace savings plan that allows certain employees to make pre-tax contributions to a 403(b) savings account to save for retirement. Plan contributions are made through pre-tax deductions from your salary and, along with the investment earnings, are tax-deferred – that is, they are not taxable until they are paid out to you.

Eligibility

You are eligible to enroll in the Yale University Tax Deferred 403(b) Savings Plan if you are a W-2 employee of Yale University and you are not a student worker.¹

Enrollment

You may enroll, discontinue or change your enrollment at any time by completing a Yale University Tax Deferred 403(b) Savings Plan form along with a TIAA-CREF application (if applicable). You can obtain these forms by contacting Yale University Employee Services at 203-432-5552 or employee.services@yale.edu. Completed forms can be returned to Yale University Employee Services at 221 Whitney Avenue, New Haven, CT 06511 or faxed to 203-432-5153. Before enrolling, please review the plan details on the Benefits website at www.yale.edu/hronline/benefits. Once you are enrolled, you can change the amount of your contribution and your investment allocations at any time.

Contribution and Investment Elections

To enroll, you must elect your contribution amount and designate the funds to which you want your contribution invested. You may elect to contribute up to 75% of your salary on a pay period basis. The IRS limits the amount an employee can contribute annually to 403(b) savings plan; the maximum annual allowable amount for 2015 is \$18,000. Employees may contribute a maximum of \$24,000, beginning in the calendar year in which they attain age 50.

You can choose to invest your contributions in any of the funds available on the TIAA-CREF platform for the Yale University Retirement Program. If you elect a contribution amount but fail to elect an investment fund, your contribution will be allocated to a TIAA-CREF Lifecycle Fund. TIAA-CREF Lifecycle Funds are target date retirement funds that provide a ready-made diversified portfolio using TIAA-CREF mutual funds as underlying investments that include both equities and non-equities. A target date retirement fund is a fund that is invested using model asset-allocations based on when you will reach normal retirement age. TIAA-CREF Lifecycle Funds are managed to target retirement years in five-year increments. Your Plan contributions will be invested in a TIAA-CREF Lifecycle Fund that is closest to the year in which you will attain age 65. The TIAA-CREF Lifecycle Funds are intended to be “qualified default investment alternatives” as described in Section 404(c)(5) of ERISA.

You can obtain specific plan and investment information that includes details about your investment options and the expenses associated with those options for both TIAA-CREF funds and Vanguard funds available on the TIAA-CREF platform.

Visit www.tiaa-cref.org/planinvestmentoptions and enter Plan Number 102374 to see the following documents, which include information for both TIAA-CREF and Vanguard investment options:

¹ *A student worker is an undergraduate or graduate student whose Yale employment is limited to services performed to satisfy course and degree requirements or whose services are compensated solely through financial aid programs.*

- Summary of Plan Services and Costs – provides information about administrative fees, individual transaction expenses and your right to decide how to invest your contributions.
- Investment Options Comparative Chart – provides information about the investment options available to you, including performance and expense information.

You can also obtain information about the investment options available through the Yale Retirement Savings Program by contacting TIAA-CREF directly. You may do so by visiting their website, by calling their toll-free number to talk to a representative, or by scheduling a one-on-one counseling session.

Investment Company	Website	Telephone
TIAA-CREF	www.tiaa-cref.org/yale	855-250-5424

Withdrawals

There are limits on when you may withdraw funds from your 403(b) savings account. These limits may be important to you in deciding how much, if any, to contribute to your 403(b) savings plan. Generally, you may only withdraw amounts from your 403(b) savings plan after you terminate employment with the University, incur a hardship or wish to take a loan. Also, there is generally an extra 10% tax on distributions taken before age 59-1/2. Your named beneficiary, or estate, is entitled to any amount remaining in your 403(b) savings account when you die.

Hardship withdrawals are limited to the dollar amount of your contributions. They may not be taken from earnings or university contributions. Hardship withdrawals must be for a specified reason – for qualifying medical expenses, purchasing your principal residence, preventing eviction from or foreclosure on your principal residence, repairing qualifying damages to your principal residence, qualifying post-secondary education expenses, or qualifying burial or funeral expenses. Before you can take a hardship withdrawal, you generally must take a loan. If you take a hardship withdrawal, you may not contribute to your 403(b) savings plan for 6 months. Hardship withdrawals are administered by TIAA-CREF and are subject to the terms of their hardship withdrawal program. For further information, please contact TIAA-CREF.

Plan Loans

In most cases, you can borrow certain amounts from your Yale University Retirement Program account. Plan loans are administered by TIAA-CREF and are subject to the terms of the TIAA-CREF loan program. For further information, please contact TIAA-CREF.

To obtain enrollment forms or further assistance, please contact Employee Services at 203-432-5552, Monday - Friday 8:30 a.m. to 5:00 p.m. EST, or at employee.services@yale.edu.

This Notice is not intended to give specific tax advice as to whether you should enroll in a Yale 403(b) savings plan or to provide you with expected tax consequences resulting from enrolling in a 403(b) savings plan. The University does not provide tax, legal, or investment advice and recommends that employees seek advice from their own financial advisors. If anything stated in this document differs from what is stated in the legal plan documents, the legal plan documents will prevail.