



**Unmatched 403(b) Retirement
Contribution Change Form
Page 1 of 3**

**Submit completed form to
Benefits Division
720 University Place
Evanston, IL 60208**

Note: Contributions generally commence the **month following receipt of this form** or the first of the next month after eligibility requirements have been met. If you have not made a Plan investment election, University basic contributions will be invested in the TIAA-CREF Lifecycle Funds based on your age.

| | | |
|------------|------------|-----------------------------------|
| Last Name | First Name | Employee ID (On Your NU Wildcard) |
| () - | | _____ |
| Work Phone | Email | |

Unmatched Retirement Plan

The University will make a basic contribution of 5% of your eligible pay each pay period whether or not you contribute to the Plan. This 5% basic contribution will be paid entirely by the University and remitted to your 403(b) account. The contribution will be based on your eligible pay during the portion of the year in which you satisfied the plan's eligibility requirements and remain employed in a position that makes you eligible to continue to contribute to the plan

Specify the Enrollment Action: Change my Unmatched Retirement Plan election

Investment Plan:

| |
|----------------------------------|
| Northwestern Contribution |
| 5% |

Select Company Allocation:

| Specify Investment Company | Specify Percentage of allocation to investment company |
|----------------------------|--|
| TIAA-CREF | % |
| Fidelity Investments | % |
| TOTAL | 100% |

Create an Investment Company Account:

TIAA CREF

| | |
|--|-----------------|
| www.tiaa-cref.org/northwestern 800-842-2776 | Plan ID: 101332 |
|--|-----------------|

Fidelity

| | |
|---|----------------|
| www.enrollonline.fidelity.com 800-343-0860 | Plan ID: 56005 |
|---|----------------|

Payroll Deduction Authorization

I authorize Northwestern University to deduct the specified amount from my University paycheck and to transmit the deduction to the investment company(ies) I have specified above. I understand and accept the terms stated on this Enrollment Form. I also understand that the total amount I may contribute on a tax-deferred basis is limited by the Internal Revenue Code and that it is my responsibility to comply with those limitations. This form revokes any previously signed form. I agree to hold harmless and indemnify Northwestern University for any and all liability and expenses incurred by it as the result of misstatement or omissions made by me in this Agreement. I agree that the University shall have no liability whatsoever for any loss suffered by me or my beneficiary(ies) with regard to: 1) my allocations of contributions among the available investment options; or 2) the University's transmittal of contributions to TIAA-CREF and/or Fidelity Investments, providing those contributions are transmitted in accordance with the terms of the University's retirement plan. If Northwestern University modifies future versions of the Agreement to comply with federal law or regulations, I agree that this Agreement shall be administered according to such modified Agreements. **Forms which are incomplete, including not signed, will be returned to the employee.**

Signature

Date



**Matched 403(b) Retirement
Contribution Change Form
Page 2 of 3**

**Submit completed form to
Benefits Division
720 University Place
Evanston, IL 60208**

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| | | |
|---------------|------------|-----------------------------------|
| Last Name | First Name | Employee ID (On Your NU Wildcard) |
| () - | | _____ |
| Work Phone | | Email |

Matched Retirement Plan

The University will match 100% of your regular and catch-up before-tax contributions, dollar for dollar, up to a maximum of 5% of your eligible pay for that pay period subject to IRS limits on eligible pay.

Specify the Enrollment Action: Enroll in the Matched Retirement Plan
 Change my Matched Retirement Plan election Waive Matched Retirement Plan participation

Select Investment Plan:

| | Employee Contribution | Northwestern Contribution |
|--------------------------|-----------------------|---------------------------|
| <input type="checkbox"/> | 1% | 1% |
| <input type="checkbox"/> | 2% | 2% |
| <input type="checkbox"/> | 3% | 3% |
| <input type="checkbox"/> | 4% | 4% |
| <input type="checkbox"/> | 5% | 5% |

Select Company Allocation:

| Specify Investment Company | Specify Percentage of allocation to investment company |
|----------------------------|--|
| TIAA-CREF | % |
| Fidelity Investments | % |
| TOTAL | 100% |

Create an Investment Company Account:

TIAA CREF

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| www.tiaa-cref.org/northwestern 800-842-2776 | Plan ID: 101332 |
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Signature

Date



**Voluntary 403(b) Retirement
Contribution Change Form
Page 3 of 3**

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720 University Place
Evanston, IL 60208**

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| Last Name | First Name | Employee ID (On Your NU Wildcard) |
| () - | | _____ |
| Work Phone | Email | |

Voluntary Retirement Plan Contributions

In addition to the University's basic and matched contributions, you may contribute a percentage of your eligible pay up to the Internal Revenue Service (IRS) limit, not to exceed your (employee) total contribution of \$16,500, for 2009. Individuals who will be at least age 50 during calendar year 2009 may contribute up to an additional \$5,500.

Specify the Enrollment Action: Enroll in the Voluntary Retirement Plan Change my Voluntary Retirement Plan election Waive Voluntary Retirement Plan participation

| Specify Investment Company | Specify Per Pay Period Dollar Amount -OR- Percentage of Eligible Earnings | |
|----------------------------|---|---|
| TIAA-CREF | \$ | % |
| Fidelity Investments | \$ | % |
| TOTAL | \$ | % |

If you wish to contribute up to IRS limits, you may use an online calculator to assist you determine the monthly contribution amount. This calculator is accessible at: http://www.northwestern.edu/hr/benefits/plans/retirement/benefits_403B_calculator_2009.xls

Create an Investment Company Account:

TIAA CREF

| | |
|--|-----------------|
| www.tiaa-cref.org/northwestern 800-842-2776 | Plan ID: 101332 |
|--|-----------------|

Fidelity

| | |
|---|----------------|
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Signature **Date**