Brandeis University Defined Contribution Retirement Plan
403(b) Universal Availability Notice

Brandeis University provides employees with the opportunity to save for retirement through the “Brandeis University Defined Contribution Retirement Plan for Faculty, Professional, and Administrative Employees” and the “Brandeis University Defined Contribution Plan for Non-Exempt Employees” (the “Plan”). If you are eligible, the Plan allows you to make voluntary pretax contributions through payroll deduction to a retirement account.

Whether you want to enroll in the Plan, or you are already enrolled but wish to change the amount of your deferral, you can accomplish your goal by filling out our “Salary Reduction Agreement and Authorization of Investment Carrier(s) Agreement” and a TIAA and/or Fidelity Investments enroll on line or complete a paper form. You can obtain a copy of the salary reduction agreement, enrollment form and information about the plan from the Benefits section of the Office of Human Resources, by calling x64459, or on the website at: http://www.brandeis.edu/humanresources/forms.html.

Eligibility
All regular staff, postdoctoral associates, faculty employees and temporary employees of Brandeis University are eligible to make voluntary pretax contributions to the applicable Plan.

Contributions
The Internal Revenue Code limits the amount you can contribute to the Plan each year. This includes voluntary and any required pre-tax contributions you make to the Plan. For 2017, the limit under all plans of this type is generally $18,000. If you are age 50 or older in 2017, you may contribute an additional $6,000 “catch-up contribution”, for a maximum of $24,000.

As a reminder, the limit applies to all elective deferrals made on your behalf to certain other plans, such as a 403(b), 401(k), Keough or SIMPLE plans. So if you are (or were) also a participant in another 403(b), 401(k), Keough or SIMPLE plan during the year, you are responsible for tracking and reporting the amount of all of your contributions to the plans so that the total amount of all your contributions to all plans in which you participate do not exceed the limit.

Note also that the sum of all of your voluntary contributions, required contributions, and Brandeis matching contributions to the Plan are generally limited to the lesser of $54,000 or 100% of your compensation in 2017. Note that the additional $6,000 catch-up contribution is not subject to this dollar limit.

Enrollment
At anytime, you may start voluntary contributions to the Plan. Once you are enrolled, you can change the amount of your voluntary contributions and your investment allocations at any time. However, you may only sign up to four “Salary Reduction Agreement and Authorization of Investments Carrier(s) Agreement” per calendar year.

More Information
For further details, or if you have questions, please refer to the Summary Plan Description or contact Marianne Pick, Benefits Manager, at x64459 or mpick@brandeis.edu.