



Retirement Plan Election Form ("Salary Reduction Agreement")

See instructions on back of form.

- New Hire, Part-time to Full-time, Rehire

Employee ID or SSN, Last Name, First Name, M.I., Date of Birth, Home Mailing Address, City, State, Zip, Work Phone Number, Home Phone Number, Email, Married? Yes/No, if yes, print Spouse's Name

- Election for matched contributions, Election for unmatched contributions, Change contribution percentage, Change investment company selection

If you signed a 1998 Lifetime Waiver Form, you are not eligible for matching contributions. However, you may make supplemental contributions.

Mandatory 3% (6.47% for VMG) I request my contribution to be allocated as:

(Note: if choosing more than one company, total must equal 100%)

TIAA-CREF %, Vanguard %, AIG Retirement %, Fidelity %

Basic 2% I request my contribution to be allocated as: (Choose either Pre-tax or Roth)

(For Pre-tax, if choosing more than one company, total must equal 100%) (Roth is available only with Vanguard and must be the full 2% Basic)

TIAA-CREF %, Vanguard Pre-tax %, AIG Retirement %, Fidelity %, Vanguard Roth 100 %

Supplemental % (up to IRS limit: see instructions for more information) I request my contribution to be allocated as:

(Note: if choosing more than one company, total allocation must equal 100%)

TIAA-CREF %, Vanguard Pre-tax %, AIG Retirement %, Fidelity %, Vanguard Roth %

I have attached the appropriate form(s) for the investment company(ies) I have chosen.

TIAA-CREF requires separate applications for matched and unmatched contributions. I have attached both TIAA-CREF applications.

- I understand this Agreement is legally binding. I understand that my mandatory contribution to Vanderbilt's Retirement Plan reduces my taxable salary. I understand any changes require completing the appropriate forms and will become effective the first day of the month following the date all completed forms are received by Vanderbilt Human Resources. My account will be invested as indicated on this form, when completed by me and according to my eligibility. I understand I may change my elective contributions within the limitations set by the Retirement Plan (once per calendar quarter). I understand that as long as I am in an eligible position, my contributions will continue indefinitely unless I request a change in writing, I am notified in writing by Vanderbilt of changes that will be made to the Plan or voluntary contributions are suspended for a minimum of 6 months following a financial hardship withdrawal. If my employment with Vanderbilt is terminated, contributions will end automatically with my last paycheck. This Agreement will end automatically if Vanderbilt becomes ineligible to sponsor this Retirement Plan. Failure to fully complete this Agreement and include all necessary attachments will cause a delay or failure to reduce my compensation or direct my investment allocations as indicated.

ID # _____

Class _____

Pay Group _____

DOH _____

Eff Date _____

Date of last change: _____

Audit _____

Date Received in Benefits _____

Employee Signature _____ Date _____

Plan Administrator Signature _____ Date _____

How to Complete this Form

Section 1

Print your personal information. Your Employee ID is a 7-digit number that can be found on your paycheck, on your pay advice, or by signing into C2HR on the HR Website. Fill in all blanks; enter "N/A" if not applicable.

Section 2

Indicate the action(s) you are requesting by submitting this form. For eligibility requirements, please refer to the Summary Plan Description available on the HR Website (<http://hr.vanderbilt.edu>) or in person at HR Express.

Section 3:

Staff that have not yet met eligibility can only contribute at the Supplemental level. For eligibility requirements, refer to the Retirement Plan Summary Description or contact Human Resources customer service.

Mandatory:

Indicate to which investment company you want your **Mandatory** contributions sent. You may choose more than one investment company, but the total percentage across all the companies must equal 100%.

Basic:

For the **Basic** level (2%), indicate whether you want your contributions to be pre-tax or Roth (after-tax). For pre-tax, you may choose more than one investment company, but the total percentage across all the companies must equal 100%.

If you choose Roth, your contribution must be invested with Vanguard. You must complete a Vanguard application, if you do not already have a Vanguard account within the Vanderbilt Retirement Plan.

Supplemental:

Indicate the percent of **Supplemental** contributions you wish to make. For help calculating your available percentage, subject to federal tax code limitations, use the online calculator located on the HR Website. In no event may your percentage exceed 80%; if your designation exceeds 80%, it shall be entered at 80% or a lesser amount, subject to the applicable IRS limit. For the current year's limits, refer to the HR Website. Indicate to which investment company you want your Supplemental contributions sent. You may choose more than one investment company, but the total percentage across all the companies must equal 100%.

Section 4:

Attach the appropriate investment company applications. If you have an existing, open account within the Vanderbilt Retirement Plan, a new application is not required when making a change or if enrolling upon rehire. If you currently invest with TIAA-CREF at the supplemental level only, and you did not complete two applications upon initial enrollment, you must complete a new application to receive matching contributions. Applications are available at HR Express during normal business hours or on the HR Website under Forms and Documents (<http://hr.vanderbilt.edu/forms>).

Section 5:

Read the acknowledgements then sign and date your Salary Reduction Agreement. If you were approved for a hardship distribution after January 1, 2009, it is your responsibility to submit a new Retirement Plan Election form to resume voluntary contributions after your six month suspension ends. Return all forms to the Benefits Office for approval. Retirement Plan Election forms may be submitted once per calendar quarter and are effective the month after they are completed and received in the Benefits Office. If this form and/or your investment company application(s) are incomplete, they will be returned to you by U.S. mail to the home address that Human Resources has on file for you.

Additional Information

- Vanderbilt's Retirement Plan is a mandatory plan if you meet eligibility requirements.
- When you become eligible, if you do not complete this enrollment form and **the forms for each of the investment companies that you indicate in Section 3: CONTRIBUTION LEVEL / COMPANY SELECTION**, your contributions will default to a Fidelity Investments Freedom Fund.
- You must **complete the forms for each of the investment companies** to which you wish to direct your contributions.
- If you have questions, contact Human Resources Customer Service at 615.322.8330 or visit HR Express at 2525 West End Avenue, Suite 200, Nashville, TN.
- Additional information about the Retirement Plan can be found under the Benefits tab on the HR Website (<http://hr.vanderbilt.edu/benefits>)