Make the most of your TIAA Brokerage account
Brokerage reference guide
You’ve got goals

You can start investing for them today—with a TIAA Brokerage account.

- Build and adjust your investments based on your needs.
- Choose how to manage your money with a wide array of investments, tools and resources.
- Want to fly solo or prefer a copilot? You can manage your account on your own or with input from us.
Getting started

Going online. You can log in at TIAA.org to:

- Research and manage your investments, request a deposit or withdrawal and make trades
- Check your account balance or activities and access tax documents
- Update your contact information and eDelivery preferences

Funding your account. You can get started with a personal check, electronic funds transfer, wire, pension payments or transfers from another firm.

Choosing investments. You can do it yourself or we can help:

- Mutual funds—many of which have no sales charges or transaction fees¹
- Stocks, exchange-traded funds (ETFs) and options
- Bonds and FDIC-insured certificates of deposit (CDs)

Placing your order. You can trade online at TIAA.org or through your mobile device:²

- The quickest and most cost-effective option

¹ Other fees and expenses apply to continued investment in a fund and are described in the fund’s prospectus.
² When trading, always check your account balance before placing an order.
Reviewing on the go. Download the TIAA Mobile app to:

- Check balances
- Make a trade
- Transfer money
- Review account activities
- Research investments

Need help?
You can call 800-927-3059. We’re here weekdays, 8 a.m. to 7 p.m. (ET).

Understanding brokerage basics

Protected investments
Your account is covered for up to $500,000 (including $250,000 for cash claims) by Securities Investor Protection Corporation (SIPC), a nonprofit corporation that protects investors in the unlikely event of a broker’s/dealer’s bankruptcy. SIPC protection does not cover losses due to changes in market value and certain products. Learn about SIPC at sipc.org.

Brokerage cash sweep product
Built into your brokerage account is a default cash sweep product. The sweep product holds any cash that hasn’t been invested, as well as proceeds from trades and income from investments. Deposits to the account are automatically swept into the cash sweep product and earn a modest interest rate.

3 Pershing, LLC, the clearing agent for TIAA Brokerage, holds all securities in your account and maintains insurance protection in excess of the SIPC limits.
Accessing your account

Your account snapshot

You can log in online to:

- Manage your account profile or access statements and tax documents
- Get a clearer financial picture by viewing your TIAA accounts together, such as banking, IRAs, insurance and employer retirement plan accounts
- Get stock quotes, financial news, research and tools to help you select investments
- Elect and manage notifications and account alerts
- Easily transfer money

Statements, reports and tax documents

Your brokerage account statements will arrive quarterly, at a minimum. Statements are typically delivered within the first seven to ten days of the month. Transaction confirmations and account notifications are also sent based on account activities.

Tax documents are issued at the beginning of each year. A 1099-R is issued for taxable events from IRAs, typically by the end of January. Other tax documents, including the 1099-B issued for events in non-IRA accounts, are all delivered by mid-March.
Quick tip

eDelivery

Conveniently get statements and other documents securely by email. Sign up for eDelivery at TIAA.org/edelivery.

Funding your account

Bank transfers (ACH)

You are able to add your bank account to your brokerage account for electronic fund transfers between your personal bank account and most brokerage account types. Add your bank account online, through the TIAA Mobile App, or call for assistance. Transfers are available for domestic banks in U.S. currency.

Quick tip

Building your account

You may want to schedule automatic deposits on a monthly, quarterly, semiannual or annual basis. You can schedule deposits from your bank account to your brokerage account on TIAA.org or the TIAA Mobile App.4

4 May require a form to be completed. Some accounts are not eligible for online account setup and transfers. For eligible accounts, a common owner is required for both the bank and brokerage accounts.
Certificates

You are able to deposit securities held in certificate form into your brokerage account. There are some limitations, and fees may apply.

Checks

We are able to accept first-party and personal checks from domestic banks in U.S. currency. Please include your account number on the check and mail it with a deposit ticket. For IRA contributions, the tax year should also be included.

We are unable to accept starter checks, traveler’s checks, checks made payable to cash and teller/cashier checks with a value less than $10,000.

Direct deposit

You are able to have payments from payroll, Social Security, pension and other sources directly deposited into your brokerage account. Provide the sender with direct deposit instructions:

PROVIDE YOUR BROKERAGE ACCOUNT NUMBER IN THE BOXES BELOW:

Brokerage Account Number: 12500000A000000000
Transit Routing Number: 021000018
Account Type: CHECKING
Name of Financial Organization: BANK OF NEW YORK

Note: A Direct Deposit Authorization form is available online for your convenience.
Transfer from another firm

You are able to transfer accounts from other firms, often maintaining your existing holdings. TIAA Brokerage can hold the majority of domestic publicly traded securities. You may need to complete a transfer form and provide a copy of a recent statement to begin. Transfers may take up to six weeks or more to complete.\(^5\)

Wiring cash\(^6\)

You can make an electronic transfer between two accounts. Make sure the following information matches on both accounts:

- Name and address
- Social Security number
- Account type (e.g., individual, joint, etc.)

To send a wire, provide the sending institution with the following information:

Bank of New York
One Wall Street
New York, NY 10286
ABA# 021000018

Pershing, LLC
Account# 890-051238-5
For further credit to: TIAA Brokerage account title and account number

Withdrawal fees may apply.

Withdrawing from your account

Source of withdrawals

Withdrawals are taken from the default brokerage cash sweep product built into your brokerage account. Trades placed to cover a withdrawal must settle before funds are released to you. Trade settlements typically take between one (1) and three (3) business days, depending on the investment type.

\(^5\) Additional documents may be needed. Fees may apply.  
\(^6\) The financial institution that sends the wire may charge a fee for this service.
Deposits received into your account typically are available for withdrawal after seven (7) business days. There may be a hold period before you are able to use the deposited funds to purchase investments.

**Withdrawal methods**

You are able to withdraw funds from your brokerage account by using a variety of methods, including electronic funds transfers (ACH), wires, checks, journal to another TIAA Brokerage account or as a gift to another person or entity. Many of the withdrawal options can be scheduled online, by calling or by completing a form.

**Requesting withdrawals**

For non-IRA accounts, withdrawals can be requested online or through the mobile app for most account types or by calling for assistance. For an IRA withdrawal, give us a call or complete an IRA Distribution form. Income payments (income in the form of dividends or income interest paid by your investments) can be requested by calling.

**Scheduled withdrawals**

You may wish to schedule one-time payments or recurring payments. If you are an IRA or Inherited IRA owner, you might consider using our Automated Required Minimum Distribution (RMD) option to ensure that you receive your required distribution each year.7

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### Research

**Online research and investment selection tools**

As a TIAA Brokerage customer, you not only can receive personal assistance but have around-the-clock access to an assortment of online research and investment selection tools. By leveraging these valuable resources—some of them similar to those used regularly by professional managers—you may be able to make more educated decisions about your planning goals and investment choices.

7 Automated RMD payment dates occur on the 20th of the month. Payments on dates that fall on a weekend or holiday will be released the following business day.
Consider the following:

**TIAA market and investment insights**
Take advantage of timely and detailed articles created by asset management professionals who monitor the heartbeat of the global markets and economy.

**Mutual fund locator**
Tap into useful tools to help you identify, select and compare mutual fund investment choices.

**ETF and stock research selection tools**
Benefit from a suite of powerful online screeners to help you select and compare stocks and exchange-traded funds (ETFs) for your portfolio.

**Fixed-income center**
Enjoy access to an array of tools and resources to help you track the fixed-income market, research specific certificates of deposit (CDs) or bond investments and construct more sophisticated strategies.
Advanced research and analysis tools

- **Current equity quotes and performance data.** Make the most of the latest information from Thomson Reuters.

- **Argus Research.** Dive into independent equity research from one of the world’s foremost sources of credit ratings, indexes, investment research, risk evaluation and data.

- **Detailed mutual fund information.** Get access to detailed information about specific mutual funds provided by Morningstar®.

* IMPORTANT: The projections or other information generated by the aforementioned tools regarding the likelihood of various investment outcomes, investment allocations and retirement income are hypothetical in nature, do not reflect actual results and are not guarantees of future results. Results may vary with each use and over time.

### Alerts and watch lists

Track the activity of various investments by setting up email alerts. Through this convenient tool—available only to TIAA Brokerage account holders—you can discover opportunities suited to your personal objectives.

### Trading and investment management

#### How we execute trades for you

We execute all orders at the best available price. All mutual fund orders received before the deadline, specified within the particular fund’s prospectus, receive the closing share price that day. Mutual fund orders received after the deadline receive the closing price on the following business day.

#### Fees for trading

You may be charged a commission or a fee when buying and selling investments. We offer a variety of no transaction fee (NTF) mutual funds and ETFs. Any commissions and fees for the trades will be included in the overall purchase amount or taken from the proceeds of a sale order.

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Paying for purchases

Check your account before placing trades. You’ll need sufficient funds to pay for a purchase, which may include any commission and/or transaction fees:

- On the day that the trade settles (otherwise known as the “settlement date”), shares in your default cash sweep are automatically redeemed to cover the purchase.
- If there are not sufficient funds available when the trade settles, we may need to restrict your account, cancel the trade and charge you interest to cover trades or for any losses incurred.

Unless you have margin on your account, you should wait until settlement before you sell any investment that you just purchased. If you sell prior to settlement, you must wait until the purchase trade settles to avoid any restrictions or interest being charged. Trades typically settle between one (1) and three (3) business days, depending on the investment type.

Holding periods

Some investments have minimum holding periods before you’re able to sell them without incurring a short-term redemption fee. This often includes mutual funds and some ETFs. You will want to review the prospectus, and the commission and fee schedule prior to placing your trade.
### Types of stocks or ETF orders: What do they all mean?

If you need help deciding what kind order to place, call us at **800-927-3059**.

<table>
<thead>
<tr>
<th>Order Type</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td><strong>Market order</strong></td>
<td>Is executed at the best available price after you place the order. The price could be higher or lower than the price listed when you place the order.</td>
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<tr>
<td><strong>Limit order</strong></td>
<td>Specifies the price at which you would like to buy or sell a security. Unlike a market order, your purchase or sale will only occur when the security hits your set price. For example, you want to buy 10 shares of ABC stock at $10 per share. ABC is currently selling at $12 per share. Once the stock trades at $10, we’ll execute your limit order.</td>
</tr>
<tr>
<td><strong>Stop order</strong></td>
<td>Is the purchase or sale of a security when it reaches a certain price. For example, you own 10 shares of ABC stock at $10 per share. You don’t want to take a big loss if the market goes down, so you set a stop order of $8 per share. If the stock decreases to $8, the stop order is triggered and we’ll automatically place a market order to sell your shares. Keep in mind that the price may continue to change once we execute the market order, so you may receive more or less than $8.</td>
</tr>
<tr>
<td><strong>Stop limit order</strong></td>
<td>Is a combination of a limit order and stop order. You set a stop price and a limit price—which is the price range you’re willing to buy or sell a security. For example, you’re interested in buying ABC stock, which is trading at $20 per share. You set a stop limit order to buy with a stop price of $15 and a limit price of $17. If ABC hits $15, your order is executed and turns into a limit order. Your order is filled as long as the price stays below $17 (the limit price). If the price increases above $17, the order will not be filled.</td>
</tr>
<tr>
<td><strong>Good for the day order</strong></td>
<td>Is an order that expires at the end of the day if it is not filled.</td>
</tr>
<tr>
<td><strong>Good for 90 days (GTC) order</strong></td>
<td>Is an order that expires at the end of 90 calendar days, if it is not filled or canceled.</td>
</tr>
<tr>
<td><strong>Fill or kill order</strong></td>
<td>Occurs when you want to execute immediately an entire order or cancel the order. For example, you want to purchase 10 shares of ABC at $10 per share immediately (a fill or kill order). If the order cannot be executed immediately and completely, it is canceled.</td>
</tr>
<tr>
<td><strong>Immediate or cancel order</strong></td>
<td>Occurs when you want to execute immediately, and any portion of the order that cannot be filled immediately will be canceled. For example, you want to purchase 100 shares of ABC at $10 per share immediately. Any part of the order that does not receive an immediate fill will be canceled.</td>
</tr>
</tbody>
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Recurring mutual fund orders

You are able to schedule recurring mutual fund purchases and redemptions. Recurring mutual fund orders help you schedule ongoing purchases of mutual funds that may help build your investment over time or manage a stream of income to meet your ever-changing needs. Automated redemptions can also be used to help with the required minimum distribution for IRA owners.

Investment income management

Many investments pay additional income in the form of dividends, capital gains and interest income. This income can be paid either as cash to your brokerage account, or many investments allow reinvestment (purchase additional shares). The cash election has the income deposited into the cash sweep. The reinvestment election, when available, purchases more shares of the original investment. There is no charge for reinvestment and the election can be changed at any time.
Cost basis

Cost basis is the original purchase price of an investment. The price over time may be adjusted for stock splits, dividends and return of capital distributions. This value is important when you have sold an investment and are filing your taxes for a taxable account, non-IRA.

Covered cost basis is reported to the IRS, on your behalf, and is listed on your tax document. Non-covered cost basis (for investments purchased prior to 2011) is not reported to the IRS and, in most cases, isn’t listed on your tax document. You will want to review your tax statement carefully prior to filing your taxes. You’ll be required to provide all non-covered cost basis to the IRS.

We track your cost basis, both covered and non-covered. Known cost basis is available online and on your brokerage account statements.

Margin

Using margin is an advanced strategy that allows you to borrow against the securities in your account to make additional purchases or for a withdrawal. Interest is charged on the outstanding margin balance, until it is repaid. The account is also subject to potential margin calls and liquidations.9

9 Available for customers who qualify.
Contacting us

**Online account**
Log in to your account at TIAA.org anytime.

**Brokerage specialists**
800-927-3059, weekdays, 8 a.m. to 7 p.m. (ET)

**Mail paperwork (no checks)**

**Standard delivery:**
TIAA Brokerage
P.O. Box 1280
Charlotte, NC 28201

**Overnight delivery:**
TIAA Brokerage
8500 Andrew Carnegie Blvd.
Charlotte, NC 28262

**Mail check deposits to**
TIAA Brokerage
c/o Pershing, LLC
1 Pershing Plaza
Jersey City, NJ 07399
Attn: Money Desk

(Please include your account number on the check.)

**Mobile device**
Download the TIAA Mobile app from your device’s app store.

This material is for informational or educational purposes only and does not constitute investment advice under ERISA. This material does not take into account any specific objectives or circumstances of any particular investor, or suggest any specific course of action. Investment decisions should be made based on the investor’s own objectives and circumstances. Certain securities may not be suitable for all investors.

Investment, insurance, and annuity products are not FDIC insured, are not bank guaranteed, are not deposits, are not insured by any federal government agency, are not a condition to any banking service or activity, and may lose value.

Securities are subject to investment risk, including possible loss of principal amount invested.

You should consider the investment objectives, risks, charges, and expenses carefully before investing. Please call 877-518-9161 or go to TIAA.org/prospectuses for current product and fund prospectuses that contain this and other information. Please read the prospectuses carefully before investing.

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