

**Wittenberg University Defined Contribution Retirement Plan
Annual Automatic Enrollment Notice
and
Qualified Default Investment Alternative Notice**

The Wittenberg University Defined Contribution Retirement Plan contains an automatic enrollment provision and a Qualified Default Investment Alternative (QDIA) provision. All current participants in the plan are required to be notified annually of the plan's automatic enrollment provision and qualified default investment alternative. In addition, all new employees who are eligible to participate in the defined contribution account under the plan must also be notified of each provision upon first becoming eligible to participate in the plan.

New Hires

You can participate in the Supplemental Retirement Account (SRA) portion of the plan immediately after your date of hire, and the Defined Contribution (DC) portion of the plan on the first day of the month after you are credited with a year of service, or earlier if certain requirements are met. When you first start participating in the Defined Contribution portion of the plan, 5 percent of your compensation will be contributed, on a pre-tax basis, to an account for your benefit unless you elected otherwise. This contribution is called an automatic enrollment contribution. You can make a change to the 5 percent contribution amount, including reducing such amount to zero, at any time. If you make a change to the automatic enrollment percentage prior to the date you begin participating in the Defined Contribution portion of the plan, the change that you make will apply. You must contribute at least 2 percent of your compensation to receive a matching contribution of 5 percent of your plan compensation from the University. Your plan compensation will generally mean your base wages and overtime.

Your automatic enrollment contributions to the plan will not be subject to federal income tax at the time such amounts are contributed to the plan, and will continue to grow in the plan on a tax-free basis. Your automatic enrollment contributions and earnings will be subject to federal income tax only when distributed to you. You will automatically be fully vested in all amounts contributed to the plan.

Current Employees

If you are currently participating in the Defined Contribution portion of the plan and have changed the 5 percent automatic enrollment, including reducing the amount to zero, the automatic enrollment provision no longer applies to you and you will not be automatically re-enrolled. However, this notice is to inform you that if you have not made a change to your automatic enrollment election, 5 percent of your compensation will continue to be taken from your pay on a pre-tax basis and contributed to the plan until you make a change. Changes to your automatic enrollment election will be made as soon as administratively possible.

How Will Your Contributions Be Invested

The QDIA is to inform you of how your contributions under the plan(s) for Wittenberg University may be invested and how such contributions will continue to be invested if you have not provided complete instructions. At the time of your enrollment you were given the option to invest your contributions to the plan, and the University's contributions, in any of the plan's available investment options. If you did not elect to direct the investment of these contributions made on your benefit to the plan, such contributions were invested in one of the plan's default fund. The plan's default investment fund is the TIAA-CREF Life Cycle Fund that is appropriate for your retirement age. All amounts invested in the default investment fund will continue to be invested in the default investment fund appropriate for your retirement age (assuming you retire at age 65) unless you direct the investment of your account into one of the plan's other investment options.

As with all mutual funds, the principal value of the TIAA-CREF Lifecycle Fund isn't guaranteed. Also, please note that the target retirement date of the TIAA-CREF Lifecycle Fund that your account has been invested in is the approximate date that you are expected to retire and begin withdrawing from the plan, which is assumed to be age 65. Your personal situation will dictate when you're eligible to take a distribution from your account, not necessarily the target date of the Lifecycle Fund you're invested in.

The TIAA-CREF Lifecycle Funds are listed below as well as a link to the [Lifecycle Funds Fact Sheet](#). The TIAA-CREF Lifecycle Funds are professionally managed and automatically adjust over time to become more conservative as your retirement date approaches.

Investment Name	Gross / Net Expense Charge	Ticker Symbol	Approximate Equity/Income and Other Investment Percentages*
TIAA-CREF Lifecycle 2010 Fund	0.52%/ 0.37%	TCTIX	35%/61%/5%
TIAA-CREF Lifecycle 2015 Fund	0.53%/ 0.38%	TCNIX	39%/56%/5%
TIAA-CREF Lifecycle 2020 Fund	0.53%/ 0.39%	TCWIX	44%/51%/5%
TIAA-CREF Lifecycle 2025 Fund	0.56%/ 0.41%	TCYIX	52%/43%/5%
TIAA-CREF Lifecycle 2030 Fund	0.58%/ 0.42%	TCRIX	61%/34%/5%
TIAA-CREF Lifecycle 2035 Fund	0.60%/0.43%	TCIIX	70%/25%/5%
TIAA-CREF Lifecycle 2040 Fund	0.62%/0.44%	TCOIX	79%/16%/5%
TIAA-CREF Lifecycle 2045 Fund	0.64%/ 0.45%	TTFIX	88%7%/5%
TIAA-CREF Lifecycle 2050 Fund	0.65%/0.45%	TFTIX	91%/4%/5%
TIAA-CREF Lifecycle 2055 Fund	0.68%/0.45%	TTRIX	92%/3%/5%
TIAA-CREF Lifecycle 2060 Fund	0.71%/0.45%	TLXNX	93%/2%/5%
TIAA-CREF Lifecycle 2065 Fund	2.06%/0.45%	TSFTX	92%/1%/7%
TIAA-CREF Retirement Income Fund	0.53%/0.37%	TLRIX	35%/60%/5%

*Approximate

Salary Deferral Election Changes

If you wish to change or stop the amount of your automatic enrollment election, please contact the University's Human Resources Department at hure-mail@wittenberg.edu or 937-327-7517.

How You Can Change the Way Your Contributions are Being Invested

You have the right to change the investment allocation of your account at any time. You can elect to direct the investment of your existing balances and future contributions to any of the plan's available investment options. This includes being able to transfer out of the plan's designated default option(s) to another investment option available in the plan. If you have been defaulted into the designated default option(s) and you do not provide complete investment instructions, your contributions and existing balance will continue to be invested in the designated option(s).

To change how your account is invested, among the plan's offered investment choices, you can contact TIAA at **800-842-2252**. Consultants are available **weekdays 8a to 10p (ET)** or by accessing your account online at www.tiaa.org/wittenberg.

Additional Information

Please review the Summary Plan Description (SPD) located on the [403\(b\) Retirement Plan webpage](#) for more information about this plan, including your withdrawal and distribution options. If you desire a paper copy of the SPD, please contact the Human Resources office at hure-mail@wittenberg.edu or 937-327-7517.

A list of the Plan's available investment options and a copy of the prospectus or information statement for each fund may be obtained from www.tiaa.org/wittenberg.

Distributions from tax-deferred plans before age 59½, severance from employment, death, or disability may be prohibited, limited, and/or subject to substantial tax penalties. Different restrictions may apply to other types of plans.

Contact information

If you have questions or would like to obtain updated information on fee expenses, a more detailed explanation of the default option(s), or more information about the other investment options available under the plan, please visit www.tiaa.org/wittenberg or contact TIAA at **800-842-2252**. Consultants are available weekdays 8a to 10p (ET). If you have any questions concerning this notice please contact DeAnna Sullivan, Associate Director of Human Resources, at dsullivan@wittenberg.edu or (937) 327-7519.