

A guide to the TIAA-CREF Self-Directed Brokerage Account: An option available through your New School 403(b) Retirement Plans.

As an employee at The New School you have the opportunity to open a TIAA-CREF Brokerage Services Account within The New School 403(b) Retirement Plans. This will allow you to build and manage a portfolio by allocating your retirement savings contributions into a variety of investment choices beyond the core investments offered in your plan. (This brokerage services account is separate from any TIAA-CREF brokerage account opened on an individual basis.) Take some time to read through the information in this guide for an overview of the TIAA-CREF Brokerage Services Account.

Greater flexibility

Once you have added the Self-Directed Brokerage feature to your existing retirement account(s) in The New School 403(b) Retirement Plans, you can transfer 100% of the accumulations you have in the TIAA Traditional Account and CREF Variable Annuity Accounts to your brokerage account and back again, with certain restrictions, as well as schedule automated investment transactions. You would need to establish a separate brokerage account for each retirement account you may have under The New School 403(b) Retirement Plans.

A wide range of mutual fund choices

You can choose from more than 5,000 no-transaction-fee mutual funds on the brokerage platform. Please keep in mind, as with CREF's variable annuity accounts, mutual fund returns are not guaranteed, and you assume all risks associated with investing in them. You can view the list of fund families by going to the dedicated website at www.tiaa-cref.org/brokerage.

Control and convenience

Once the brokerage account is established, you can place orders to buy, sell or transfer fund shares, by going to www.tiaa-cref.org/brokerage. You can also use TIAA-CREF's Automated Telephone Service (ATS) by calling **800 842-2252**, 24 hours a day, seven days a week.

Dedicated customer service

If you prefer, you can process your transactions with a TIAA-CREF Consultant by calling **800 927-3059**, Monday to Friday, 8 a.m. to 7 p.m. (ET). The TIAA-CREF Consultants are also available at that telephone number to answer your questions regarding the TIAA-CREF Brokerage Services Account.

How do I set up an account with TIAA-CREF Brokerage Services?

It is easy to establish a TIAA-CREF Brokerage Services Account within The New School 403(b) Retirement Plans. Here are the steps to follow to make your initial transfer to the brokerage services account:

If you have not registered for online access to your New School account:

1. Log on to www.tiaa-cref.org/newschool.
2. Once on that page, click on the hyperlink *Access My Account*, which appears just under the photo. You will be brought to the *Log In For Online Access* page where you will be asked to type in your user ID and password. Go to the box on the right side of the page (Register for *Online Access*) and click on the word *Participants*. It will lead you to the *Register for Online Access* page.
3. Once you are registered follow the steps shown below.

If you have registered for online access to your New School account:

1. Log on to your retirement account via secure access at www.tiaa-cref.org/newschool. Once you have logged into your account, you will be brought to your *Account's Home Page*. Click on the hyperlink *Transfer Money Between My Accounts* which is found on the right side of the page under the *Allocation of Total Retirement Savings* section.
2. In Section 1, select the account or fund to transfer current assets from and the dollar amount or percentage that you are transferring.
Important Note: The minimum initial transfer amount is \$5,000. If you choose a percentage, make sure that the percentage equals \$5,000 or more.
3. In Section 2, select the account or fund to transfer the assets to. You will find TIAA-CREF Self-Directed Brokerage Account at the bottom of the list of accounts or funds under the word *Other*. Enter the dollar amount or percentage that you are transferring to the brokerage account.
Important Note: The minimum initial transfer amount is \$5,000.
4. Click on the *Submit* tab.
5. Once you have submitted your request, you will be prompted to the *Agreement and Signatures* page. Once you click on the tab *I Agree*, you will be taken to the brokerage account application to complete and submit.

Frequent questions and answers about the TIAA-CREF Self-Directed Brokerage Account

Note: It will take 48 to 72 hours for TIAA-CREF to establish the brokerage account. This initial transfer will automatically take place once the account is open. Subsequent investments, which must be at least \$1,000, made prior to 4 p.m. (ET) will be in your brokerage account the following morning.

When can I begin trading?

A welcome letter including your brokerage account number and online login information will be mailed to your address of record once your account is open and funded. To begin trading, you will be required to set up a user ID and password for the brokerage account that is separate from the TIAA-CREF secure access website for your retirement plan information.

What mutual funds are available from TIAA-CREF Brokerage Services?

You can find the full list of available funds in the *Fund Finder* at www.tiaa-cref.org/brokerage. (This feature is accessible once you open an account and establish a login to the brokerage services website.)

How do I exchange money among the funds in my self-directed brokerage account?

You can initiate trades online at www.tiaa-cref.org/brokerage; by using the Automated Telephone Service, **800 842-2252**; or by calling a TIAA-CREF Consultant at **800 927-3059**. Trades placed prior to 4 p.m. (ET) will be executed that day.

How do I move the money back to other investment options available through The New School 403(b) Retirement Plans from my brokerage account?

You must have the amount you wish to move available in your TIAA-CREF Brokerage Services Money Market fund. A transfer out of the brokerage account and back to another account or fund available through The New School 403(b) Retirement Plans cannot be initiated online. Call **800 927-3059** for more information and to have a

TIAA-CREF Consultant initiate your transfer. It will take 48 to 72 hours for TIAA-CREF to process this transfer.

Can I direct retirement plan contributions directly to the brokerage account?

No. Your retirement plan contributions cannot be directed to the brokerage account. You must initiate a transfer of funds online, via the automated telephone system, or by speaking directly with a TIAA-CREF Consultant. The minimum transfer amount is \$1,000.

Will I receive confirmations of my trades?

Trade confirmations are automatically sent to your address of record on the day after you place your mutual fund trade. No confirmations are generated on automated investment plan transactions, but you can view your entire transaction history in the secure portion of the brokerage website at www.tiaa-cref.org/brokerage or on your quarterly statement.

How can I take a distribution or withdrawal from the self-directed brokerage account?

You cannot receive a distribution or a withdrawal from the self-directed brokerage account. To receive distributions or withdrawals from the funds in your brokerage account, you first must transfer the amount back to another investment option available through The New School 403(b) Retirement Plans. Then you may take distributions or withdrawals according to the retirement plan provisions. A transfer out of the brokerage account and to another account or fund available through The New School 403(b) Retirement Plans cannot be initiated online. Call **800 927-3059** for more information and to have a TIAA-CREF Consultant initiate your transfer. The transfer back to the plan from the brokerage account takes 48 to 72 hours.

Are there any fees associated with my self-directed brokerage account?

There are no longer annual fees tied to the self-directed brokerage account. There are other standard fees where applicable. Visit the brokerage services website at www.tiaa-cref.org/brokerage for more information. Remember you must establish a separate brokerage account for each existing retirement account for which you wish to utilize this investment option.



Financial Services

THE NEW SCHOOL

THERE ARE INHERENT RISKS IN INVESTING IN SECURITIES. INVESTMENT RETURN AND PRINCIPAL VALUE WILL FLUCTUATE, SO AN INVESTOR'S SHARES, WHEN REDEEMED, LIKELY WILL BE WORTH MORE OR LESS THAN THEIR ORIGINAL COST.

You should consider the investment objectives, risks, charges and expenses carefully before investing. Please call 877 518-9161 or log on to tiaa-cref.org for a current prospectus that contains this and other information. Please read the prospectus carefully before investing.

TIAA-CREF Individual & Institutional Services, LLC, and Teachers Personal Investors Services, Inc., members FINRA, distribute securities products. Annuity contracts and certificates are issued by Teachers Insurance and Annuity Association of America (TIAA) and College Retirement Equities Fund (CREF), New York, NY. Brokerage Services are provided by TIAA-CREF Brokerage Services, a division of TIAA-CREF Individual & Institutional Services, LLC, members FINRA and SIPC.

©2014 Teachers Insurance and Annuity Association of America-College Retirement Equities Fund (TIAA-CREF), New York, NY 10017

C19986
141004721