



TIAA helps simplify your fee disclosure responsibilities

Department of Labor (DOL) regulations require that you provide your participants with information about the fees associated with your plan. These requirements are designed to help your participants make more informed investment decisions.

TIAA's comprehensive fee disclosure service makes it easier to understand your responsibilities and comply with ERISA regulations.¹

COVID-19 State of Emergency and your deadline:

Due to the Covid-19 National Emergency, the DOL is providing relief from the typical 14-month fee disclosure filing deadline. This Relief Period applies to fee disclosure notices due after March 1, 2020 and up until 60 days after the announcement of the end of the COVID-19 National Emergency or another date announced by the DOL in the future.

The new guidelines state that "ERISA-required notices, disclosures or documents that must be provided to plan participants and beneficiaries during this Relief Period will not be considered late as long as the plan and responsible fiduciary act in good faith and furnish them as soon administratively practicable under the circumstances. Good faith acts include use of electronic alternative means of communicating with plan participants and beneficiaries who the plan fiduciary reasonably believes have effective access to electronic means of communication, including email, text messages, and continuous access websites." Familiarize yourself with the **revised guidelines** for delivering your notices during the COVID-19 State of Emergency.

Complex rules are transformed into action with our support and guidance

From establishing your governance process to delivering your disclosure notice, TIAA is with you every step of the way. We keep you up-to-date on the latest regulatory developments and help you to stay compliant. You can access tools to help you manage your fiduciary responsibilities in our extensive library in PlanFocus®.¹

Gain insights to make compliance more manageable and reduce risk

With simple explanations and best practices, you can understand your responsibilities and implement a process to create, deliver and manage your fee disclosure notices:

- Timely communications, educational webinars and an on-demand fee disclosure tutorial help you stay on track
- Industry perspectives and regulatory updates keep you well-informed
- Customized notices with your own messaging and branding available with TIAA Delivery Assistance
- Four-step framework to make informed assessments about fees
- Insights and resources via the **Fee Disclosure Center**

Understand plan costs with clear information

Our comprehensive financial reporting makes the evaluation of your plan's fees, services and investments easier:

- Service & Fee Disclosure Package
- Updated disclosure notices for any new services or investments added to your plan
- Four annual fee disclosure reports included as part of your Plan Financial Reporting Package

TIAA helps simplify your fee disclosure responsibilities

Fee disclosure resources:

On-demand tutorial



Checklist



Disclosure Assist fact sheet



Manage, create and deliver your annual Plan and Investment Notice

Disclosure Assist®, TIAA's web-based tool, transforms the annual participant disclosure requirement into specific tasks, making the process more manageable and making it easier to meet your regulatory requirements. It allows you to:

- Access disclosure documents for all of your plans recordkept by TIAA
- Combine other service provider information to create consolidated disclosure notices
- Coordinate the delivery of your disclosure notices to all eligible participants and beneficiaries

Help your employees make informed decisions

Our approach provides insights about plan fees and helps participants compare investment options to make informed decisions:

- Easy-to-read disclosure notices
- Planning tools and articles
- Financial education seminars

Everyone plays a role in the participant fee disclosure process

TIAA

- Monitors regulatory developments, assesses the impact on plan sponsors and participants, and provides the information needed to help you comply
- Provides comprehensive financial reporting package, including required annual service provider disclosures
- Helps you create annual participant disclosure notices and provides delivery assistance through Disclosure Assist
- Offers educational tools and resources to help increase understanding

Plan Sponsors

- Use the resources and disclosure information to help establish a governance process; evaluates plan fees and document decisions
- Review the participant disclosures (Plan and Investment Notice) in Disclosure Assist
- Use Disclosure Assist to deliver your participant disclosure notices, choosing the level of service that best meets their plan's needs from self-delivery to TIAA delivery assistance

Employees

- Review the participant disclosure notice
- Use the tools and resources on **TIAA.org** to evaluate their current retirement planning strategy and make changes, if necessary

TIAA helps simplify your fee disclosure responsibilities

TIAA is committed to helping you meet fiduciary obligations

Contact your client services manager or your plan's investment advisor for more information about the available fee disclosure services for your retirement plan. If your plan is serviced through the Administrator Telephone Center, experienced consultants are available at **888-842-7782**, weekdays, 8 a.m. to 8 p.m. (ET).



¹ The TIAA group of companies does not and cannot provide legal or tax advice, and we recommend that you consult with your own legal and tax advisers for such advice.

TIAA-CREF Individual & Institutional Services, LLC, Member FINRA, distributes securities products.

©2020 Teachers Insurance and Annuity Association of America-College Retirement Equities Fund, 730 Third Avenue, New York, NY 10017

BUILT TO PERFORM.

CREATED TO SERVE.