



A guide to the TIAA-CREF self-directed brokerage account:

Available through the Grand Valley State University Retirement Plan

TIAA-CREF is proud to partner with Grand Valley State University to enhance your retirement plan investment choices. You now have the opportunity to open a TIAA-CREF Self-Directed Brokerage Services Account within your Grand Valley State University Retirement Plan. This will allow you to allocate your retirement savings contributions into a variety of investment choices beyond the core investments offered in your plans. (This brokerage services account is separate from any TIAA-CREF brokerage account opened on an individual basis.) Please read this guide for an overview of the TIAA-CREF Self-Directed Brokerage Services Account.

Greater flexibility

Once you have added the Brokerage feature to your existing retirement account(s) in your supplemental retirement plans, you can transfer 100% of your accumulations in the TIAA Traditional Annuity and CREF variable annuity accounts to your brokerage account and back again, with certain restrictions, as well as schedule automated investment transactions. You will need to establish a separate brokerage account for each retirement account you have under the Grand Valley State University Retirement Plan.

A wide range of mutual fund choices

You can choose from more than 5,000 no-transaction-fee mutual funds on the brokerage platform.* Please keep in mind, as with CREF's variable annuity accounts, mutual fund returns are not guaranteed, and you assume all risks associated with investing in them. You can view the list of fund families at www.tiaa-cref.org/brokerage.

Control and convenience

Once the brokerage account is established, you can place orders to buy, sell or transfer fund shares by logging into your account at tiaa-cref.org. Then, go to the "Brokerage" section to make transactions. You can also call TIAA-CREF's Automated Telephone Service at **800 842-2252**, 24 hours a day, seven days a week.

Dedicated customer service

If you prefer, you can process your transactions with a TIAA-CREF Consultant by calling **800 927-3059**, Monday to Friday, 8 a.m. to 7 p.m. (ET).

*Other fees and expenses do apply to a continued investment in the fund and are described in the fund's current prospectus. Investment, insurance and annuity products are not FDIC insured, are not bank guaranteed, are not bank deposits, are not insured by any federal government agency, are not a condition to any banking service or activity and may lose value. You should consider the investment objectives, risks, charges and expenses carefully before investing. Please call 877 518-9161 or log on to www.tiaa-cref.org/prospectuses for a current prospectus that contains this and other information. Please read the prospectus carefully before investing.

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Financial Services

Frequently asked questions

How do I set up my brokerage account?

It is easy to establish a TIAA-CREF Self-Directed Brokerage Services Account within the Grand Valley State University Retirement Plan. Here are the steps to follow to make your initial transfer to the brokerage services account:

If you have not registered for online access to your Grand Valley State University Retirement Plan account:

1. Log on to www.tiaa-cref.org/gvsu.
2. Once on that page, click on: "Current participants who need to set up online access." This will bring you to the "Register for online access" page. Follow the instructions to create your user ID and password.
3. Once you are registered, follow the steps shown below.

If you have registered for online access to your Grand Valley State University Retirement Plan account:

1. Log in to your retirement account via secure access at www.tiaa-cref.org/gvsu. Once you have logged into your account, you will be brought to your **Account's Home Page**. Click on the hyperlink **Transfer Money Between My Accounts**, which is found on the right side of the page under the **Allocation of Total Retirement Savings** section.
2. In Section 1, select the account or fund to transfer current assets from and the dollar amount or percentage that you are transferring. Important Note: The minimum initial transfer amount is \$1,000. If you choose a percentage, make sure that the percentage equals \$1,000 or more. Be sure to read the prospectus carefully.
3. In Section 2, select the account or fund to transfer the assets to. You will find "TIAA-CREF Self-Directed Brokerage Account" at the bottom of the list of accounts or funds under the word Other. Enter the dollar amount or percentage that you are transferring to the brokerage account. **Important Note:** The minimum initial transfer amount is \$1,000.
4. Click on the **Submit** tab.
5. Once you have submitted your request, you will be prompted to the Agreement and Signatures page. Once you click on the tab **I Agree**, you will be taken to the brokerage account application to complete and submit.

Note: It will take 48 to 72 hours for TIAA-CREF to establish the brokerage account. This initial transfer will automatically take place once the account is open. Subsequent investments, which must be at least \$100, made prior to 4 p.m. (ET) will be in your brokerage account the following morning.

When can I begin trading?

To begin trading, simply log in to tiaa-cref.org and click on the "brokerage account" option.

Which mutual funds are available from TIAA-CREF Brokerage Services?

You can find the full list of available funds in the Fund Finder at www.tiaa-cref.org/brokerage. (This feature is accessible once you open an account and establish a login to the brokerage services website.)

How do I exchange money among funds in my account?

You can initiate trades online at www.tiaa-cref.org/brokerage; by using the Automated Telephone Service,

800 842-2252; or by calling a TIAA-CREF Consultant at **800 927-3059**. Trades placed prior to 4 p.m. (ET) will be executed that day.

How do I move the money back to other investment options available through the Grand Valley State University Retirement Plan from my brokerage account?

You must have the amount you wish to move available in your TIAA-CREF Self-Directed Brokerage Services Money Market fund. A transfer out of the brokerage account and back to another account or fund available through the Grand Valley State University Retirement Plan can only be initiated by calling **800 927-3059** to have a TIAA-CREF Consultant initiate your transfer. It will take 48 to 72 hours for TIAA-CREF to process this transfer.

Can I direct retirement plan contributions directly to the brokerage account?

No. Your retirement plan contributions cannot be directed to the brokerage account. You must initiate a transfer of funds online, via the automated telephone system, or by speaking directly with a TIAA-CREF Consultant. The minimum initial transfer amount is \$1,000. Each subsequent transfer must be in an amount of \$100 or more.

Will I receive confirmations of my trades?

Trade confirmations are automatically sent to your address of record on the day after you place your mutual fund trade. No confirmations are generated on automated investment plan transactions, but you can view your entire transaction history in the secure portion of www.tiaa-cref.org/gvsu or on your quarterly statement.

How can I take a distribution or withdrawal from my account?

You cannot receive a distribution or a withdrawal from the self-directed brokerage account. To receive distributions or withdrawals from the funds in your brokerage account, you first must transfer the amount back to another investment option available through the Grand Valley State University Retirement Plan. Then you may take distributions or withdrawals according to the retirement plan provisions.

A transfer out of the brokerage account and to another account or fund available through the Grand Valley State University Retirement Plan cannot be initiated online. Call **800 927-3059** to have a TIAA-CREF Consultant initiate your transfer. The transfer back to the plan from the brokerage account takes 48 to 72 hours.

Are there fees associated with my brokerage account?

An annual maintenance fee of \$40.00, charged in quarterly installments, will be assessed on TIAA-CREF Brokerage Services accounts opened through a retirement plan. Where applicable, there may also be other standard fees. Visit www.tiaa-cref.org/brokerage for more information. Remember, you must establish a separate brokerage account for each existing retirement account for which you wish to use this new investment option.

There are inherent risks in investing in securities. Investment return and principal value will fluctuate, so an investor's shares, when redeemed, likely will be worth more or less than their original cost. Certain securities may not be suitable for all investors.