You have the option to open a TIAA Brokerage Account within your retirement plan.¹ With this account, you can direct your retirement plan contributions among a variety of investment choices beyond the ones offered through your current plan.

Three ways to make transactions
- **Online:** Place orders to buy, sell or transfer mutual fund shares or other investment options by logging in at TIAA.org/usg.
- **By phone:** Call TIAA's automated telephone service at 866-355-5505, 24 hours a day, 7 days a week, for information about your account.
- **Contact us:** You can place orders with a TIAA financial consultant by calling 800-927-3059. We can also answer questions you have about your brokerage account.

A wide range of investment choices
With a TIAA Brokerage Account, you can independently research and select from thousands of mutual funds, individual securities and ETFs, including ones from well-known fund families. The self-directed brokerage options vary by plan and retirement plan provider so be sure to inquire with the retirement plan provider that you select on what investment options are available. You can view the list once you open a brokerage account by going to the dedicated website at TIAA.org/brokerage.

Have questions on how to proceed?
The following pages can show you how.

¹ The brokerage account option is available to participants who maintain both a legitimate U.S. residential address and a legitimate U.S. mailing address.
1. How do I open a brokerage account?

Once your employer retirement plan account is opened, you can follow the steps below to establish the brokerage account. Please note: You’ll need a separate brokerage account for each retirement account you hold.*

**Online:**

**Step 1:** Log in to your retirement account via secure access at [TIAA.org/usg](http://TIAA.org/usg). From your account’s home page, select the retirement account that is eligible for the self-directed brokerage option.

**Step 2:** Once on the retirement account details page, select *Open retirement brokerage* from the Quick Links.

**Step 3:** Follow the instructions on the next set of screens to open the self-directed brokerage account.

It typically takes two business days for TIAA to establish the brokerage account. At that time, your funds will be deposited into a brokerage money market account. You can then trade in the brokerage account by calling **800-927-3059** or by visiting [TIAA.org/usg](http://TIAA.org/usg).

**We can help:**

A TIAA financial consultant can also help you enroll in your brokerage account. You can complete a phone application by calling **800-927-3059**. A financial consultant will be able to send you a prefilled application for your signature. You can sign and return it in the envelope provided in the kit.

2. **Which investment options are available from TIAA Brokerage Services?**

Once you open a brokerage account, go to [TIAA.org/usg](http://TIAA.org/usg), log in to your retirement account and click the *Change Investments* button, then click on the *Explore Investing Choices* button. You can view and evaluate thousands of investment options. If you see an *Add Brokerage Funds or Invest* button next to the investment you’re interested in, you can purchase it for your brokerage account.

3. **How do I trade within my brokerage account?**

Once you have logged in at [TIAA.org/usg](http://TIAA.org/usg), find your brokerage account among the list of accounts and click on it. You will see a blue *Trade* button on the page, or you can use the *Actions* menu next to your holdings. You can also use our automated telephone service at **866-355-5505** or call a TIAA financial consultant at **800-927-3059**.

4. **How do I move the money from my brokerage account back to other investment options available through my ORP or 457(b) retirement plans?**

To transfer between the brokerage account and another investment option available through your employer retirement plan, call a TIAA financial consultant at **800-927-3059**. Moving funds from the brokerage account to the retirement plan cannot be done online.

* Keep in mind that each retirement plan has its own set of rules governing the minimum funding amounts and types of assets that can be purchased in a brokerage account.
5. How do I move the money from my brokerage account back to other investment options available through my 403(b) retirement plan?

To transfer between the brokerage account and another investment option available through your employer retirement plan, once logged in, click the *Change Investments* button on your account home page, then select *Exchange* and click on the applicable plan name. Your investment elections will be displayed and you can complete your transfer. You will have to ensure the option button is filled in for *Brokerage Investments* in the *Choose the Source Fund* section.

Transfers between your brokerage account and another investment option available through your employer retirement plan are subject to brokerage settlement periods and can take several days to complete. You can also call 800-927-3059 for more information and to have a TIAA financial consultant initiate your transfer. It can take up to three days for us to process this transfer. You can transfer assets between your retirement account and your TIAA brokerage account using a single screen and single-step request.

6. How do I contribute to my brokerage account in the ORP or 457(b) retirement plans?

There are several ways to do this once you’ve added the brokerage feature to your existing retirement account(s).

- Initially, you can transfer 90% of the accumulations in your retirement account to your brokerage account.
- You can make ongoing individual and/or automatic transfers from your retirement account. (Contributions must first be made to your retirement plan account.)

7. Can I allocate retirement plan contributions directly to the brokerage account?

Yes. Once your brokerage account is opened, you will be able to direct from 1% to 90% of your contributions to a mutual fund in your account as allowed by the terms dictated by the 403(b) Plan at the University System of Georgia. You can do this by selecting *Change your investments* and then *Choose future investments*.

8. How can I take a distribution or withdrawal from the brokerage account?

Distributions or withdrawals from your brokerage account aren’t made directly. To receive distributions or withdrawals from the investments in your brokerage account, you first need to transfer the amount you wish to withdraw from your brokerage account to a non-brokerage investment (i.e., your pension account) and then request a withdrawal from that account. You will need to call a TIAA financial consultant at 800-927-3059.

9. Are there any fees associated with my brokerage account?

If you open a brokerage account, you will be charged a commission on all applicable transactions based upon the fees outlined in the customer account agreement or dictated by the terms of the fund. To find out more, review our brokerage account customer agreement using the following link: TIAA.org/public/pdf/forms/SDA_Customer_Account_Agreement.pdf. The agreement contains important information about the brokerage account, as well as the commission and fee schedule. Other fees and expenses that apply to a continued investment in the fund are described in the fund’s current prospectus.

10. Will I receive confirmations of my trades?

Yes, a confirmation for every trade is sent to you according to your preferences. You can always view your transaction history or trade confirmations in the secure portion of TIAA.org/usg or on your monthly brokerage account statements.
Important considerations

- There will be a $500 minimum initial investment for most funds, and additional minimums may apply for subsequent investments.
- If you lack the time or expertise to actively manage your portfolio, a brokerage account may not be appropriate for you.
- Please keep in mind that returns for mutual funds and other securities are not guaranteed, and you assume all the risks associated with investing in them.

For a complete list of fees and costs associated with a mutual fund investment and a full explanation of our fees, go to our website at TIAA.org/brokerage.

You can also speak with a TIAA financial consultant if you have any questions about opening a brokerage account and what may be right for you.