



HOW TO APPLY FOR A LOAN FROM YOUR TEMPLE UNIVERSITY HEALTH SYSTEM 403(B) PLAN

STEP #1:

Log into your account at www.tiaa-cref.org/tuhs. Under Manage my portfolio, click on Apply for a New Loan. If you prefer, you can call TIAA-CREF at **800-842-2252**. A Consultant can walk you through the loan application process.

STEP #2 (FOR FCCC EMPLOYEES ONLY):

Enter any information about loans with alternate carriers (Lincoln/VALIC) that may have been outstanding in the last 12 months. This question is part of the standard protocol. Only participants in the Fox Chase Cancer Center 403(b) Plan prior to July 2015, would potentially have a loan with an alternate carrier.

STEP #3:

Select the term (how long you will repay the loan), amount and repayment frequency. Note that the plan allows for only one outstanding loan. If you have multiple contracts within the plan, you can only take a loan from a single contract.

STEP #4:

Select how you want to receive the money. The system will default to Electronic Fund Transfer (EFT), which is a direct deposit into your bank account for amounts less than \$15,000. If you select the EFT option, you will be required to enter in your bank information. Using the drop-down box, you can elect to receive a physical check to your address on file. Any amounts over \$15,000 must be dispersed by physical check.

STEP #5:

On the same screen, you must indicate how you wish to repay the loan. If you previously selected monthly repayments, you will be required to use Automatic Repayments (ADT), which is an automatic deduction from your designated bank account. You will be required to complete the bank information section. If you selected quarterly repayments on the prior screen, you can elect either Automatic Repayments or repayments by check.

STEP #6:

If you selected either EFT or ADT, you will need to complete the screens to provide your bank information. After you provide that information and the name of the account holder, and a joint owner if applicable, you must confirm that you have signature authority on the account.

STEP #7:

Print the Waiver and the Employer's Authorization. Then click on the orange / Agree button at the bottom of the page. Be sure to confirm your marital status on the waiver. If you are single, sign and date where indicated. If you are married, you must have your spouse sign in the presence of a notary or an authorized TUHS Benefits Associate, and have the form notarized. This section must be completed if you are married, regardless of the dollar amount of the loan. **Submit the forms to the TUHS Benefits Office. Do not send anything directly to TIAA-CREF.**

Once you have completed the above steps, send the entire request (all pages) to the following address:

Temple University Health System – TASB
Human Resources/Benefits Department – 4th Floor
2450 W. Hunting Park Avenue
Philadelphia, PA 19129
Attn: Maria Reilly
(Phone) 215-707-2500; option #2 and (Fax) 215-707-6807

Once we receive your request, we will complete the verification process. Once authorized, the original paperwork is sent to TIAA-CREF for processing. **Forms will not be e-mailed or faxed to the vendor. Normal processing time from date of receipt to the vendor is 7-10 business days.** Once received by the vendor, your forms will be processed in 2-3 business days.