

**Choosing Lifetime Retirement Income Form Guide for Form F11605
The Conference Board, Inc. (U.S. Staff Members) Supplemental Retirement Plan
For employees hired Pre October 1, 2012 (Plan 406783)**

These instructions generally apply if you were hired by The Conference Board, Inc. prior to October 1, 2012. However, these instructions do not apply (and instead instructions that apply generally to employees hired Post-September 30, 2012 apply) if you were initially hired by The Conference Board, Inc. prior to October 1, 2012, but left service and then returned to service both after January 1, 2013 and after a 5-year Break In Service, or if you were enrolled in the Plan as an employee based outside of the United States, unless in either instance you still have funds in the Plan derived from contributions for periods prior to 2013.

Under the Supplemental Retirement Plan, the vested portion of your account is payable in the form of an annuity or else in the form of a single lump sum cash distribution, a rollover to another eligible plan or IRA or as a combination of those options. The distribution option(s) you select must deplete your entire account balance. Partial distributions are not allowed. Distributions are only available after termination of employment.

The *Choosing Lifetime Retirement Income Form* should be used if you are requesting an annuity with respect to amounts held at TIAA-CREF. **Balances held within a mutual fund cannot be annuitized. Therefore, if you are selecting to annuitize your account, you must transfer your entire balance into the TIAA Stable Value annuity prior to submitting this request.**

Note: You should review the Relative Value Illustration (Form F11303) prior to completing this form.

Frequently Asked Questions

This section of the form provides information regarding various annuity options offered at TIAA-CREF. Some of the annuity options described in this section are not available to you under this plan.

What is the difference between lifetime annuity income and a guaranteed payment period?

Guaranteed payment period annuities are not available to you for this plan.

How does the guaranteed payment period work? This option is not available to you for this plan.

Don't I already have beneficiaries? The beneficiary designations on this form are for annuities with a guaranteed payment period. Guaranteed payment period annuities are not available to you for this plan.

How often can my retirement income change? CREF Variable annuities are not an investments available for this plan. Your retirement income will not change.

What is the annual valuation method? This option is not applicable to this plan. CREF Variable annuities are not investments available for this plan.

What is the monthly valuation method? This option is not applicable to this plan. CREF Variable annuities are not investments available offered for this plan.

Can I change from one valuation method to another? This option is not applicable to this plan. CREF Variable annuities are not investments available offered for this plan.

What is the Retirement Transition Benefit? This option is not available for this plan. You must annuitize your entire account balance.

What choices do I have for rolling over my Retirement Transition Benefit? This option is not available for this plan.

What are the differences between the Standard Payment Method and the Graded Payment Method for TIAA Traditional income? This option is not applicable to this plan. The TIAA Traditional Annuity is not an investment available for this plan.

What are the TIAA Traditional vintages? This option is not applicable to this plan. The TIAA Traditional Annuity is not an investment available for this plan.

Questions?

For account information, to check the status of your request or any other questions, **call: 800 842-2252**, Monday - Friday, 8 AM - 10 PM ET, Saturday, 9 AM - 6 PM ET, OR visit **tiaa-cref.org 24 hours daily**. Have your user ID and password ready.

Below are some guidelines to assist you with completing this form in accordance with your plan rules.

Step 1, Provide Your Information: Complete this section.

Step 2, Provide Your Employer's Plan Information: Complete this section.

Step 3, Choosing the Guaranteed Period: Select the second option: I do not want a guaranteed payment period. (Note: Guaranteed payment periods are not permitted under your plan rules.)

Step 4, Choosing the Payment Start and Frequency:

- a.) **When would you like to start your lifetime retirement income?** Enter a date.
- b.) **How often do you want to receive your lifetime retirement income?** Select Monthly. (Note: This is the only option available to you under your plan.)

Step 5, Choosing the Lifetime Retirement Income Option: Complete this section.

- You must select either a Single Life Annuity, 75% Benefit to Annuity Partner or the Half Benefit to Annuity Partner option. (Note: The Full Benefit to Survivor option and the Two-Thirds Benefit to Survivor option are not permitted under your plan rules.)

- **Annuity Partner Information:** If you are selecting a Joint Life Annuity, enter the information for your annuity partner.

Step 6, Choosing the Amount from Your Accumulation:

Section 6A, Amount of Guaranteed Annuity Accumulation: Select the first option: Use 100% of my TIAA Guaranteed Account Accumulation from each TIAA Guaranteed Annuity contract listed at the beginning of this form. (Note: Prior to requesting an annuity, you must transfer all of your balance into the TIAA Stable Value annuity.)

Section 6B, Payment Method – Skip this section. The TIAA Traditional Annuity is not available for this plan.

Step 7 and 7A, Amount of TIAA Real Estate, TIAA Access and CREF Variable Annuity Accumulation: Skip this section. (These investments are not available under this plan.)

Step 8, Selecting the Retirement Transition Benefit: Skip this section. (This distribution option is not permitted under your plan rules.)

Step 9, Where would you like to send your Lifetime Annuity Payment: Complete this section.

Section 9A, Provide Payment Instructions: Complete this section

Section 9B, Rollover Retirement Transition Benefit to a TIAA-CREF Account: Skip this section.

Section 9C, Rollover Retirement Transition Benefit to another Investment Company: Skip this section.

Step 10, Choosing Your Primary Beneficiary: Skip this section. (This section is for plans that allowed for annuities with a guaranteed period.)

Step 11, Choosing Your Contingent Beneficiaries: Skip this section. (This section is for plans that allowed for annuities with a guaranteed period.)

Step 12, Establish The Date of Birth: Complete this section. (**Note:** The Conference Board will not certify your age. You must either use a Notary Public or submit the required documents to TIAA-CREF.)

Step 13, Certification by Notary Public or Authorized College Official: If you are not submitting one of the forms listed step 12 along with this form to verify your age, then you must have this section completed.

Step 14, Your Employment Status: Complete this section. (**Note:** You are only eligible to receive this benefit after you have separated from service.)

Step 15, Employer's Plan Representative Signature: You must take this completed form to the Human Resources office at The Conference Board, Inc. for the plan administrator to sign and approve this distribution request.

Step 16, Your Signature: Complete this section

Step 17, Unmarried Verification: If you are not married, complete this section and self-certify your marital status. (**Note:** Under this plan, distributions are only allowed after separate from service; therefore, The Conference Board will not certify your marital status.)

Step 18, Spouse's Waiver of Survivor Benefits: If you are married and selecting either a single life annuity or a joint life annuity option and the annuity partner you designate is someone other than your spouse, then your spouse must complete this section and have it certified.

Please Return Completed Forms Package To: A Human Resources representative with The Conference Board will submit this form to TIAA-CREF on your behalf once they review and approve the distribution.

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