

This letter is to be used for new participants beginning in 2009
(On Campus Letterhead)

Enter the current date and normal heading

Dear _____:

I am pleased to notify you that you have fulfilled the eligibility requirements for participation in the mandatory MnSCU Supplemental Retirement Plan (SRP). You are eligible for the SRP effective July 1 following the completion of two full-time years of MnSCU service. This letter will provide you with the enrollment instructions necessary to choose your investment allocation and beneficiary(ies).

You will be set up on the payroll system effective July 1, _____. Payroll deductions are taken at a rate of 5% on gross compensation in excess of \$6,000, but are limited to the maximum set by your bargaining agreement or personnel plan. MnSCU makes a matching employer contribution equal to 100% of the employee's contributions to the SRP.

Online Enrollment:

Online enrollment is the fastest and easiest way to enroll. Please visit the website: www.tiaa-cref.org/mnscu and click on *Enroll Now*. Take care to choose the *Supplemental Retirement Plan* enrollment option. Before you enroll, please have the following information available:

- Your investment allocations, which you select from your [investment options](#)
- The Access Code for the Supplemental Retirement Plan (SRP) is: MnSCUSR
- Your Social Security number
- Your beneficiary's Social Security number, birthdate, and address

If you choose not to enroll prior to your first SRP deduction, you will automatically be assigned an account with the default investment and beneficiary options. The default investment as of July 17, 2009 is 100% to Life Cycle Funds, and your default beneficiary will be 100% to your Estate. These defaults will stay in effect until you choose to change the information.

If you have questions about the enrollment process, please call the dedicated Minnesota State Colleges & Universities Retirement Service Center of TIAA-CREF at 800-682-8969, Monday – Friday, 8 am – 5 pm, CT.

Sincerely,

Campus HR Representative