**Vanguard® Investment Options**

Vanguard 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: Vanguard Institutional Target Retirement Date Fund Series**

- Vanguard Target Retirement Income
- Vanguard Target Retirement 2035
- Vanguard Target Retirement 2040
- Vanguard Target Retirement 2045
- Vanguard Target Retirement 2050
- Vanguard Target Retirement 2055
- Vanguard Target Retirement 2060
- Vanguard Target Retirement 2065

**Balanced Fund: Vanguard Wellington™ Fund**

### 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

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

- Vanguard Federal Money Market Fund
- Vanguard Total Bond Market Index Fund
- Vanguard 500 Index Fund
- Vanguard Windsor™ II Fund
- Vanguard Mid-Cap Index Fund
- Vanguard Selected Value Fund
- Vanguard Mid-Cap Growth Fund
- Vanguard Small-Cap Index Fund
- Vanguard Small-Cap Growth Index Fund
- Vanguard International Index Fund
- Vanguard International Growth Fund

**Investment Performance and Participant Fee Disclosure Information**

The fee disclosure information which includes fees and services associated with the plan is available at [hr.duke.edu/performance](http://hr.duke.edu/performance). To view or print a prospectus for current funds, visit vanguard.com or you can also request a copy by calling 1-800-523-1188. 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.

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1. Target Retirement Funds - All investing is subject to risk, including the possible loss of the money you invest. Investments in Target Retirement Funds are subject to the risks of their underlying funds. The year in the fund name refers to the approximate year (the target date) when an investor in the fund would retire and leave the workforce. The fund will gradually shift its emphasis from more aggressive investments to more conservative ones based on its target date. An investment in a Target Retirement Fund is not guaranteed at any time, including on or after the target date. Diversification does not ensure a profit or protect against a loss.

2. 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.

3. While U.S. Treasury or government agency securities provide substantial protection against credit risk, they do not protect investors against price changes due to changing interest rates. Although the market values of government securities are not guaranteed and may fluctuate, these securities are guaranteed as to the timely payment of principal and interest. Bond funds are subject to the risk that an issuer will fail to make payments on time, and that bond prices will decline because of rising interest rates or negative perceptions of an issuer’s ability to make payments. Prices of small-cap stocks often fluctuate more than those of large-company stocks. Investments in stocks or bonds issued by non-U.S. companies are subject to risks including country/ regional risk and currency risk.

January 2018
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. You can enroll in the Faculty and Staff Retirement Plan by following these easy steps:

1. Set up your payroll deduction as either pre-tax, Roth after-tax, or a combination of both, and designate your investment carrier(s).
   You can do this:
   - **Online:** through Retirement Manager at hr.duke.edu/retirementmanager
   - **Paper:** paper forms are available at hr.duke.edu/forms/benefits

   **Pre-Tax Contributions:** When you contribute to the plan on a pre-tax basis, you pay no current federal and state income tax on the salary directed into the plan. It is important to understand that you are not avoiding paying taxes on these contributions permanently; instead you are deferring the payment of taxes until the time you receive a distribution from the plan.

   **Roth After-Tax Contributions:** When you contribute on a Roth after-tax basis, you pay current federal and state income tax on the salary directed into the plan; however, you can make tax-free withdrawals of your contributions—and any earnings—provided that you are at least 59½ and made your first Roth after-tax contribution at least five years earlier.

   **Contribution Amount:** You may start by contributing as little 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 adjust your deduction amount to reach the maximum limit. **This maximum program option is only available for your pre-tax contributions and will not automatically recalculate if you miss a deduction.**

   **Investment Carriers:** 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: Fidelity, TIAA, VALIC, and Vanguard.

2. Register with the investment carrier(s) you have chosen to select your investment options, set mail preferences, and designate your beneficiaries.

<table>
<thead>
<tr>
<th>Investment Carrier</th>
<th>Website</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
<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>
<tr>
<td>Vanguard</td>
<td>duke.vanguard-education.com</td>
<td>(800) 523-1188</td>
</tr>
</tbody>
</table>

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. Our office is located at: 705 Broad St., Box 90502, Durham, NC 27708, Phone: (919) 684-5600, Fax: (919) 681-8774.