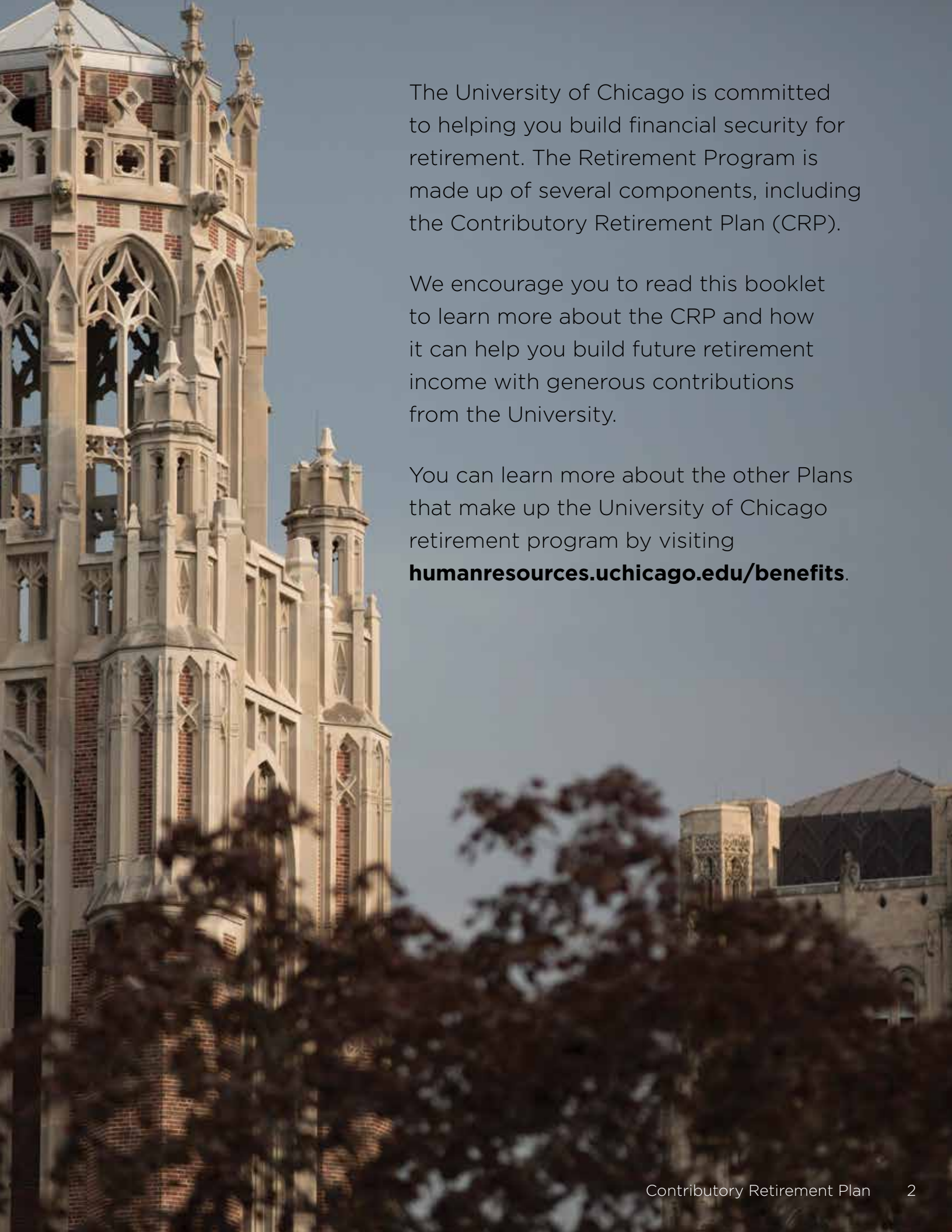


# THE UNIVERSITY OF CHICAGO CONTRIBUTORY RETIREMENT PLAN (CRP)



THE UNIVERSITY OF  
CHICAGO

Human  
Resources



The University of Chicago is committed to helping you build financial security for retirement. The Retirement Program is made up of several components, including the Contributory Retirement Plan (CRP).

We encourage you to read this booklet to learn more about the CRP and how it can help you build future retirement income with generous contributions from the University.

You can learn more about the other Plans that make up the University of Chicago retirement program by visiting **[humanresources.uchicago.edu/benefits](https://humanresources.uchicago.edu/benefits)**.

## HOW THE CRP WORKS

The Contributory Retirement Plan (CRP) is a 403(b) defined contribution plan that provides benefits through a retirement savings account.

You are eligible (and required) to participate in the CRP on the first day of your appointment with the University if you are a benefits-eligible employee and you are a full-time:

- Faculty or other Academic Appointee,
- Officer of the University,
- Librarian, or
- Staff employee whose compensation at the time of hire is at or above the highly compensated limit set by the IRS each year. For current year limits, visit [irs.gov](https://www.irs.gov).

You are eligible (and required) to participate in the CRP after you complete a year of service if you are a benefits-eligible employee and you are:

- Appointed to half-time or more, but less than full-time service as faculty, other Academic Appointee, Officer, or Librarian, or
- A Laboratory School Teacher.

Under the CRP, the University establishes an account into which both you and the University contribute a percentage of your pay each pay period. You are required to contribute 5% of your pay to the CRP and the University will contribute an amount equal to 8% of your pay. With the University's contributions, you receive an amount equal to 13% of your eligible pay, with only 5% coming out of your paycheck:



Please note: If you were a Staff employee who participated in the Retirement Income Plan for Employees (ERIP) before becoming eligible to participate in the CRP, you still have a separate ERIP account that grows with interest and investment earnings (or losses). Your ERIP balance cannot be rolled over into your CRP account while you are employed by the University or one of its affiliates.



### What you need to know

- You are enrolled automatically in the CRP once you satisfy the eligibility requirements.
- Both you and the University make mandatory contributions each pay period.
- You choose how the funds in your account are invested.
- You are always 100% vested in your employee contributions to the CRP, plus any earnings on them.
- You are 100% vested in the University contributions and any earnings on them after three years of eligible service from your date of hire.

## GETTING STARTED

You are enrolled automatically in the CRP when you become eligible. Your CRP contributions will begin the first day of the month in which you satisfy the participation requirements.

You are responsible for directing the investment of your contributions among the investment options available under the Plan. You may choose to invest your contributions in one fund or spread them among several funds. For more information regarding your choice of investment funds, please see **page 6**. If you do not make an election, your contributions will be directed to the age-appropriate retirement age target date fund.

We encourage you to designate your beneficiary directly with TIAA once your participation begins. Your beneficiary is the person (or persons) who will receive benefits in the event of your death. If you die before receiving the entire value of your CRP account, your beneficiary will receive the remainder of your benefit, so designating your beneficiaries ensures your benefits will be distributed as you would like. If you do not designate a beneficiary, your beneficiary will be your spouse (if you are married) or your estate (if you are not married) until you make a change by logging in to your account at [tiaa.org/public/tcm/uchicago](https://tiaa.org/public/tcm/uchicago) or calling TIAA at **800.842.2252**.

### Tax advantages of the CRP

Your contributions and the University's contributions, plus any investment earnings or gains, are tax-deferred. This means:

- Your contributions are deducted from your pay before taxes are withheld, so you save money on income taxes today while you save for your future retirement. Your contributions are taxed when paid to you.
- The University's contributions are not taxed as compensation when made to your retirement savings account. Like your contributions, they are taxed when distributed to you.



## CONTRIBUTION LIMITS

Federal tax laws limit the amount you and the University can contribute to your retirement savings account under the CRP each year. The sum of the following cannot exceed the lesser of 100% of your annual compensation or the **IRS 415(c) limit**:

- The University's contributions to your CRP account,
- Your contributions to your CRP account, and
- Any voluntary contributions to the Supplemental Retirement Plan (SRP), excluding the additional catch-up contributions you may be eligible to make under the special catch-up provision if you are age 50 or older.

Once you reach this limit, Workday will automatically stop your contributions for the remainder of the year.

Federal tax laws also limit your tax-deferred contributions to employer plans outside the University. If you also set aside earnings from your self-employment into a tax-deferred account balance retirement plan, the amount contributed under that plan is counted toward the IRS 415(c) limit and may reduce the amount you can contribute to the CRP. **Because of this, you must notify the Benefits Office if a company controlled by you makes contributions on your behalf to a retirement plan.**

You should consult with your tax or financial advisor to ensure that your retirement contributions based on employment outside of your University employment are properly coordinated with the University retirement Plans for tax purposes.

### Save more with the Supplemental Retirement Plan (SRP)

You have the opportunity to save even more for retirement by participating in the Supplemental Retirement Plan (SRP). You are immediately eligible to participate in the SRP as of your hire date. When you participate in the SRP, you can save additional pre-tax dollars for retirement, up to the IRS 403(b) contribution limits. See *The University of Chicago Supplemental Retirement Plan* brochure posted at [humanresources.uchicago.edu/benefits](https://humanresources.uchicago.edu/benefits) for more information.



## INVESTING YOUR CRP FUNDS

How you invest your money is almost as important as how much you save, so make the most of it. You may choose to invest your contributions in one fund or spread them among several funds. Investment options available under the Plan include target-date funds, index funds, actively managed investments and/or the TIAA Brokerage Option. Visit [tiaa.org/public/tcm/uchicago](https://tiaa.org/public/tcm/uchicago) to review the investment fund lineup.

If your application to open a Retirement Choice (RC) account is not received before the first CRP contribution is deducted from your pay, an RC account will be opened for you under the Plan's default procedures and your contributions will be invested 100% in the age-appropriate retirement age target date fund. Whether your RC account is opened by application or by default, TIAA will notify you in writing when it is established.

You may change your investment allocation at any time by logging in to your account at [tiaa.org/public/tcm/uchicago](https://tiaa.org/public/tcm/uchicago) or contacting TIAA at **800.842-2252**.

## VESTING

Vesting is the amount of time before you “own” your account balance.

- You are always 100% vested in your employee contributions to the CRP, as well as any investment earnings on them.
- You are 100% vested in the University contributions to the CRP, and any investment earnings on them, after you complete three years of eligible service.

### The importance of diversification

No matter what type of retirement/savings account(s) you maintain, the concept of diversification is important. Diversifying — or spreading your savings out appropriately across different types of investments — helps minimize your risk of big losses. Diversifying your investments allows you to take a balanced approach, helping your retirement savings grow steadily over time rather than savings that swing drastically from high to low as the economy goes up and down. Keep in mind, the funds that are less risky are also usually those with lower returns. Funds with higher risk have the potential for greater return but are more volatile.



## RECEIVING YOUR BENEFITS

You can begin receiving benefit payments from the vested portion of your CRP at any time after your employment with the University ends or, under the following circumstances while you're still employed by the University:

- You are age 59½ or older,
- You are employed by the University, working no more than 19-1/2 hours per week or for a fixed term at forty percent (40%) effort or less, and
- You do not have a tenured position or continuing term appointment with the University, or have relinquished your tenure or similar rights.

You may elect to receive your CRP benefit in any of the following forms:

- A tax-deferred rollover to an IRA or another employer's retirement plan,
- A lump-sum distribution,
- Installment payments, or
- An annuity.

When you are ready to begin receiving payments, contact TIAA for the appropriate distribution forms.

### Loans

While the CRP is intended for long-term savings, we recognize that there may be times when you need to access your funds. Loans are available from your CRP assets while you are employed with the University.

All loans are subject to an interest rate determined by the market at the time the loan is taken. You generally have up to five years in which to repay your loan, or up to 10 years if you use the loan to purchase your home.

**All loans are subject to the rules and requirements set forth by TIAA.** Contact TIAA for more information. Please see **page 8** for contact information.

### Taxes on your CRP benefit

Money you withdraw from your CRP is taxed the same as ordinary income. In addition, the IRS imposes a 10% penalty tax for early payments from the Plan that are not rolled over to an IRA or another employer's retirement plan.

There are certain exceptions to this penalty tax, including if you:

- Are age 59½ or older,
- Become disabled,
- Take an in-service withdrawal, or
- Terminate University employment at or after age 55.

Lump-sum distributions are subject to a mandatory federal income tax withholding rate of 20% (in addition to the 10% penalty mentioned above if you withdraw the money before age 59½).

Please consult your personal tax advisor to ensure you understand the tax consequences.

## RESOURCES

Contact:	For...
<p><b>TIAA</b>  <b>800.842.2252</b>  <b>tiaa.org/public/tcm/uchicago</b></p>	<ul style="list-style-type: none"> <li>• Information about rolling over funds from a previous qualified retirement plan</li> <li>• Information about investment options under the Plan</li> <li>• Assistance changing your investment allocations</li> <li>• Access to retirement planning tools</li> </ul>
<p><b>The University of Chicago Benefits Office</b>  <b>773.702.9634</b>  <b>benefits@uchicago.edu</b></p>	<ul style="list-style-type: none"> <li>• General questions about the CRP</li> <li>• CRP Summary Plan Description</li> </ul>

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The University official responsible for coordinating compliance with this Notice of Nondiscrimination is Bridget Collier, Associate Provost for Equal Opportunity Programs. Ms. Collier also serves as the University's Title IX Coordinator, Affirmative Action Officer and Section 504/ADA Coordinator. You may contact Ms. Collier by emailing [bcollier@uchicago.edu](mailto:bcollier@uchicago.edu), by calling **773.702.5671**, or by writing to Bridget Collier, Office of the Provost, The University of Chicago, 5801 S. Ellis Ave., Suite 510, Chicago, IL 60637.

This brochure provides an overview of the University of Chicago CRP. It is for informational purposes only. It is not intended to be an agreement for continued employment, nor is it a legal Plan document. If there is a discrepancy between this brochure and the Plan documents, the Plan documents will govern. In addition, the Plan described in this brochure is subject to change. Continuation of benefits is at the University's discretion.