Retirement Vendor Change Form

R10

P & A Salaried, Senior Officers, Regular Faculty, Fixed-Term Faculty, Hourly Police Sergeants, Police, Salaried Public Broadcasting

Name: _____ Campus ID#: _____ Employee Group: _____

This is a (check one): Vendor Change: _____ (Complete: Sections 2 & 3)

Irrevocable Choice: _____ (Complete: Section 1, Section 2 if electing 403(b) plan, & Section 3)

Section 1 - Irrevocable choice:

Full-time salaried employees who are eligible for Michigan Public School Employees Retirement System (MPSERS) and current employees in MPSERS going from hourly to full-time salaried must make a one-time irrevocable choice whether to participate in MPSERS or the 403(b) Basic Retirement Plan within 90 days of eligibility. If forms are not received in the Benefits office within the 90 days, by law the default election will be MPSERS. This is a binding election; employees rehired at CMU are held to any previous irrevocable choice election, excluding MPSERS Retirees who are returning to work in a benefit eligible classification, as they are only eligible for the 403(b) Basic Retirement Plan upon rehire.

My Irrevocable Choice Election is (check one): MPSERS: _____ (Complete: Section 3)

403(b) Basic Plan: _____ (Complete: Sections 2 & 3)

Section 2 - Vendor Designation Change:

STEP ONE: Select your vendor designation:

Please circle the appropriate percentage amounts listed below to designate how you would like your 403(b) Basic Retirement contribution to be allocated between the two vendors. **This change in vendor designation will take effect as of the first of your next available pay.**

TIAA-CREF	1	2	3	4	5	6	7	8	9	10
Fidelity Investments	1	2	3	4	5	6	7	8	9	10

STEP TWO: Complete a vendor application (if applicable):

- If a CMU Basic Retirement account exists with the vendor you are selecting above (i.e. from a previous vendor designation or through the pre-enrollment process), you do not need to fill out a vendor application form. Your CMU contributions will continue to be allocated into the investment options you have previously designated with the vendor(s).

- If you are selecting the vendor above for the first time, then you must complete a vendor application & return it with this R10 form. This application form will establish your 403(b) Basic Retirement account with the applicable vendor. You can download the appropriate vendor application(s) from the *Forms* link near the top the Human Resources Website at: www.cmich.edu/hr

NOTE: The vendor designation you have made above will change only future CMU contributions sent to the vendor(s) selected above. If you wish to transfer current accumulations to the new vendor, after your account is established you must complete a ***direct transfer form*** by contacting the vendor that you wish to RECEIVE the funds. You can contact Fidelity Investments at (1-800-343-0860) and TIAA-CREF at (1-800-842-2776).

Section 3 – Employee Signature:

Employee Signature: _____ Date: _____

Return the completed form(s) to the Benefits & Wellness office in Rowe 108 or fax to 989-774-1058.

For Benefits Use Only:

Pers #:	Payroll cycle:	App on file:	Authorized:	Entered:
Z Code IT 35:			Auth Date:	Date: