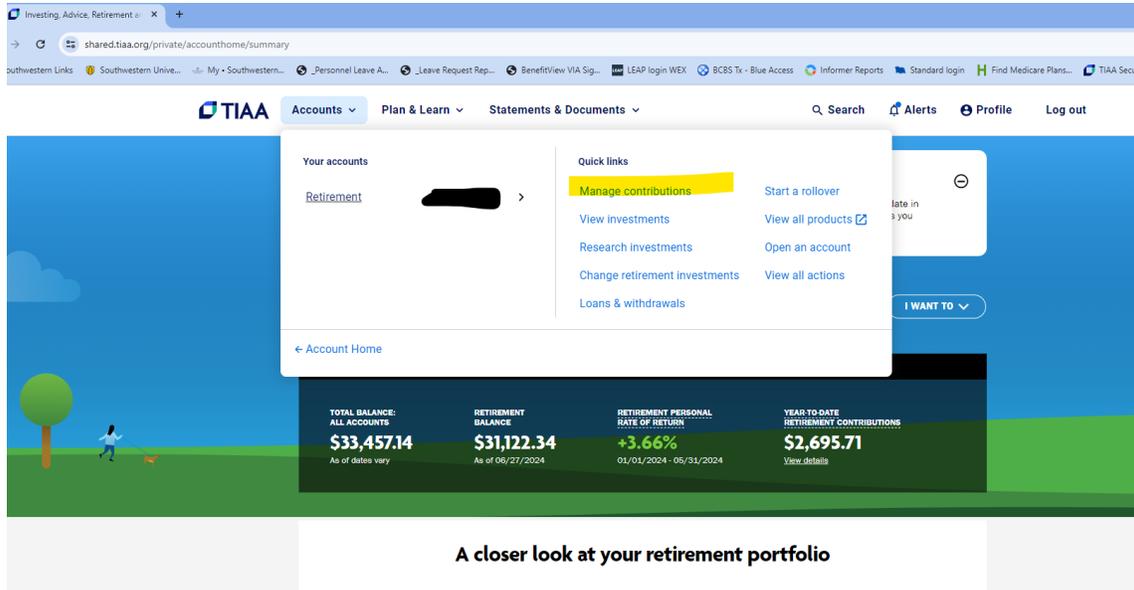


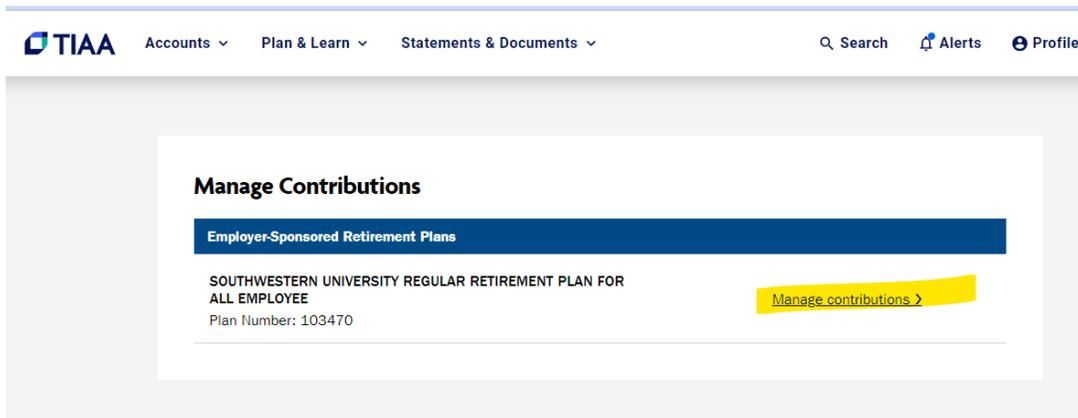
# HOW TO CHECK OR CHANGE YOUR TIAA CONTRIBUTIONS

To change your TIAA contributions, log into your TIAA account. *If you need help with this, please contact TIAA directly at 800-842-2733.*

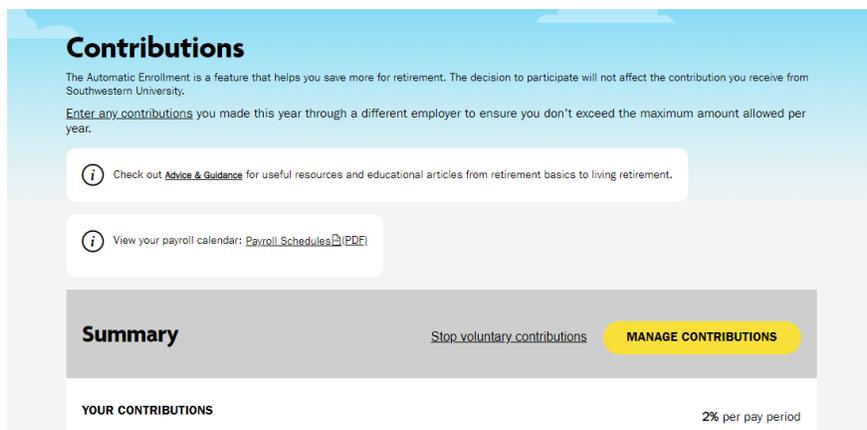
At the top under “Accounts” and elect **Manage Contributions**



Click on **Manage Contributions** again.



This brings you to a summary page. Again, click on **Manage Contributions**:



You have the option of selecting "First Available Paycheck" or "Future Date". Depending on where we are in the payroll cycle, the first available might be the following month. (Check the link for Payroll Schedules to confirm.)

## When would you like to start making contributions?

The date you choose will indicate the effective date of your salary deferral election(s). The selected date will be used for all SDA changes for eligible and impacted plans.

First available paycheck

Future date

[Payroll Schedules](#)

You will see what percentage you currently have, and whether it is pre-tax or ROTH (after tax):

### How much do you want to contribute to your 403(b) plan?

A percentage

AMOUNT PER PAY PERIOD:

2 % = \$91.38

Allocate between Pre-Tax and/or Roth contributions

### How would you like to split these contributions?

Pre-Tax

0 %

Roth

2 %

Next, elect what percentage you want to contribute. NOTE – You can ONLY elect a percentage, not a flat amount. However, the program will tell you what the percentage amount should be, so if you are looking for an actual amount you can adjust the percentage to get as close as you can.

**It is IMPORTANT to note that if you change the percentage, it will AUTOMATICALLY allocate it to Pre-Tax, so if you want to split the amount or have it be all ROTH, you must MANUALLY make that distinction.**

**How much do you want to contribute to your 403(b) plan?**

A percentage

**AMOUNT PER PAY PERIOD:**

4 % = \$

Allocate between Pre-Tax and/or Roth contributions

**How would you like to split these contributions?**

Pre-Tax	4 %
Roth	0 %

**How much do you want to contribute to your 403(b) plan?**

A percentage

**AMOUNT PER PAY PERIOD:**

4 % = \$

Allocate between Pre-Tax and/or Roth contributions

**How would you like to split these contributions?**

Pre-Tax	2 %
Roth	2 %
TOTAL (must equal 4%): 4%	

Click **NEXT** at the bottom:

For individual customers

Regulation Best Interest

You will then be asked to review your contributions.

MAKE SURE everything is as you want it to be. Then check “I have read and accept these Terms and Conditions” and click CONFIRM.

### Review your contributions

Please review all contributions before you confirm your elections.

Summary		EDIT
YOUR CONTRIBUTIONS		4% per pay period
EMPLOYER CONTRIBUTIONS		Contributing
<b>Southwestern University Regular Retirement Plan for All Employees</b>		
EMPLOYEE PRE-TAX		<b>2%</b>
ROTH		<b>2%</b>
EMPLOYER		<b>Contributing</b>
EFFECTIVE DATE		First available paycheck
TERMINATION DATE		First available paycheck

I have read and accept these [Terms & conditions](#)

[PREVIOUS](#) [CONFIRM](#)

[Come back later](#)

If you want to make sure that everything was accepted, you can log back in at any time.

#### IMPORTANT THINGS TO REMEMBER –

- If you are too close to the payroll cutoff date, your election may not go in until the following month.
- If you change the percentage, it will default to that full percentage in the Pre-Tax category.
- MAKE SURE it is allocated to Pre-Tax or ROTH as you want.

If you have questions or problems, contact TIAA directly at 800-842-2733

Take advantage of TIAA’s free workshops and one-on-one counseling sessions. Watch [Campus Notices](#) for updates.