BYU-Idaho, in partnership with TIAA-CREF, provides you with the opportunity to save for your retirement through a 403(b) Tax-Deferred Annuity Plan (the “Plan”). BYU-Idaho would like you to know more about how you can participate in the Plan. Whether you want to enroll in the Plan, or you are already enrolled, but wish to change the amount of your deferral, you can accomplish your goal by filling out a “403(b) Salary Reduction Agreement.” You can obtain a copy of the agreement and information on the Plan from the Human Resources in Kimball 240 or at the following website: [http://www.byui.edu/human-resources/for-employees/benefits/tiaa-cref](http://www.byui.edu/human-resources/for-employees/benefits/tiaa-cref).

**Eligibility**

All employees of BYU-Idaho who receive compensation reportable on an IRS Form W-2 are eligible to participate in the plan, as long as the employee contributes a minimum of $200 per year.

Please take a moment to review the plan brochure or website before enrolling. Once you are enrolled, you can review and change the amount of your contributions and your investment allocations at any time. The exact date your investment allocations will take effect may vary depending upon the policies of the financial service firm providing the investment options you chose for plan contributions.

Also, please be aware that the law limits the amount you may defer under this and other plans in any tax year. For 2013, the limit under all plans of this type is generally $17,500 although larger limits may apply if you are age 50 or over or you have at least 15 years of service with BYU-Idaho. Each participant only gets one limit for contributions to all 403(b) plans, so if you are also a participant in a 403(b) plan of another employer, your combined contributions to that plan and to the 403(b) Tax-Deferred Annuity Plan in 2013 are generally limited to $17,500. If you do participate in more than one 403(b) plan, you are responsible for tracking and reporting the amount of all of your contributions to the plans so that the total amount of all your contributions to all plans in which you participate do not exceed the limit. Note also that the sum of all of your contributions, and those of your employers, to all 403(b) plans that you participate in are generally limited to the lesser of $51,000 or 100% of your compensation in 2013.

For further details, or if you have questions, please contact Human Resources in the Kimball Building or by calling 496-1700.

*Posted March 2013*