



Boost efficiency with TIAA's full-service administrative suite

Effective plan management—one key to plan success

Four building blocks work together to help drive outcomes for you and your employees—plan design, investment solutions, employee engagement and plan management. Each is important. But like many plan sponsors, you're likely spending more time on plan management; tackling tasks you never had to worry about before the regulatory requirements for 403(b) plans changed. At TIAA, we understand that you need an easier way to help meet these responsibilities. That's why we offer our full-service administrative suite.

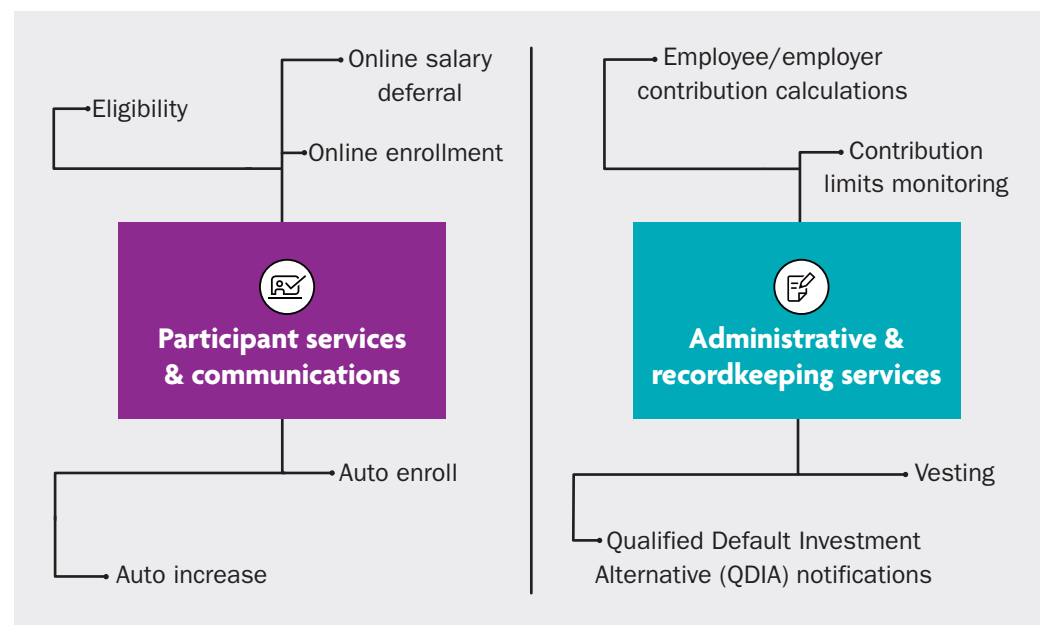
Our hands-on approach can help you streamline administration, manage fiduciary risk and maximize the value of your plan for employees. Plus, more efficient plan management means you'll have more time to focus on the other activities that help drive plan success.

Automated. Proactive. Timely.

From number crunching to notifications, we can handle many of the tasks needed to help keep your plan on track. Here's a sampling of what's included in the full-service administrative suite:

More hands to get things done

We take care of plan administration so you can focus on what's most important—your employees' retirement readiness.



BUILT TO PERFORM.

CREATED TO SERVE.

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Take a closer look

If you'd like to learn more about our full-service administrative suite, contact your TIAA relationship manager or call the Administrator Telephone Center at **888-842-7782**, weekdays, 8 a.m. to 8 p.m. (ET).

Plan data—the driver behind the services

What's your role? To give us certain plan and employee information, which we'll use to service your plan. We'll work with you to help develop and maintain a data collection program that fits your institution.

Here's some of the information you'll need to provide (other data may be necessary based on your plan rules):*

 Employee	 Employment	 Plan
Employee ID Number	Employee type ⁺	Plan entry date
Name	Employment status	Contribution amount
Address	Employment dates	Contribution source
Work email	HR Sub-area*	Payroll date
Social Security Number	Rehire date	Payroll frequency
Date of birth	Termination date	
Gender		
Marital status		
Annual salary		

⁺ Full time, part time

* Job classification/codes



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