For nearly 100 years, TIAA has been helping professionals in the academic, medical, cultural and research fields nationwide prepare for financial future they want and deserve. The organization offers a wide range of fixed and variable annuities and mutual funds designed to help participants create a well-balanced long-term portfolio. Millions of participants rely on TIAA knowledgeable guidance and advice, prudent investment management and commitment to value than any other investment organization in the world.

TIAA is pleased to help the employees of Duke plan for retirement. We offer you options to tailor your plan to your investment style and goals.

Life can be complicated, but planning for retirement doesn’t have to be. To help you plan for your goals, we offer:

- **Sound advice and guidance.** Speak with a TIAA financial consultant for answers that make sense for you.
- **Low cost.** TIAA is committed to keeping costs low, with expenses that are among the lowest in the variable annuity and mutual fund industries.
- **Top ratings.** For its stability, claims-paying ability and overall financial strength, TIAA is one of only three insurance groups in the United States to currently hold the highest possible rating from three of the four leading insurance company rating agencies: A.M. Best (A++ as of 6/16), Fitch (AAA as of 5/16), and Standard & Poor’s (AA+ as of 7/15). It currently holds the second highest possible rating from Moody’s Investors Service (Aa1 as of 8/15). Per S&P criteria, the downgrade of U.S. long-term government debt limits the highest rating of U.S. insurers to AA+ (the second-highest rating available). There is no guarantee that current ratings will be maintained. Ratings represent a company’s ability to meet policyholders’ obligations and do not apply to variable annuities, mutual funds or any other product or service not fully backed by TIAA’s claims-paying ability.

**Contact TIAA:**

For more information about TIAA, visit [tiaa.org/duke](http://tiaa.org/duke).

For information about how to enroll or to discuss your account, call 1-800-842-2252.

To schedule an appointment with a TIAA consultant, contact the local office at (919) 687-5200 during regular business hours.

To schedule an appointment online, visit [tiaa.org/schedulenow-duke](http://tiaa.org/schedulenow-duke).

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1 As Source: Based on Morningstar Direct (as of 6/30/2016) expense comparisons by category, excluding Money Market products.
TIAA offers the following investment options to help you build a diversified investment portfolio:

**Tier 1: Asset Allocation Funds for a ready-made portfolio**

Consider choosing the Target Date Fund with the target date closest to your expected retirement year or the year you'll reach Social Security retirement age or the Balanced Fund that offers a fixed exposure to stocks and bonds.

**Target Date Funds: TIAA Lifecycle Retirement Funds**

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<tbody>
<tr>
<td>Target Fund</td>
<td>Income</td>
<td>2010</td>
<td>2015</td>
<td>2020</td>
<td>2025</td>
<td>2030</td>
<td>2035</td>
<td>2040</td>
<td>2045</td>
<td>2050</td>
<td>2055</td>
<td>2060</td>
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**Balanced Fund: CREF Social Choice Account**

**Tier 2 - Core Funds – to build your own portfolio**

These funds represent the primary asset classes and have been chosen based on their suitability for inclusion in a customized retirement portfolio. This option may be good if you are more comfortable diversifying your own investments. The positioning of funds according to relative risk is not to scale, but is intended to show the general progression of risk for funds in the different asset categories.

**Conservative** (funds towards the top of this list have potentially more inflation risk and less investment risk)

- Principal Protection
- US Fixed Income
- US Equity – Large Cap
- US Equity – Mid Cap
- US Equity – Small Cap
- International Equity – Developed Markets
- International Equity – Emerging Markets

**Aggressive** (funds towards the bottom of this list have potentially less inflation risk and more investment risk)

- Vanguard Federal Money Market Fund
- TIAA Traditional Annuity Fund
- CREF Bond Market Account
- CREF Inflation-Linked Bond Account
- TIAA-CREF S&P 500 Index Fund
- Prudential Jennison Growth Fund
- TIAA-CREF Mid-Cap Value Fund
- TIAA-CREF Mid-Cap Growth Fund
- TIAA-CREF Small-Cap Blend Index Fund
- Janus Triton Fund
- American Funds EuroPacific Growth Fund
- DFA Emerging Markets Value Portfolio

An investment in a money market fund is not insured or guaranteed by the FDIC or any other government agency. Although a money market fund seeks to preserve the value of your investment at $1 per share, it is possible to lose money by investing in such fund.

**Tier 3 - Other Funds for the experienced investor**

Other Funds include all investment options available through the plan that are not listed under Tier 1 or Tier 2. These funds are not monitored regularly by the IAC, so you will be responsible for monitoring the holdings and performance of these funds to ensure they remain in line with your investment strategy.

The fee disclosure information which includes fees and services associated with the plan is available at: hr.duke.edu/performance. To view or print a prospectus for a currently offered fund, visit tiaa.org/duke or you can also request a copy by calling 1-800-842-2252. The prospectus contains the investment objectives, risks, charges, expenses, and other information about the respective investment companies that you should consider carefully before investing. Please read the prospectus carefully before investing or sending money.
How to Enroll in the Faculty and Staff Retirement Plan

The Faculty and Staff Retirement Plan enables you to contribute to your retirement on a pre-tax basis, Roth after-tax basis or a combination of both. Before you decide to enroll in the plan, you only need to make a few key decisions:

**Contribution Amount**

You may start by contributing as low as 1% of salary per pay period, up to 80% of salary per pay period. If you would like to contribute your maximum IRS limit on a pre-tax basis for the year, you may enroll in the automated maximum program option. The automated maximum program option will calculate your maximum contribution for the year and at the beginning of each year will adjust your deduction amount to reach the maximum limit. This maximum program option is only available for your pre-tax contributions.

**Investment Carrier(s)**

Duke offers a choice of four different investment carriers. Each investment carrier offers a full range of investment options providing you with the opportunity to build a diversified investment portfolio without having to spread your investments over multiple providers. The approved investment carriers are:

<table>
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<tr>
<th>Investment Carrier</th>
<th>Contact Information</th>
<th>Telephone Number</th>
</tr>
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<tbody>
<tr>
<td>Vanguard</td>
<td>duke.vanguard-education.com</td>
<td>(800) 523-1188</td>
</tr>
<tr>
<td>Fidelity</td>
<td>netbenefits.com/duke</td>
<td>(800) 343-0860</td>
</tr>
<tr>
<td>TIAA</td>
<td>tiaa.org/duke</td>
<td>(800) 842-2776</td>
</tr>
<tr>
<td>VALIC</td>
<td>valic.com/duke</td>
<td>(877) 375-2424</td>
</tr>
</tbody>
</table>

Review the investment options to determine the right mix of investments that meet your needs. You may select/change the funds in which you would like to invest in as often as you like by contacting the investment carrier(s) directly. Please review the Investment Performance and Fee Disclosure Summary information before making your investment selections located at: hr.duke.edu/performance.

You can enroll in the Faculty and Staff Retirement Plan by following these easy steps:

1. **Set up your payroll deduction and your investment carrier allocation:**
   - **Online**
     Log into Duke's Retirement Manager system at:
     hr.duke.edu/retirementmanager.
     - If you are a first time visitor to Retirement Manager, then log on as a new user using your Duke Unique ID and follow the instructions.
     - If you are a returning user, input your User ID and follow the instructions.
   - **OR**
   - **Paper**
     You may complete the Retirement Plan Contribution Form located at: hr.duke.edu/forms/benefits-forms and return it to the Human Resources office by mail or by fax (see information in the sidebar on the right).

2. Register with the investment carrier(s) you have chosen to select your investment options and designate your beneficiary(ies). You can do this online or by paper. Additional information can be obtained at: hr.duke.edu/403benroll.

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**Where Can I Get Help With the Process?**

If you need assistance accessing Retirement Manager or completing your forms, you may call or visit our Benefits Office, no appointment necessary.

Duke Benefits
705 Broad St., Box 90502
Durham, NC 27708
Phone: (919) 684-5600
Fax: (919) 681-8774